



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

June 3, 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)

O Tom Nance (Prof. Member)

x Todd Coburn (Prof. Member)

X Andrea Pina (Prof. Member)

X Chad Johnson (Assoc. Member Coord.)

O Tom Kelley (Member Coordinator)

X Nancy Brown (Assoc. Member)

X Oly Welke, (Assoc. Member)

O Steve O'Connell (Assoc. Member)

O Adam Chawes (Assoc. Member)

X Bill Leak (Assoc. Member)

X Kyle Victor (Assoc. Member)

X Jennifer Dennerline (Assoc. Memb.)

X Doug Green (Assoc. Member)

O Jeff Schulz (Assoc. Member)

X Tim Black (Assoc. Member)

Preliminary Discussion

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

Treasurer report

- **Robert Blakey** presented the end of May P&L and Balance sheets.
 - Balance sheet shows \$85,826.57
 - The itemized P&L for the year 2016 to date is \$ 42,359.79
 - Nine companies are paid Sustaining Sponsors. They are **The Part Works, Notkin, Siemens, Bales Restoration and Adler Ventilation, McDonald/Miller, Trane, Sterling, UMC**. The \$4,500 will be used to put on the educational meetings.
 - The golf tournament has received the highest amount ever. So far it is over \$42K

Secretary report (Jim Mead)

- Minutes for May were taken by David Bain. Those still need to be distributed and approved.

Education Committee

- The all-day event on June 29th is coming together with a few items still be confirmed. It is titled "Cascadia Quake Scenario – The Aftermath".
 - The recording of the webinar will be posted on the website. Working with **Cale Ash of Degenkolb Engineering** to put together a program on emergency preparedness for such an event

- The next committee meeting is on the 3rd Thursday of July at The Chieftan
 - July 20 – webinar intro to FGI/FGI update
 - October 20 with a construction topic, joint event with the SW chapter.
 - Emerald Queen Casino could be the venue
 - Flyer to be sent out soon.
 - 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.
 - There was some discussion about adding more foursomes, but historically it was tried unsuccessfully. It slowed down play too much.
 - There was a suggestion to look for another location that has two courses. Further discussion and review needed.
- Players wanting to be placed on 4-somes need to contact **Steve O'Connell**.
- There have been \$2,150 directed donations received for the PPSF.

Charity Committee

- June 22nd the community service event will be held at the **Ronald McDonald House**.
- David Kopczynski has been relocated by Siemens, so will turn over his Charity Committee role by **Doug Green** and **Kyra Hughes**.
- 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

- No update

Social Media Project

- **Todd Coburn** put the Service Day event at the Ronald McDonald House on the WSSHE Facebook page.

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.
 - **Q3** – Establish chapter Policies and Procedures unique to our chapter.

- **Q4** – Develop a learning archive for the website. Something that could be expanded to the state. It would be a place members could go to review past educational meetings and other information that would be useful to have at their facilities.
- **David** asked that everyone work on the Roles and Responsibilities definitions so they can be compiled.
- There will be a CHFM review class after the Yakima conference
- HCC, CHC, and IP classes will again be available in October.
- 2017 the Annual Conference will be held in Spokane and will be a Region 10 event
- 2018 ASHE will again hold the National Conference here in Seattle.

Adjournment 9:05

The next scheduled board meeting will be 8:00 am, Friday, July 8, 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