



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

July 7, 2017 Alki Bakery Cafe, Seattle

Attendees:

X Kevin Kajita (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)

O Mike Kimberlin (PM)

O Andrea Pina (Educ. Chair)

O Mitch Pohl (PM)

O Diane Munroe (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.)

O Tom Kelley (Member Coordinator)

O Bill Leak (Assoc. Member)

X Kyle Victor (Assoc. Member)

X Jennifer Dennerline (Assoc. Memb.)

O Ola Jarvegren (Associate Member)

O Jessica Weide (Associate Member)

X Tim Black (Assoc. Member)

O Kyra Hughes (Assoc. Member)

O 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)

O Craig Kuanoni (AM)

O Jeff Schultz (AM)

O Adam Chawes (AM)

Preliminary Discussion

- **President Kajita** called the meeting to order at 8:05 am.
- The board welcomed one guests. Associate Member, **Sally Chen** of PSR Mechanical.

Treasurer report

- **Robert Blakey** who was unable to attend as he is on extended vacation.

Secretary report

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

Education Committee

- June 7 full-day event: CAL-OES Certification at Smart Buildings Center.
 - 24 attended with 20 of them Professional Members.
 - 30 field manuals were printed
 - Cost of the event was \$5,575 (\$232/person)
 - The board members that attended commented that the event went well and is another example of WSSHE providing current and valuable education opportunities.
- Education Committee meeting is to follow the board meeting.

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. There is a long waiting list wanting to play.
- Revenue to date is \$42,310.
- Sponsorship sales are still not entirely sold out. There was a discussion about tying a foursome to these unsold sponsorships next year due to the popularity.
- 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:** The event Tuesday, June 20 from 9:30 – 12:30 @ Ronald McDonald House of Seattle
- 11 members participated. Everyone had a job and afterward were given a tour.
 - RMH staff is almost entirely made up of volunteers. There are only 3 paid employees.
 - There are 60 families on the waiting list.
 - Food is a big challenge for them. The board discussed having a food drive next year.
 - There is a wish list on the RMH website.
- **Holiday Party:** Committee recommended the Georgetown Ballroom as the site for the party
 - A \$2,500 deposit is required by the Ballroom to reserve the space.
 - The BOD agreed to this venue and the date of December 7, a Thursday.
 - The BOD agreed to benefit the Phoenix House again this year. **Chad Johnson** will contact them so they will attend as before.
 - The committee is estimating 100 attendees this year and a discussion about charging AMs to attend because of the extra cost that is estimated. This idea was not agreed to. Further information about costs need to be investigated and brought to the board next month.
 - \$3,000 for door prizes were budgeted.

Membership Committee

- Met on May 30. Minutes of that meeting presented as a handout.
 - Kevin did some data gathering about the area hospitals and the number of beds and the number of WSSHE members. Projected them on a map. Found that the hospitals in the northern part of the area are not well represented along with some major facilities in the Seattle area.
 - These under-represented areas will be targeted for visits by some of the committee members.

Social Media Project

- Social Media committee will work on an outline of updates and present them to **Ben Myers**, state Social Media board member.
 - Ben got back with **Jackie Roethel** and **Todd Coburn** to discuss how to move forward.
 - They need to get together to see how best to update the website so it is more up to date and easier to use.
 - Frustration on how slow information is being sent out by AMI. Need to understand the scope of the contract so we can understand what information is part of the contract and what is not.

Old Business – none

Other/ New Business

- **Kevin** discuss his desire to create a new committee on Policies and Procedures. **Jim Mead** volunteered to be on this committee initially.
- **Jim Mead** announced that today is his last day of work. He retired effective at the end of the day. He will continue on the board in different capacities on committees and other roles as needed. He will also continue to be the Secretary of the two Scholarships until the time someone volunteers to take over.

Meeting Adjourned

The next scheduled membership meeting will be 8:00 am, August 4, 2017 at the Alki Bakery Cafe.

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

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