



Washington State Society for Healthcare Engineering

Board Meeting

August 7, 2015 - Ellensburg, Washington

State	Puget Sound	Eastern	Southwest
<input checked="" type="checkbox"/> Eric Rodgers President	<input checked="" type="checkbox"/> Michael Kimberlin President	<input checked="" type="checkbox"/> Curt McNeilly President	<input checked="" type="checkbox"/> Keith Geary 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"/> Rich Newton Secretary / Treasurer
<input checked="" type="checkbox"/> Dave DeVous Imm. Past President	<input type="checkbox"/> Gary Nevius Treasurer	<input checked="" type="checkbox"/> Eric Rodgers Imm. Past President	<input checked="" type="checkbox"/> Dave DeVous Imm. Past President
<input type="checkbox"/> Rob Pewitt President Elect	<input checked="" type="checkbox"/> Tom Nance Imm Past President	<input type="checkbox"/> Greg Palmanteer President Elect	<input checked="" type="checkbox"/> Marnie Boomer President Elect
<input checked="" type="checkbox"/> Geoff Glass Historian	<input type="checkbox"/> David Bain President Elect	<input checked="" type="checkbox"/> Phil Kercher, FASHE, CHFM Alternate	<input type="checkbox"/> Jose Diaz Education Chair
<input checked="" type="checkbox"/> Phil Kercher ASHE Liaison	<input checked="" type="checkbox"/> Chris Moore Education Chair	<input checked="" type="checkbox"/> Will Mackin Education Chair	
<input checked="" type="checkbox"/> Lianna Collinge CEO	<input type="checkbox"/> Nancy Brown Education Coordinator		<input checked="" type="checkbox"/> Keith Deline ASHE Region 10 Rep
<input checked="" type="checkbox"/> Heather Warner Conference Services Manager			
<input checked="" type="checkbox"/> Kevin Kajita Advocacy Chair			
<input checked="" type="checkbox"/> Ben Myers Communication Chair			
<input checked="" type="checkbox"/> Robert Blakey Education chair			
<input checked="" type="checkbox"/> Jim Mead Scholarship Chair			
<input checked="" type="checkbox"/> Brad Jones ASHE Liaison			

President Eric Rodgers called the meeting to order at 11:40 am and welcomed all attendees. A quorum was established.

ADMINISTRATIVE

Roll Call of attendees was held.

Minutes of April 22, 2015 accepted as written.

Financial Update – *Mike Chitwood*

- Mike reviewed financial reports reflecting total assets as of July 31 of \$314,345.
- Although two registrations were waived, ASHE expense line item over budget due to more attendees than budgeted. Budget a higher amount in 2016.
- Jim and Robert asked the Board to consider funding education scholarships to MMSF & PPSF annually. Discussion of ability, amounts, and process. The 2014 fall educational courses funded \$33,000 and SW Golf \$5,000 more. Kevin wants the budgeted amount to be sustainable. Mike reported that as Treasurer he wants our Cash Reserves at 50- 100% of annual operating costs (\$200-\$400k) as recommended first. Robert moved to fund the Pete Peterson fund to the full scholarship requirements from the annual profit from the fall educational courses, and fund Mac McKenzie with any excess profit. Kevin seconded, Board unanimous.
- Mike, Rob, and Katie will draft the 2016 budget and see what sustainable amount may make sense.

Bylaws Update – *Jim Mead*

- Jim needs more time to develop changes to bring to the Board, anticipates October Board meeting. He will include wording to allow Board to contract for professional management as well as conference services. Lianna will provide draft wording.

Scholarship Updates – *Jim Mead*

- 7 PPSF accepted applications for the 2015 Annual meeting. (Total \$7,000)
- MMSF has 1 scholarship awarded. (Total \$1,000) Address on application needs to be updated to Jim's.

- Ilse B Almanza Scholarship fund- Eric explained that this provides travel expenses for members to attend ASHE conference. Asked Board members to consider donations.

Addendum to AMI Contract – *Phil Kercher*

- Phil reiterated to the Board that AMI is our professional partner and provides continuity as Board members transition. He thanked AMI for the excellent service over the past 8 years. Geoff and Brad added that with AMI's support we have grown from struggling to successful and that staff is always knowledgeable and responsive. Keith added that as he travels within Region 10 he suggests other state chapter hire AMI. (Oregon and Idaho recently have.) Phil reviewed the suggested additional services (attendance at Board meetings and 2 conferences), said that with added services Board members will have more time to provide strong leadership. Robert moved approval of the additional services totaling \$2,820 annually, Curt seconded, Board unanimous.

ADVOCACY & NETWORKING

Advocacy – *Kevin Kajita*

- NFPA Rulemaking is coming. In order to vote, you must attend their annual conference. Kevin suggested sending attendees.
- Rule 246-320 is now in effect as of July 18.
- ICC Rulemaking – you must be a member for at least 1 year before you can vote.
- Geoff brought up the cost implications of the new L&I Elevator rules. He asked members to send a letter to L & O detailing the cost burden at their facility.

ASHE Liaison – *Brad Jones*

- Brad reminded us that the Region 10 election is coming and the need to vote. With more than 12,000 ASHE members, only about 1,600 vote. Keith is only 1 of 3 WSSHE members that have served in the role.

