

# Washington State Society for Healthcare Engineering

Board Meeting Minutes

Chelan, Washington

28 April, 2010

Meeting convened at 2:06 pm

## A. Process Improvements

### 1) Improve Communication:

- Platinum award requires 12 communications to members on educational subjects per year. Need to send more communications than just the semi-annual and annual. Please forward communications to Geoff for edits who will in turn send to Mike for posting.

### 2) Policies and Procedures:

- We need to begin development of Policy and Procedure Manual. A task force composed of Jim Mead and Keith Deline will have a status report for the next meeting.

### 3) Member Recruiting:

- Chair issued a reminder to recruit. Board would like the members to report new recruits for the minutes.

### 4) Leadership Development:

- Each new board member is asked to partner with a veteran board member as a mentor.

## B. Standard Operating Objectives

### 1. Education

- a. Northwest Rendezvous IV  
The educational program is 90% complete.
- b. Selection of 2013 conference site:
  - Tacoma and the Tri-Cities are potential destinations. More information forthcoming.
- c. Scholarship Programs  
McKenzie is primarily for education while the Peterson is a scholarship for attending WSSHE educational conferences.

### 2. Advocacy

- a. Committee members needed.
- b. Issue update  
Received an update on licensed beds versus set up beds and nurse call in public restrooms.

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## 3. Administration

### a. Financial Report

Consent agenda; approved

Discussed the need to audit the “states” books. Move to have the Treasurer consider an audit process and come back with recommendations. Passed

### b. Job postings on website

Yes, with limitations. Mike will articulate guidelines and check with AMI regarding how they might manage the postings.

### c. Fee schedules (Sponsorships, technical exhibits, membership, web site, etc.)

Defer until next meeting.

## 4. Chapter Affairs

### a. Chapter representatives gave their respective chapter reports

Discuss the potential of a webinar for meetings. The “state” would fund this for all chapters. Southwest Chapter will host a golf tournament on Sept 9 at McCormick Woods.

## 5. ASHE Affairs (1520)

### a. Levels of Affiliation Award

Application submitted; WSSHE qualified for Platinum.

### b. ASHE 2011 Conference in Seattle

a. PS chapter has selected Robert Blakey as planning committee representative.

Motion: Create an ASHE welcoming subcommittee consisting of 4 or 5 people; include each chapter president. Passed

Keith Deline, Steve Grose, Geoff Glass, Phil Kercher, Robert Blakey, and Rich Newton

## Closing Comments

### a. Recap and action item review

- ASHE welcome subcommittee
- Mike will propose an audit process for state finances
- At least 12 communications to members in support of ongoing education and Platinum award
- Geoff to draft an outreach letter
- Mike will propose guidelines to manage job postings on our web site
- Each board member recruit at least one new member

### b. Next meeting: Ellensburg, date/time?

### c. Adjourn: 3:48 pm