

Washington State Society of Healthcare Engineering
Board Meeting
12 August 2011
Ellensburg Washington

State	Puget Sound	Eastern	Southwest
<input checked="" type="checkbox"/> Keith Deline President	<input type="checkbox"/> Robert Blakey President	<input checked="" type="checkbox"/> Ben Meyers State President Elect	<input type="checkbox"/> Richard Newton President
<input checked="" type="checkbox"/> Mike Chitwood Secretary / Treasurer	<input checked="" type="checkbox"/> Jim Mead Secretary	<input checked="" type="checkbox"/> Brad Jones Secretary / Treasurer	<input checked="" type="checkbox"/> Ray Tiedemann Secretary / Treasurer
<input type="checkbox"/> Geoff Glass Historian	<input type="checkbox"/> Dan Clark Past President	<input type="checkbox"/> Bruce Price Past President	<input type="checkbox"/> Past President
<input checked="" type="checkbox"/> Phil Kercher ASHE Liaison	<input checked="" type="checkbox"/> Gary Nevius Alternate-Treasurer	<input checked="" type="checkbox"/> Don Kilgore Alternate	<input checked="" type="checkbox"/> Dave DeVous Alternate-Pres Elect
<input checked="" type="checkbox"/> Heather Warner Conference Services Mgr	<input checked="" type="checkbox"/> Russ Kent Alternate-Past State Pres	<input type="checkbox"/> Alternate	<input type="checkbox"/> Alternate
<input checked="" type="checkbox"/> Lianna Collinge, AMI Guest	<input type="checkbox"/> Guest	<input type="checkbox"/> Guest	<input type="checkbox"/> Guest

President Keith Deline open the meeting at 11:43 am and welcomed all attendees.

Minutes Approval Minutes from the April 27, 2011 meeting in Chelan are approved with one correction.

- **Motion** to approve with changes by Ray Tiedemann Second by Phil Kercher Passed

Association Management Inc.

Lianna Collinge President, AMI

- Reported on the services AMI currently performs for WSSHE as well as additional services such as officer training, board training, goal setting, and strategic planning that are available. She commented that WSSHE membership has grown by 175% and remain financially stable in the four years that AMI has been associated with us.

2011 WSSHE Business Plan

Keith Deline President, WSSHE

- Presented his business plan for the current fiscal year. Keith will make the two small text changes that were identified.
- **Motion** to approve with changes by Phil Kercher Second by Ray Tiedemann. Passed

ASHE Conference Debrief

Phil Kercher, ASHE Liaison

- The event was very successful. Keith plans to recognize participants with a video display at the annual conference. Phil reminded the board that voting is open on the ASHE web site for bylaws update.

Advocacy Update

Don Kilgore Advocacy Chair

- The environment has been peaceful on the code front. Labor & Industries seems to have a focus on security officers training around terrorism response. He will watch for further developments.

2011 Annual Conference Update

Heather Warner, Conference Services Manager

- The educational sessions and brochure are complete. Still need sponsors, exhibitors, and attendees.

WSSHE Finances

Update

- The Board, at the April meeting, passed a motion to form a legally compliant structure for the Mac McKenzie Scholarship program. This was completed in May 2011. The next step is to open a bank account and designate authorized “signers”. Board nominated and approved the following people to be authorized signers on the Mac McKenzie Scholarship Account:
- **Motion** that Mike Chitwood, Ray Tiedemann, Dave DeVous, and Lianna Collinge be authorized to sign checks for the Mac McKenzie Scholarship account by Gary Nevius Second by Ben Meyers Passed.
- Mike Chitwood reported on the results of our financial compilation. There were only two recommendations: the chapters should reconcile their bank accounts monthly and submit quarterly financial statements to the Society.
- **Motion** to implement reports recommendations immediately. Quarterly reports a due for each calendar quarter; to be submitted the month following the close of the calendar quarter by Ray Tiedemann Second by Gary Nevius. Passed
- The Board discussed the practice of collecting membership fees when a non-member registers for one of our conferences. Some attendees prefer to attend the conference only and not become members.
- **Motion** that conference registration for non-members does not include organization membership by Gary Nevius. Second by Russ Kent. Passed.

CPA Recommendation

- Russell distributed a document that identified some of the issues the board faces and, more importantly, a resource to get informed answers to questions and actions that impact association finances. He recommended the board seek advice from a certified public accountant or a legal firm before making important financial decisions based on the assumption that finance is not our expertise. The board discussed the three levels of financial oversight offered by accounting firms: financial compilation, financial review, and full audit. Three levels were compared and contrasted for reliability, cost, and value to the organization.
- **Motion:** to have a CPA firm perform a financial review annually by Gary Nevius. Second by Dave DeVous. Passed

WSSHE Laptop

Keith Deline President, WSSHE

- The Society needs to purchase a laptop for the Conference Services Manager or designee.
- **Motion** that the Society purchases a laptop; total cost not to exceed \$600, for the Conference Services Manager or designee by Gary Nevius Second Phil Kercher. Passed

Communications Update

Ben Myers, President Elect and Communications Chair

- Ben will create a membership list to post on the web site. This list will be behind a firewall and blind to search engines. Ben has implemented a WSSHE face book page.

WSSHE Chapter Reports

- Check the web site for information regarding chapter meeting schedule and education plans.

Southwest Chapter

- Informational meeting to expose members to the Phoenix valve for HVAC systems.

Eastern Chapter

- Held annual educational session on vibration analysis.

Puget Sound Chapter

- Will hold a webinar in August on infection control. Held a meeting in their north region to reach out to those that cannot normally attend.

Open Agenda

- Jim Mead spoke about reorganizing the bylaws. He distributed a document for board preview and discussed his recommendations. Bylaws committee: Jim Mead, Ben Meyers, Russ Kent, and Ray Tiedemann.
- AMI has a membership certificate available if someone needs specific proof of membership.

Next Meeting: Tuesday, September 20, 2011 in the second floor conference room above registration desk at the Red Lion.

Adjourned: 3:05 pm