

Washington State Society for Healthcare Engineering

Board Meeting Minutes

Spokane, Washington

21 September, 2010

Attendees:

Dara Darsow, Richard Newton, Heather Warner, Russ Kent, Phil Kercher, Jim Mead, Steve Grose, Keith Deline, Robert Blakey, Geoff Glass

A. Process Improvements (1400) *2010 Process Improvements summarized by Russ*

1) Improve Communication:

- Communication Committee, Chair
- Communication Flashes
- Outreach Letter

2) Policies and Procedures:

- Reimbursement Policy
- Board & Committee Chair Position Description
- Board Listing
- WSSHE.org

3) Member Recruiting:

- Substantial growth

4) Leadership Development:

- New board members have mentors

B. Standard Operating Objectives

1. Education (1410)

- a. Northwest Rendezvous IV (quick summary): *Summarized by Phil Kercher and Geoff Glass – slight revisions from published agenda due to late notice changes.*
- b. Selection of 2013 conference site: *Keith Deline reviewed some of the criteria under consideration by the selection committee. Committee plans to submit recommended site within two months. Board discussion ensued.*
- c. Scholarship Programs:
 - Scholarship Foundation: *Jim Mead presented an idea for establishment of a education foundation (C3 sister organization to WSSHE C6 business organization). Existing PPSF and Mac McKenzie Scholarships could then operate under the foundation, avoiding IRS issues. Jim will continue to investigate and will present formal proposal to board in the future.*

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- PPSF Process review : *Russ and Jim reviewed process for PPSF, and stressed that process must be utilized.*
2. Advocacy (1430)
 - a. Issue update: *Deferred. Don Kilgore in CHFM preparation course.*
 3. Administration (1435)
 - a. Financial Issues: *Deferred. Mike Chitwood in CHFM preparation course.*
 - b. Policies and Procedures Manual: *No new developments.*
 - c. Conference Annual Membership Agenda Items: *ASHE annual 2011, Member of the Year awards, swearing in of new board, comments by Russ and Keith.*
 4. Chapter Affairs (1440)
 - a. Chapter reports: Chapter Representatives
 - *Puget Sound: Planning water consumption topic at Fred Hutchison*
 - *Eastern: Brad Jones is new Secretary/Treasurer, Ben Myers is new President.*
 - *Southwest: Golf tournament was a success, Dave Devous will be 2011 president-elect (Richard Newton will remain as President in 2011).*
 5. Associate Member Affairs (1455)
 - a. Issue update: Heather: *No issues to report.*
 6. ASHE Affairs (1500)
 - a. ASHE 2011 (Seattle) Conference Preparations: *Discussion postponed to meeting with Avis Gordon following board meeting. That meeting was a brainstorming session regarding potential ways that WSSHE can involve with ASHE. Puget Sound chapter has lead, Robert Blakey will coordinate.*
 - b. Region 10 Issues: *No issues to report.*
 7. Communication (1510)
 - a. Shared Webinar Account, Outreach letter, Social Media: *Robert Blakey discussed ideas for improving communications. Board discussion ensued – committee will submit a proposal to board for approval (by email if necessary), regarding intended improvement areas and budget.*
 - b. *Robert Blakey suggested that green summit/sustainability be considered for Chelan conference topic.*

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Closing Comments (1520)

- a. Recap and action item review: Russ
- b. Next meeting: TBD by Keith Deline (February)
- c. Adjourn for Conference Planning Meeting (1530)