



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

July 8, 2016 Alki Bakery Cafe, Seattle

Attendees:

X David Bain (President)

X Mike Kimberlin (Past-President)

X Robert Blakey (Treasurer)

X Jim Mead (Secretary)

X Chris Moore (Educ. Chair)

O Rob Pewitt (Prof. Member)

X Tom Nance (Prof. Member)

x Todd Coburn (Prof. Member)

O Andrea Pina (Prof. Member)

X Chad Johnson (Assoc. Member Coord.)

O Tom Kelley (Member Coordinator)

X Nancy Brown (Assoc. Member)

O Oly Welke, (Assoc. Member)

O Steve O'Connell (Assoc. Member)

X Adam Chawes (Assoc. Member)

X Bill Leak (Assoc. Member)

X Kyle Victor (Assoc. Member)

X Jennifer Dennerline (Assoc. Memb.)

O Doug Green (Assoc. Member)

O Jeff Schulz (Assoc. Member)

O Tim Black (Assoc. Member)

X Kyra Hughes (Assoc. Member)

Preliminary Discussion

- **President Bain** called the meeting to order at 8:00 am.

Treasurer report

- **Robert Blakey** presented the end of June P&L and Balance sheets.
 - Balance sheet shows \$86,163.77
 - The itemized P&L for the year 2016 to date is \$ 40,276.99
 - The golf tournament has received the highest amount ever. So far it is over \$44K
 - Robert noted that a special line item under liabilities indicates that the amount of \$2,420 has been collected for the PPSF. He maintains an itemized spreadsheet for the collection of donations. Further discussion about this will be found in the New Business portion of these minutes.

Secretary report (Jim Mead)

- Minutes were approved for both the May and June minutes. These will be sent on today to AMI for posting on the website.

Education Committee

- The all-day event on June 29th, Cascadia Quake Scenario was well attended. There were 47 registrants and 33 actually attended.
- The flyer for the next educational meeting was sent last week. Titled "Speed Dating for a Better Outcome"
 - October 20 with a healthcare construction topic, joint event with the SW chapter.

- Emerald Queen Casino could be the venue
- November 16 – webinar, Navigating CRS/DOH

14th Annual Golf Tournament (2016)

- The date of August 11, 2016 has been reserved at Redmond Ridge
- Caddy Shack theme returns.
- The WSSHE golf website has been very successful in registrations this year. Only a few sponsorships are still available
- Sold out of 4-somes. 37 foursomes sold and five are on the waiting list. Half were sold before the website went on-line, the rest were sold in 3 days.
- Players wanting to be placed on 4-somes need to contact **Steve O'Connell**.
- A lot of old signage is being reused to save money
- Next Golf Committee meeting to be held on July 27 to go over last minute details and for assignments on the day of the tournament.

Charity Committee

- June 22nd the community service event was held at the **Ronald McDonald House**.
 - 20-25 members showed up and a lot was accomplished. RMH was very appreciative.
 - Photos to be posted on social media sites.
- **Doug Green** and **Kyra Hughes** to hold the Holiday Party committee meeting next month.
 - Holiday Party location votes were tallied.
 - A vote from the board had Glen Acres the choice
 - Date preferred was Thursday December 8th, noon to 5 pm. but was not available at Glen Acres. **The board approved Wednesday, December 7 instead.**

Membership Committee

- Tom discussed membership increasing in all chapters.

Social Media Project

- **Todd Coburn** put the Service Day photos at the Ronald McDonald House on the WSSHE Facebook page.
- Noted that there seem to be two WSSHE Facebook pages. One is listed as inactive, but a bit confusing.

Other/ New Business

- **David Bain** shared his agenda for the upcoming year gleaned from the Strategic Planning meeting. He outlined a set of goals for each of the 4 quarters.
 - **Q1** –Role definitions. Ask the board members to itemize the tasks that their office should fulfill. Several have already submitted descriptions and others will be working on getting those descriptions submitted to Dave by the next board meeting.
 - **Q2** – “Membership Wine/Whine table”. He proposed a quasi-social event for members to discuss ways to improve the chapter and to share stories, histories and herstories. This may be conducted following the October educational meeting.
 - **Q3** – Establish chapter Policies and Procedures unique to our chapter.
 - How officers are elected
 - Powers clause defining board authority and their roles
 - How committees are appointed
 - Choosing reps to the state board
 - Operate by Robert’s Rules of Order

- **Q4** – Develop a learning archive for the website. Something that could be expanded to the state. It would be a place where members could go to review past educational meetings and other information that would be useful to have at their facilities.
- Collection of donations for PPSF a co-mingling of funds?
 - Differing opinions on whether or not the collection of indirect donations collected during registration at the golf tournament is allowed by IRS.
 - Robert cites other organizations that do this with regularity. He has kept the funds listed as a “liability” under a separate heading so as to keep track of these funds with the intent to turn them over to PPSF at the end of the golf tournament along with the proceeds from the tournament.
 - The intent is to make it easier for people to donate directly to PPSF while signing up for the tournament electronically. So far it has proven to be very successful. Over \$2,400 has been collected.
 - PPSF board, however, has voted not to accept the collected funds in that these funds are technically in the WSSHE bank account and considered co-mingling which is not allowed by the IRS. The PPSF board would be liable for misfeasance should this not be legal and the board did not want to jeopardize either one of the organizations should an audit occur.
 - Both sides plan further investigation that will result in a legal written opinion one way or the other.
 - Chad Johnson, whose wife is a lawyer familiar with non-profits, when called today does not believe this would be co-mingling as long as the records are clearly itemized and maintained. However, she will look into our specific situation because all examples cited by both sides pertain to slightly different situations.
 - Jim has contacted Washington Nonprofits to see if there is someone in that organization that will share a legal opinion.
 - There is also a legal website that can be joined whereby a member can ask specific questions and receive a legal opinion. Jim plans to join this when he returns from vacation.

Adjournment 9:30

The next scheduled board meeting will be 8:00 am, Friday, August 5, 2016 at the Alki Bakery Cafe.

The Education Committee meets immediately following the Board of Directors meeting.

Minutes prepared by **Jim Mead**.

Committees:

Education: Chair, Chris Moore; Coordinator, Nancy Brown; Tom Nance; Adam Chawes; Rob Pewitt; Bill Leak

Golf: Chair Mike Kimberlin; Coordinator, Olwyn Lintecum, Rob Pewitt, Adam Chawes, Jennifer Dennerline, Chris Moore, Jim Mead,

Social Media: Chair, Todd Coburn; Olwyn Lintecum

Membership: Chair, Tom Nance; Tom Kelley, Chad Johnson, Bill Leak

Charity: Chair, David Bain, Coordinator, Doug Green, Jennifer Dennerline, Kyra Hughes

W.A.M. Coordinator: Chad Johnson