Puget Sound Chapter Board Meeting
December 2, 2016 Alki Bakery Cafe, Seattle

Attendees:
X David Bain (President)
O Mike Kimberlin (Past-President)
X Robert Blakey (Treasurer)
X Jim Mead (Secretary)
X Chris Moore (Pres. Elect)
O Rob Pewitt (Prof. Member)
O Tom Nance (Prof. Member)
X Todd Coburn (Prof. Member)
X Stephen Wickline (Prof. Member)
O Andrea Pina (Educ. Chair)
X Mitch Pohl (PM)
X Diane Munroe (PM)
X Nancy Brown (Assoc. Member)
O Oly Welke (Assoc. Member)
X Doug Green (Assoc. Member)
O Chad Johnson (Assoc. Member Coord.)
O Tom Kelley (Member Coordinator)
X Rob Rasmussen (Assoc. Member)
O Bill Leak (Assoc. Member)
X Kyle Victor (Assoc. Member)
X Ola Jarvegren (Associate Member)
X Jessica Weide (Associate Member)
X Tim Black (Assoc. Member)
X Kyra Hughes (Assoc. Member)
X Dave McCaughey (AM)
X Jackie Roethel (AM)
X Mike Fitch (AM)

Preliminary Discussion
- President Bain called the meeting to order at 8:05 am. Several new members joined the meeting. Mitch Pohl from NW Hospital, Dave McCaughey with Ameresco, Jackie Roethel with Evolution Architecture, and Mike Fitch with Kitchell Contractors.

Treasurer report
- Robert provided the following information:
  - Checking account balance – $34,924.99.
  - Savings account balance $22,030.83.

Secretary report (Jim Mead)
- Minutes for November were passed out to the board members. They will be sent to the website for posting.
  - I had a bit of a mix-up with the storage unit. They changed the security codes and I had a hard time convincing them to give me access. Luckily they found the old original paperwork
that I set up years ago. I removed Gary Nevius from the access list and now only Robert Blakey and Jim Mead are on the access list.

- The address to the Storage Unit and Mail box is: WSSHE, dba Puget Sound Chapter, 14419 Greenwood Ave. N., PMB357, Seattle WA. 98133. The storage unit is number #G127. Highline Mailbox is the company that owns the business. (206) 417-8192.

**Education Committee**
- November webinar went well. 49 were logged in for Life Safety code updates.
- Next up in January is a webinar on Legionella to be given jointly by McKinstry and Nalco personnel.

**15th Annual Golf Tournament (2017)**
- No report.

**Charity Committee**
- Holiday Party. Wednesday, December 7 between noon and 5pm.
- Doug Green report on the Holiday Party:
  - 85 registrants so far.
  - The board elected to pay for the ‘premium’ drink option. Each participant will receive 2 drink tickets at registration.
  - Set up time will be around 11-12am.

**Membership Committee**
- Nothing to report

**Social Media Project**
- Nothing to report.

**Old Business**
- Associate Member of the Year has been chosen and will be introduced at the Holiday Party. Since the minutes were written after the event, I will record that Nancy Brown was chosen as the Associate Member of the year. Thanks, Nancy, for all you do for WSSHE.
- Todd Coburn has accepted the position of the new Chapter Secretary.
- Board Appreciation Dinner to be held on December 14th at the Wild Ginger in downtown Seattle.

**Other/ New Business**
- 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. He will kick off the new year’s solicitation at the Holiday Party.

**Adjournment 9:15**

The next scheduled board meeting will be 8:00 am, Friday, January 6, 2017 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, Jennifer Dennerline, Rob Pewitt, Adam Chawes, 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