



# Washington State Society for Healthcare Engineering

## Puget Sound Chapter Board Meeting

Friday, February 5, 2010, 8:00 AM, The Local Yolk Restaurant, Lynnwood, Washington

### Attendees:

- |   |  |
|---|--|
| X <b>Dan Clark</b> (President)                    | O Steve O'Connell (Outreach Comm. Chair)     |
| X <b>Robert Blakey</b> (President Elect)          | X <b>Chad Johnson</b> (Assoc. Member Coord.) |
| X <b>Bud McIrvin</b> (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</b> (Treasurer)                  | X <b>Jim Fry</b> (Associate Member Comm.)    |
| X <b>Kevin Kajita</b> (Education Committee Chair) | X <b>Lloyd Christensen</b> (Outreach Comm)   |
| X <b>Tom Kelley</b> (Education Coordinator)       | X <b>Tim Mason</b> (Member-at-Large)         |
| X <b>Rob Pewitt</b> (Member at Large)             |  |

### Preliminary Discussion

- A.P. Barbara's has changed ownership and the new owner has changed the name of the restaurant to "The Local Yolk". The board was well received by the new ownership.
- Minutes from last meeting (January) were approved.
- Treasurer report (**Gary Nevius**)
  - Checkbook balance \$17,811.86. New 2010 dues income at \$9,925.
  - The last of the golf money was collected. The final proceeds were \$7,259.00. The final spreadsheet was presented at the February meeting and will be available on the website.
  - **Gary Nevius**, the new Treasurer, has his check signing ability. Jim has turned the checkbook responsibilities over to Gary.
  - Gary has applied for AmEx/Costco's Executive Business Credit Card and it will allow a 3% payback to the account in rebates for all purchases with the AmEx card. \$100 for Costco, but no annual fee for the AmEx..
  - **Gary** applied for the Elvon/Costco credit card processing system so we can be in charge of our own credit card receipts at the golf tournament. There is initial outlay of \$339, of which \$319 will be rebated back after one year. Monthly minimum is \$20, a .20 transaction cost and a 1.67% fee for processing credit cards. It is estimated that we would have saved over \$700 in fees if we had it for the last tournament.
- Secretary's report – (**Jim Mead**)
  - **Jim Fry** pointed out that the last month's minutes did not include the discussion about the Sustaining Sponsorship opportunities that are going to be made available. **Chad Johnson** and Jim are looking for 10 sponsors of \$500 each to allow for better program planning in the future. There would also be one annual membership included in that amount. Johnson Controls is the first company to commit to this new program. Chad and Jim are putting together a letter to advertise this program soon. This can be payable by credit once we get the processing system approved.
  - **Pete Peterson Scholarship Fund** – there will be at least 8 scholarships available

to the Chelan conference. It was suggested that new Full Members be targeted to introduce them to the scholarship opportunity.

### **Defining Objectives:**

- Define roles and responsibility of board members.
  - **Kevin Kajita** of CBRE has agreed to chair the education committee. **Dan Clark** made the appointment. Thanks to **Robert Blakey** for acting as the interim chair. He will mentor Kevin until he feels ready to take over the responsibility.
  - **2010 Board List – Jim Mead** will send the new list to AMI for posting on the website.

### **Standard Operating Objectives:**

- Plan and execute periodic professional development sessions (Education)
  - **Robert Blakey**, said the speaker for the planned meeting on Feb 24 has fallen through, so this meeting will be postponed until March 24, tentatively to be held at Fred Hutch between 8am and 3pm.
  - A webinar is being planned for early March. **Bud McIrvin** and Robert are working to get this announcement out soon.
  - A calendar will be ready soon and will be posted on the website.
  - An all day event is being planned in July at the McKinstry company headquarters.
  - **Chad Johnson** and **Jim Fry** will be looking to provide sponsorships for these meetings.
- **8<sup>th</sup> Annual Golf Tournament**
  - Another discussion took place about relocating the tournament from Washington National to some place like Redmond Ridge. Several Associate Members were unhappy about the mistakes made by the people running the past two tournaments. This issue will be taken up by the golf committee.
  - The golf committee will get quotes from other courses. **Gary Nevius** and **Jody Runge** are the only ones so far on this year's committee. Gary will chair the committee.
- **Holiday Party**
  - **Robert Blakey** will negotiate the Glen Acres venue for 2010 party. Robert will not be on the committee but will act in this capacity as he is a member at GAGC.
  - A discussion took place about moving the time to 2pm and renting both rooms to accommodate the number of attendees. Estimated cost will be \$1,500 for both rooms.
  - The three piece musical trio will be asked to return.
  - The committee needs to select this year's charity. Several were mentioned.
  - A silent auction was suggested as a way to generate more donations and perhaps speed up the proceedings. Many had to leave prior to getting to all the baskets.

**Next meeting:** Friday, March 5, 2010, 8:00 AM, The Local Yolk Restaurant in Lynnwood

Minutes prepared by **Jim Mead**