



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

June 2, 2017 Alki Bakery Cafe, Seattle

Attendees:

X Chris Moore (President)

O (Past-President)

O Robert Blakey (Treasurer)

O Todd Coburn, CHFM (Secretary)

X Stephen Wickline, CHFM (Pres. Elect)

X Rob Pewitt (PM)

O Tom Nance (PM)

X Jim Mead (PM)

X Mike Kimberlin (PM)

X Andrea Pina (Educ. Chair)

O Mitch Pohl (PM)

O Diane Munroe (PM)

X Kevin Kajita (PM)

X Mitchel Paul (PM)

X Nancy Brown (Assoc. Member)

O Oly Welke, (Assoc. Member)

O Doug Green (Assoc. Member)

X Chad Johnson (Assoc. Member Coord.)

X Tom Kelley (Member Coordinator)

X Bill Leak (Assoc. Member)

X Kyle Victor (Assoc. Member)

O Jennifer Dennerline (Assoc. Memb.)

O Ola Jarvegren (Associate Member)

O Jessica Weide (Associate Member)

O Tim Black (Assoc. Member)

O Kyra Hughes (Assoc. Member)

X Dave McCaughey (AM)

X Jackie Roethel (AM)

O Mike Fitch (AM)

X Anna Anderson (AM)

O John Kabigting (AM)

X Celisa Brown (AM)

X Chris Herbert (AM)

X Craig Kuanoni (AM)

O Jeff Schultz (AM)

X Adam Chawes (AM)

Preliminary Discussion

- **President Moore** called the meeting to order at 8:00 am.
- The board welcomed two guests. Associate Members **Karsea Langlois** with Insight Design, healthcare architects and **Karen Michael** with Varitek.
- Discussion concerning the status of the President will be discussed in "old business"

Treasurer report

- Report provided by **Robert Blakey** who was unable to attend. He sent the reports via email to several BOD members
- Checking/Savings account balance – \$73,455.50

- Profit and loss thru June 1, \$43,548.44
- Total liabilities and equity \$94,309.50

Secretary report

- The minutes for May were passed out to the board members and approved.

Education Committee

- May 11, half-day event: Compliance Crosswalk Roundtable at Highline Medical Center with **Kevin Kajita, Diane Munroe and Rob Pewitt**. 20 attended and most were Professional Members.
- June 7 full-day event: CAL-OES Certification at Smart Buildings Center.
 - So far 28-30 attendees have signed up with a lot of interest by Professional members.
 - AMI notified to send out notice
 - 30 field manuals were printed
- At webinars, the BOD decided it would be good to record the number of attendees. Ask each one that signs on how many other people are in the room.

15th Annual Golf Tournament (2017)

- August 10 @ Redmond Ridge. Wild West theme.
- Registration for hole sponsorship. All holes have been sold and all the foursomes are sold as well.
- Revenue to date is \$40,060.
- Sponsorship sales are dragging. 12 are still unclaimed.
- Many fun ideas were discussed to help liven up the tournament.
- Gift budget \$2,500. Ruth and Jim Mead have volunteered to purchase these. At least 20 quality gifts will be purchased.

Charity Committee

- **Day of Service:** Tentative date of Tuesday, June 20 from 9:30 – 12:30 @ Ronald McDonald house of Seattle
- **Holiday Party:** Committee will tour Georgetown Ballroom as a perspective venue on Thursday, May 11

Membership Committee

- Met on May 30. Minutes of that meeting presented as a handout.
 - Anna had a sample action plan from another organization to model after
 - Asked the BOD to survey their own organization and find out how many members there are and how many attend meetings and are involved in leadership roles.
 - Goal to record membership numbers and attendees to the various educational meetings to see if progress is being made.

Social Media Project

- Social Media committee will work on an outline of updates and present them to Ben Myers, state Social Media board member.

Old Business

- Discussion about the special election to find someone to replace Chris Moore.
 - AMI posted the event, but did not get it out as soon as hoped.
 - Survey Monkey resulted in nominations for: Kevin Kajita, Diane Munroe, Rob Pewitt, and Dan Clark.
 - Kevin Kajita was the only one that is willing to accept the nomination. The BOD seeing this result, voted to approve Kevin's nomination. The vote was unanimous in favor.

MOTION: The BOD approved Kevin Kajita's nomination and acceptance and he will serve as President of the Puget Sound Chapter for the remainder of the year.

Other/ New Business

- Nothing to report

Meeting Adjourned

The next scheduled membership meeting will be 8:00 am, Friday, July 7, 2017 at the Alki Bakery Cafe.

Minutes prepared by **James Mead** for Todd Coburn's who was absent.

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

Committees:

Education: Chair, Andrea Pina; Coordinator, Nancy Brown; David Bain; Tom Nance; Chris Moore, Stephen Wickline, Adam Chawes; Rob Pewitt; Bill Leak, Rob Rasmussen, Jessica Weide, Mike Kimberlin; Kyle Victor; Diane Munroe, Tim Black

Golf: Chair Mike Kimberlin; Coordinator, Jennifer Dennerline; Chris Herbert, Adam Chawes, Robert Blakey, Jim Mead, Rob Pewitt, Anna Anderson, Celisa Brown, Craig Kuanani

Social Media: Chair, Todd Coburn; Coordinator, Olwyn Lintecum; Jackie Roethel, John Kabigting, Celisa Brown, Chris Moore, Chad Johnson

Membership: Chair, Tom Nance; Coordinator, Tom Kelley; Chad Johnson, Bill Leak, Chris Herbert, Dave McCaughey, Stephen Wickline, Anna Anderson

Charity: Chair, Chris Moore; Coordinator, Kyra Hughes; Anna Anderson, Celisa Brown, Jackie Roethel

W.A.M. Coordinator: Chad Johnson