



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

February 5, 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 (Educ. Chair)

X 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.)

X Tom Kelley (Member Coordinator)

O **Nancy Brown (Assoc. Member)**

O Olwyn Lintecum, (Assoc. Member)

X Dan Sweeney, (Assoc. Member)

X Adam Chawes (Assoc. Member)

X Bill Leak (Assoc. Member)

X Dave Kopczynski (Charity Coord.)

O Jennifer Dennerline (Assoc. Memb.)

O Nate Ostrander (Assoc. Member)

O Jeff Schulz (Assoc. Member)

O Doug Green (Assoc. Member)

Preliminary Discussion

- **President Bain** called the meeting to order at 8:00 am.
- **Tim Black, Kyle Victor, Katie Parris and Oly Welke** were welcomed as guests. All are Associate Members. Former Treasurer, **Gary Nevius** was also in attendance.
- Approved the January meeting minutes.
- **Gary Nevius** received a plaque from the board in appreciation for his five years of service as the Treasurer of the Puget Sound Chapter.

Treasurer report

- **Robert Blakey** presented the end of January P&L and Balance sheets.
 - Balance sheet shows \$43,114.25
 - The itemized P&L for the year 2016 to date is \$ (352.53).
 - Two previous Sustaining Sponsors have agreed to renew their sponsorships are **Bales Restoration** and **Adler Ventilation**. The others will be sent a letter to encourage sponsoring again this year.

Secretary report (Jim Mead)

- Minutes will be sent to AMI once approved.

Education Committee

- The Education Committee has put together the full agenda for the year with topics, dates and potential venues. These all need to be firmed up
- Committee has 15 topics and a list of venues that will potentially host the meetings. So far the schedule is:
 - February 17 a ½ day meeting Fire Alarm Confidence Testing
 - March 16, there is a webinar presented by Cynthia Putnam titled "Education Changes Lives and Careers".
 - May 18th Cascadia Quake Scenario
 - Working with **Cale Ash of Degenkolb Engineering** to put together a program on emergency preparedness for such an event
 - June 15 – webinar, Cascadia quake half day Video replay
 - July 20 – webinar intro to FGI/FGI update
 - October 12 topic, TJC Security and Access Control
 - November 16 – webinar, Navigating CRS/DOH

14th Annual Golf Tournament (2016)

- The date of August 11, 2016 has been reserved at Redmond Ridge and a deposit check has been sent to OKI.

Charity Committee

- David Kopczynski presented the board with a list of 10 charities that are this year's options for WSSHE support. The list provided a brief synopsis of each and the board has been asked for their preferences. The committee will tally the results.

Membership Committee

- **Tom Kelley** printed up an insert to go inside the WSSHE trifold created by the state to promote WSSHE. This insert promotes the PS chapter. Tom Nance intends to present this to Overlake to encourage participation.

Social Media Project

- **Todd Coburn** has volunteered to take over this chair from **Rob Pewitt** who is now the State President.

Other/ New Business

- Appreciation certificates were presented at the Annual Board Appreciation Dinner held at the Wild Ginger Restaurant in Seattle. A recap of the event took place.
- The 2016 Annual Kick-Off Dinner and Strategic Planning meeting is planned and will be held again at the 13 Coins Restaurant.
- A discussion about role definitions for the officers and committee members took place. David suggested that all officers create a role description and bring it to the next meeting.
- Discussion about whether the chapter needs to purchase a laptop. Several options were discussed. This mainly has to do with the need to accept credit card payments in the easiest and most efficient manner. Options include MS Office Suite and Surface laptop to using PayPal "Here" mobile processing or "Square" use for Apple products.

Adjournment 10:00 am.

The next scheduled board meeting will be 8:00 am, Friday, March 4, 2016 at the Alki Bakery Cafe.

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, David Kopczynski, Jennifer Dennerline

W.A.M. Coordinator: Chad Johnson