



# Washington State Society for Healthcare Engineering

## **Puget Sound Chapter Board Meeting**

Friday, January 8, 2010, 8:00 AM, Denny's Restaurant, Lynnwood, Washington

### **Attendees:**

- |   |   |
|---|---|
| X <b>Dan Clark</b> (President)              | X <b>Steve O'Connell</b> (Outreach Comm. Chair) |
| X <b>Robert Blakey</b> (President Elect)    | X <b>Chad Johnson</b> (Assoc. Member Coord.)    |
| O Bud McIrvin (Past President)              | X <b>Tom Pittsenbarger</b> (Education Comm.)    |
| X <b>Jim Mead</b> (Secretary)               | O Jason Ferguson (Member-at-Large)              |
| X <b>Gary Nevius (Treasurer)</b>            |   |
| O Vacant (Education Committee Chair)        | X <b>Kevin Kajita</b> (Full Member Guest)       |
| X <b>Tom Kelley</b> (Education Coordinator) |   |
| X <b>Rob Pewitt</b> (Member at Large)       |   |

### **Preliminary Discussion**

- A.P. Barbara's was not open as usual and the meeting had to shift next door to the Denny's Restaurant. Seating is not optimal in Denny's and the meeting started half an hour late due to the confusion.
- Minutes from last meeting (December) were approved.
- Treasurer report
  - Checkbook balance \$7,114.24. Final financial report given showing a net income for 2009 of \$1,691.94.
  - The last of the golf money was collected. The final proceeds was \$7,259.00. The final spreadsheet will be presented at the February meeting.
  - **Jim Mead** will meet with **Gary Nevius**, the new Treasurer, at a Bank of America to get him his check signing ability. Jim will then turn the checkbook responsibilities over to Gary.
  - Gary will look into Costco's business account and Credit Card so we can be in charge of our own credit card receipts at the golf tournament.
- Secretary's report –
  - The new membership notices went out last month and the new applications for 2010 dues are coming in.
  - **Pete Peterson Scholarship Fund** – there will be at least 8 scholarships available to the Chelan conference.

## **Defining Objectives:**

- Define roles and responsibility of board members.
  - **Kevin Kajita** of CBRE joined the group and is interested in contributing at the board level. He will certainly be an added asset.
  - **Dan Clark** will send out a 2010 President's message to the membership expressing his goals for the upcoming year.
  - **Jim Mead** will put together the new PS Chapter List of Officers for next meeting so it can be edited prior to sending it in to AMI to post on the website.

## **Standard Operating Objectives:**

- Plan and execute periodic professional development sessions (Education)
  - **Future educational meetings. Robert Blakey**, acting Education Chair, said the Education Committee has 13 abstracts for 11 slots. A selection process will be taking place to select the topics. The education committee will consist of **Robert Blakey** (chair), **Ray Congdon**, **Tom Pittsenbarger**, **Tom Kelley** and **Rob Pewitt**.
  - The plan is to spread these topics into 3 half-day meetings, one all day meeting (with 4 topics and four webinars hosted by **Bud McIrvin** at Providence Everett.
  - A calendar will be reading in a couple of weeks to be posted on the website.
  - **Chad Johnson** and **Jim Fry** will be looking to provide sponsorships for these meetings.
  - The February meeting will take place on Feb 24 at either Fred Hutchinson Center or at Virginia Mason depending on space availability. The topic will be Energy Efficient water heating.
- **7<sup>th</sup> Annual Golf Tournament recap**
  - A discussion took place about relocating the tournament from Washington National to some place like Willows Run in Kirkland. Some were unhappy about the mistakes made by the people running the tournament at the past two tournaments. This issue will be taken up by the golf committee.
- Plan and execute annual **Holiday Party**
  - **Robert Blakey** will negotiate the Glen Acres venue for 2010 party.
  - A discussion took place about moving the time to 2pm and renting both rooms to accommodate the number of attendees.
  - Robert suggested that the board send the Glen Acres Club Manager, Larry Metcalf a "thank you" letter. **Dan Clark** said he will figure out something

**Next meeting:** Friday, February 5, 2010, 8:00 AM, A.P.Barbara's Restaurant in Lynnwood

Minutes prepared by **Jim Mead**