ASHE Regional 10 – *Keith Deline*

- Keith reported that there are actually 2 ASHE conferences this year, with the Midwest conference. Keith has visited numerous chapters, and all are doing well. The Fire Barrier Symposium info will be announced soon.
- Member benefits and new initiatives include: "Smart Sheet" project management (sign up online); Managing Life Safety on line course; Joint commission on Physical Environment Standards portal, etc.

ASHE 2015 Annual Conference July 12-15, 2015 - Boston, MA

- Great Chapter Leadership Forum included workshop on Goals and Expectations of the Chapters, Members, and Members Organizations.
- Chapters Top Five Goals and Expectations: Increase Membership; Provide Relevant Education; Networking; Advocacy; Chapter Operations and Finance
- Members Top Five Goals and Expectations: Professional Advancement; Networking / Problem Solving / Staying Current; Education / Certification; Advocacy; Provide Value and Belonging
- Member's Organization Top Five Goals and Expectations: Patient Satisfaction; Return on Investment; Regulatory Compliance; Financial Stability; Employee Training and Retention
- Important to assure chapter is focused on strategic planning to meet all of these goals
- Work to calculate the value of the organization; what do our members get for their membership fee, and what is it worth.
 - Communicate that value message through website content, blogs to members, and marketing to potential members.
- Eric proposed sending the ASHE Liaison each year to the ASHE conference. Jim will draft addition to the Bylaws.

Regional Conference Spokane 2017

- Phil said it is time to GET EXCITED!!
The remodeled Davenport Conference complex is "Grand". Keith said all states are ready to be involved. He already has volunteers and will build a team to develop the educational plan soon. Robert volunteered.

GROWTH

Annual Conference – *Geoff Glass*

- Geoff detailed programs and events. Rooms are still available at the Hilton and the red Lion. Excellent education, spouse events (2!), and best social event (cruise) ever. Cruise will hold 425 people. The cost and process for allocating unsold tickets was reviewed. Marnie and Heather confirming Tuesday site visit details, tentatively 1-4 pm. Board meeting will be 3-5 pm.

- One of the fun events will be a chapter feud – Geoff asked each chapter to find 4 members to participate. Answers will be judged by the Department of Health, with Phil acting as Emcee.

Fall Education Opportunities – Robert Blakey

- Robert reviewed the courses: Infection Prevention (IP), Healthcare Construction Certificate (HCC), CHC Exam Review, and CFHM. Dates are available on the ASHE web calendar.
- As a group of courses, we already have a net income of \$3,700. Staff to develop a dedicated e-blast for the CHFM course (annual meeting link small at the bottom). Robert to get Geoff the speaker contact data.
- The Board gave kudos to Robert for the great work.

Outreach Update:

- PS chapter is using a PowerPoint presentation at meetings with prospective members.
- Discussion of finding and cultivating local contacts was held. Best process is to use Associate members to introduce you so you can share the benefits of WSSHE membership.
- Board members were asked to add the WSSHE logo to your email signature line if possible. Staff will send Board members a formatted logo or link that can be used, as well as adding letterhead to the Board portal so Board member can send solicitations on it.
- Elite status requirements discussed. (Portfolio Manager.) Kevin volunteered to be the liaison, and will work with staff to identify the number of member hospital represented.

COMMUNICATION

Communication Chair Update – Ben Myers

- Ben reported on Social Media progress, including FaceBook and Twitter activity.
- Linked In posts are now under control as staff reviews them and only allows members to post.
- Many job postings coming in.

WSSHE Chapter Reports

Eastern

- Brad read a letter sent to Spokane Public Radio with a \$500 donation in the name of retiring Phil Kercher.
- \$32,899 in bank. Membership is 73 Professional and 81 Associates.
- June event held and one coming in September.
- Working with BOC on events and data. (Evidently in 2014 BOC certified 19 WSSHE members and so far in 2015 just 5. Tuition discounts ARE available)

Puget Sound

- Balance of \$80,000 in bank.
- Golf Tournament August 13th, charity is Fisher House.
- Holiday party will be at the Hollywood School house in Woodinville.

Southwest

- \$20,600 in bank. 134 members with 68 Professional and 64 Associate.
- Held great meetings at St. Joes and Little Creek Casino (built environment), next to be in November.
- Golf tournament coming September 4th at McCormick Woods. Million dollar hole in one challenge will be held again.

Open Agenda

1. Kevin discussed offering information and focus for members to earn bachelors' and Masters Degrees. Suggested a booth in our Tradeshows. Keith reminded attendees that ASHE has affiliations with numerous colleges, perhaps pull info from the website and add to booth. Marnie suggested going a step further, and developing an internship program to encourage new recruits to the industry. Result: 3 chapter education chairs to work together to get information out to members and prospective members.
2. Lianna gave management report, showing 291% increase in membership since 2008, 236% increase in net income since 2008, and 139% increase in Spring Symposium 2008 to 2015.
3. President Eric suggested holding an annual Board of Directors Retreat, similar to OSHE. Goal is time spent on the big picture without business. He asked the Board to consider.

With no further business, meeting adjourned at 3:04 pm