



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

Friday, October 2, 2009, 8:00 AM, A.P. Barbara's, Lynnwood, Washington

Attendees:

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| X Bud McIrvin (President) | O Vacant (Education Committee Chair) |
| X Dan Clark (President Elect) | X Steve O'Connell (Outreach Comm. Chair) |
| X Russell Kent (Past President) | X Jim Fry (Associate Member Coordinator) |
| X Jim Mead (Secretary – Treasurer) | X Rob Pewitt (Member at Large) |
| O Bruce Holliday (Financial Consultant) | O Jason Ferguson (Member-at-Large) |
| O Myra Gudge (Assistant Secretary) | O Tom Pittsenbarger (Member-at-Large) |
| X Robert Blakey (Education Coordinator) | O Lloyd Christensen (Member-at-Large) |
| | O Tom Kelley (Ed. Committee member) |
| | X Chad Johnson (Assoc. Memb. Coord.) |

Preliminary Discussion

- Minutes from last meeting (September) were approved with some minor changes.
- Treasurer report
 - Checkbook balance \$8,582.86. A check from AMI for \$8,000 was received as a partial payment for credit charges at the golf tournament. Another \$5,000 is expected less the fees charged to process the charges. These numbers are not included in the balance and will be deposited when an itemized list and final monies are collected.
 - Projected profit from golf tournament to be around \$8,000 if all promissory notes collected.
- Secretary's report – There have been 5 applicants for the scholarships to Yakima. We need to get the word out about the other 3 that are available.

Defining Objectives:

- Define roles and responsibilities of board positions
 - More discussion about the Strategic Planning Meeting on November 12th to discuss the upcoming year's goals. The meeting will begin around 5:30pm.

Standard Operating Objectives:

- Plan and execute periodic professional development sessions (Education)
 - **September educational meeting.** Providence Everett, Colby Campus, was the site of the September 16th educational program. There were between 30-40 attendees and the meeting was deemed a success. There was discussion about improvements that would have made the meeting run smoother. Agreement that a standard program agenda would be a way to do this. Operating procedures should be created.
 - Dan had his BBQ out on the deck at his home for the Educational committee and it was attended by most members of the board and many new members of the educational committee. Minutes of this meeting will be posted on the website along with the board minutes.
 - Discussing about speaker recognition certificates. All agreed a good idea. Details later.

- **7th Annual Golf Tournament recap**
 - We still haven't received what is expected to be in the vicinity of \$13,000 (less processing fees) for the credit slips sent in to AMI. There were several problems with the credit slips that are now nearly resolved. This amount would leave around \$8,000 for the Pete Peterson Scholarship Fund.
 - The golf committee is requested to get together at some near future date to put together a list of lessons learned this year to improve the operation for next year.
- Plan and execute annual **Holiday Party**
 - It will be held at Glen Acres again on December 9th.
 - **Russ Kent**, chair of the holiday committee, has 12 volunteers helping him organize the holiday party. There are 3 sub-committees formed: logistics, basket auction, and door prizes.
 - A no-host bar will be available for those choosing to have alcoholic beverages.
 - E-vite to be used for registration
 - Myra will send out the flyers announcing the event in the near future.
 - The committee decided that Puget Sound Blood Center is the benefit from the basket auction. The three PSBC WSSHE members plan to attend.
- Annual in Yakima discussed.
 - The Spouse event is the only unsponsored event at the Annual. The PS board has authorized \$400 to sponsor one third of the event. State President, Brad Jones, will contact the other chapters for their contributions.
- Russ Kent let the board know that this is his last official PS board meeting before he assumes the role of State President. Next month he will be attending a meeting in Spokane to begin preparation for the 2010 Annual, which is the Northwest Regional meeting. He thanked the board members for their participation during his tenure on the board. The board praised his leadership. Chest bumps and knuckle kisses followed.

Next meeting: Friday, November 6, 2009, 8:00 AM, A.P.Barbara's Restaurant in Lynnwood

Minutes prepared by **Jim Mead**