



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

Friday, November 6, 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 Tim Mason (Member-at-Large) |
| | O Tom Kelley (Ed. Committee member) |
| | X Chad Johnson (Assoc. Memb. Coord.) |

Preliminary Discussion

- Minutes from last meeting (October) were approved.
- Treasurer report
 - Checkbook balance \$15,997.47. A check from AMI for \$8,000 was received as a partial payment for credit charges at the golf tournament and deposited. Other income received and not part of the above balance are checks of \$4,782.43 for the final income for the golf tournament and a check for \$2,100 for an additional 46 new members that signed up after July 4. Those checks will be deposited later in the week.
- Secretary's report –
 - The final total for 2009 membership in the Puget Sound Chapter is 386! Another record year. 261 are Associate Members, 112 Full Members, 11 Full Membership awardees, and 2 are Retired Associate Members. A FM to AM ratio of 32%
 - **Pete Peterson Scholarship Fund** awards for 2009
 1. There were 7 scholarships awarded to the Annual WSSHE conference and Technical Exhibition in Yakima this past September. These funds came from the 2008 PS Chapter Golf Tournament. 3 awards went to PS Chapter members, 2 to the SW Chapter and 2 to the Eastern Chapter for a total of \$3,001.91.
 2. There were 8 scholarships to the Semi-Annual conference in Chelan this past April. 5 PS Members, 2 Eastern Members and 1 SW Member received scholarships for a total of \$3,055.40

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 at Arnies on the Edmonds waterfront.
 - The ballot for the new officer positions will be sent out soon for the election of the two positions President Elect and Treasurer. The candidates that have accepted their nominations for President Elect is **Robert Blakey** and for Treasurer, **Gary Nevius**. This ballot will go out to the members via Survey Monkey.

Standard Operating Objectives:

- Plan and execute periodic professional development sessions (Education)
 - **Future educational meetings.** Robert Blakey has created a "Call for Presentations" flyer that was sent out to all the members asking for "white" papers on presentations for the upcoming year 2010. The plan is to gather a list of potential topics so a calendar for the year can be created. The applications are due Nov 30. The education committee will devise the scoring and selection criteria by December 15 so the calendar can be established by January 1.
 - There are 10 slots for topics. The plan is to spread these topics into 3 half-day meetings, one all day meeting and perhaps one free webinar.
 - **Chad Johnson** and **Jim Fry** will be looking to provide sponsorships for these meetings. A long discussion about how to structure sponsorship opportunities so all Associate Members have equal access
 - We will be looking for venues for these meetings as well. Bud said that Providence Everett can host the webinar.
- **7th Annual Golf Tournament recap**
 - The final report cannot be created until the last \$1,100 is collected from the credit slips that did not get processed for some reason. Assuming that is collected the profit going to the PPSF would be \$7,335.19
 - The total income would be \$38,871 and expenses are \$31,535.81.
- Plan and execute annual **Holiday Party**
 - It will be held at Glen Acres again on December 9th. Now on the WSSHE website
 - **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. RSVPs due December 1st.
 - The committee decided that **Puget Sound Blood Center** is the benefit from the basket auction. The three PSBC WSSHE members plan to attend.

Next meeting: Friday, December 4, 2009, 8:00 AM, A.P.Barbara's Restaurant in Lynnwood

Minutes prepared by **Jim Mead**