



# Washington State Society for Healthcare Engineering

## Puget Sound Chapter Board Meeting

November 4, 2016 Alki Bakery Cafe, Seattle

### Attendees:

- |  |  |
|--|--|
| <b>X David Bain (President)</b>          | <b>X Nancy Brown (Assoc. Member)</b>         |
| <b>X Mike Kimberlin (Past-President)</b> | O Oly Welke, (Assoc. Member)                 |
| <b>X Robert Blakey (Treasurer)</b>       | <b>X Doug Green (Assoc. Member)</b>          |
| <b>X Jim Mead (Secretary)</b>            | <b>X Chad Johnson (Assoc. Member Coord.)</b> |
| <b>X Chris Moore (Pres. Elect)</b>       | <b>X Tom Kelley (Member Coordinator)</b>     |
| <b>X Rob Pewitt (Prof. Member)</b>       | <b>O Rob Rasmussen (Assoc. Member)</b>       |
| <b>X Tom Nance (Prof. Member)</b>        | O Bill Leak (Assoc. Member)                  |
| O Todd Coburn (Prof. Member)             | <b>X Kyle Victor (Assoc. Member)</b>         |
| <b>X Stephen Wickline (Prof. Member)</b> | <b>X Jennifer Dennerline (Assoc. Memb.)</b>  |
| O Andrea Pina (Educ. Chair)              | <b>X Ola Jarvegren (Associate Member)</b>    |
|  | <b>X Jessica Weide (Associate Member)</b>    |
|  | O Tim Black (Assoc. Member)                  |
|  | <b>X Kyra Hughes (Assoc. Member)</b>         |

### Preliminary Discussion

- **President Bain** called the meeting to order at 8:05 am.

### Treasurer report

**Robert** provided the following reports:

- Profit and Loss – shows a net income of 16,656.80 for the year. Projected earnings for 2016 will be around \$10K.
- Balance Sheet – Total assets of \$61, 073.58
- The return of monies (\$2,320) collected for PPSF at the golf tournament has been sent via check to the individual donors. There still remains \$1,000 in uncashed checks.

### Secretary report (Jim Mead)

- Minutes for October. They were approved with minor changes and will be sent to AMI for posting on the website.
- Welcome to three Associate Members who attended the board meeting. **Jessica Weide** with Gly Construction, **Rob Rasmussen** with Trane, and **Ola Jarvegren** with FSi Consulting Engineers. Jessica and Rob have joined the Education committee.

## Education Committee

- October 26 educational session with the SW chapter planned for the Emerald Queen Casino went very well.
  - 100 registered and 60 attended.
  - Many calls for it to be held again. Many felt that more time needed to be devoted to it. The plan was to keep it limited to the equivalent of a half-day event.
  - Cost of \$2,200 for catering to be split between the SW and PS chapters.
  - Drinks came to around \$500 which the PS chapter agreed to pick up the entire tab.
- November webinar being planned. Life Safety code updates.
- 2017 educational calendar sent out with 33 respondents calling for various topics.
- Discussion about notifying membership when outside educational opportunities occur.
  - Fear of spamming members or diluting WSSHE programs
  - Better to add link to WSSHE website which already exists on the "Links and Resources" tab.
- **Rob Pewitt** mentioned that WSSHE member **David Kay** will be holding a Construction Safety Training at Virginia Mason Medical Center in December. WSSHE members are welcome to attend. Topics will be on Infection Prevention, Barriers and Safety in the Healthcare environment.

## 14<sup>th</sup> Annual Golf Tournament (2017)

- **Jennifer Dennerline** said the 2017 contract is under review.
  - We plan on returning to Redmond Ridge again.
  - Date is set for Thursday August 10, 2017
  - Jennifer is working with the golf course and caterer to improve the quality of food served. There were many unfavorable comments from the past event concerning food. The committee will work out these details prior to signing the contract.

## Charity Committee

- Holiday Party. Wednesday, December 7 between noon and 5pm.
- **Doug Green** report:
  - Menu items being finalized. A menu was presented and cost was actually slightly less than last year. It came in at \$59 per person.
  - Board asked to review the wording of the flyer.
  - Estimated attendance 125-150.
  - Band budget will be \$800
  - Raffle prize budget will be the same as last year. \$3,000
  - After choosing Child Haven as a new recipient as the Charity for the event earlier this year, the committee found that they could not get a commitment from the charity to send a representative to attend the party. Therefore, a motion was made and the board voted unanimously to change the recipient Charity to the **Phoenix House**. This will be the third year in a row that the Phoenix House has been chosen. They are very easy to work with and extremely appreciative. **Motion Passed**

## Membership Committee

- The Power Point and brochures have been created and the Toms (**Tom Nance and Tom Kelley**) are recommitting to the effort to reach out to the hospitals that are underrepresented in WSSHE.

## Social Media Project

- **Todd Coburn** posted the Holiday Party on social media.

## Old Business

- Q3 goal- Chapter Policies and Procedures
  - Robert Blakey, Jim Mead, David Bain, and Bill Leak to meet November 9 at Glen Acres to draft and present to the board for approval.
- Q4 goal – Facilities 101 website
  - Create a dashboard with various topic discussions to post on the website.
  - David Bain announced he is the new State Board of Directors Education Chair and wants to take this up to the state level with support from State President Keith Geary and the other chapters
  - Create a CHFM preparatory course.
  - Create a WSSHE reference library
  - Allow CEU credits for chapter educational events.
- Associate Member of the Year has been chosen and will be introduced at the Holiday Party
- Needed to elect Secretary replacement for **Jim Mead**. Since **Todd Coburn** was nominated last month, the board unanimously voted to appoint him as the 2017 Chapter Secretary. Todd Coburn was not present to refuse; thus it became so. Congratulations to Todd.

## Other/ New Business

- **Chris Moore, President Elect**, let it be known that he no longer is working in Healthcare but is seeking to stay in the industry. How this affects his upcoming role as 2017 President was discussed.
  - According to the Bylaws, he remains a Professional Member until the end of this year. Thus he keeps his eligibility to hold the Office of President until that time. The Bylaws also state that the State Board of Directors can extend this arrangement for an unspecified term.
  - Since Chris has contributed so much to this organization, there is little doubt that the BOD would extend his eligibility to give him some extra time to return to an employed status in Healthcare.
- Succession Planning
  - President-Elect for 2017 role needs to be filled and so far there have been no nominations. The board recommends opening it up to the membership for nominations. When there are nominees, a vote of the membership will ensue.
- Chad will create a sponsorship thank you letter in order to solicit for Sustaining Sponsors like was done for 2016. This was a very successful technique in 2016.
- David has sent out a request for RSVPs to attend the second annual Board Appreciation Dinner. The dinner is scheduled for the evening of December 14<sup>th</sup> at the Wild Ginger Restaurant in downtown Seattle. This is to recognize the members of the Board who have contributed most to the successful year of 2016.

## Adjournment 9:15

The next scheduled board meeting will be 8:00 am, Friday, December 2, 2016 at the Alki Bakery Cafe.

Minutes prepared by **Jim Mead**.

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

## **Committees:**

**Education:** Chair, Andrea Pina; Coordinator, Nancy Brown; Tom Nance; Chris Moore, Stephen Wickline, Adam Chawes; Rob Pewitt; Bill Leak, Rob Rasmussen, Jessica Weide

**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; Mike Kimberline, Jessica Weide

**W.A.M. Coordinator:** Chad Johnson