



# Washington State Society for Healthcare Engineering

## Puget Sound Chapter Board Meeting

Friday, September 4, 2009, 8:00 AM, A.P. Barbara's, Lynnwood, Washington

### Attendees:

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

### Preliminary Discussion

- Minutes from last meeting (August) were approved with no changes.
- Treasurer report
  - Checkbook balance \$10,301.76
  - Profit and Loss to date \$4,879.46
  - Projected profit from golf tournament to be around \$8,000 if all promissory notes collected. We are waiting for AMI to process approximately \$12,000 in credit slips.
- Secretary's report – One more Associate Member registered bringing chapter total to 322 (45% Full Members)

### Defining Objectives:

- Define roles and responsibilities of board positions
  - Discussion to have another Strategic Planning Meeting at the end of the year to discuss the upcoming year's goals. All agreed to meet again at Arnie's Restaurant in Edmonds on November 12, at 5 pm.

### Standard Operating Objectives:

- Plan and execute periodic professional development sessions (Education)
  - **September educational meeting.** Providence Everett, Colby Campus, will be the site of the September 16<sup>th</sup> educational program. 11am to 4pm. Ingallina's to provide box lunches. They will be delivered to the conference room. Tom Kelly of McKinstry will lead the discussion at the Efficiency Corner. Chad will purchase door prizes and Proctor and Ventilation Power Cleaning will provide additional prizes. Myra will have slide show of Golf Tournament pictures.

Eric Bauer of JCI is being sought to speak about the Clinton Climate Initiative which deals with building energy retrofits. The Empire State Building has completed these retrofits and Eric can speak about how this was done at that building and possibly others.

- Dan is planning a BBQ out on the deck at his home for the Educational committee and others interested long range planning for the educational programs. This will happen on in September. Anyone is welcome to attend.
- **7<sup>th</sup> Annual Golf Tournament recap**
  - An extremely successful event, not without glitches, but very smooth thanks to all the volunteers who put this on. The golf committee needs to get together to discuss what went right and what went wrong and present this to the board for next year's event
  - All the old signs were discarded as there was no interest in saving them from year to year.
  - Door prize and award expense ended up at \$4,600. A bit above the budget of \$4K.
  - There we 39 teams this year. Sponsorships sold out completely and there was around \$2,600 of golf day sales of tickets, mulligan's and string. Projected profit \$8,000 assuming all credit can be collected.
  - There was a problem again with the grand prize for last year. The recipient went to use it and the prize company defaulted in its payment. Jim Mead sent the winner \$416.92 to cover the cost of his expenses. We are still pursuing the person that defaulted on the prize but may not be able to recover this cost.
- Plan and execute annual **Holiday Party**
  - It will be held at Glen Acres again on December 9th.
  - The budget was tentatively set at \$7,000.
  - **Russ Kent**, chair of the holiday committee, has had 12 volunteers agree to help him organize the holiday party.
  - The committee decided that Puget Sound Blood Center is the benefit from the basket auction. We should notify the three PSBC members about this so they will attend.
- Annual in Yakima discussed. **Russ Kent, Dan Clark** and **Jim Mead** attended the State board meeting in Ellensburg on August 21.
  - By-Law change allowing for Retired Members will be voted on by the member ship at the Annual. There was a discussion about adding a Student category, but since dues not significant enough, it was thought not worth the effort to change By-Laws.
  - Seattle will be hosting the 2011 ASHE national conference. As host chapter we should be thinking of things we can do to support this event.
  - 2010 regional WSSHE conference in Spokane will be including most Region 10 states and BC. Planning already underway for this event.
  - Steven Grose announced that he has won the election for the ASHE, Region 10 Director. Congratulations to Steve for this well deserved position. It is exciting that this chapter has someone of his knowledge and ability move up through the chapter and state leadership positions to represent the northwest region of the U.S. Lets give him all the support we can in this new and challenging position.

**Next meeting:** Friday, October 2, 2009, 8:00 AM, A.P.Barbara's Restaurant in Lynnwood

Minutes prepared by **Jim Mead**