



# Washington State Society for Healthcare Engineering

## **Puget Sound Chapter Board Meeting**

August 4, 2017 Alki Bakery Cafe, Seattle

### **Attendees:**

O Kevin Kajita (President)

O (Past-President)

**X Robert Blakey (Treasurer)**

**X 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)

**X Andrea Pina (Educ. Chair)**

O Diane Munroe (PM)

**X Mitchel Paul (PM)**

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

O Oly Welke, (Assoc. Member)

O Doug Green (Assoc. Member)

O Chad Johnson (Assoc. Member Coord.)

O Tom Kelley (Member Coordinator)

**X Bill Leak (Assoc. Member)**

O Kyle Victor (Assoc. Member)

**X Jennifer Dennerline (Assoc. Memb.)**

O Ola Jarvegren (Associate Member)

O Jessica Weide (Associate Member)

O Tim Black (Assoc. Member)

**X Kyra Hughes (Assoc. Member)**

O Dave McCaughey (AM)

**X Jackie Roethel (AM)**

O Mike Fitch (AM)

O Anna Anderson (AM)

O John Kabigting (AM)

**X Cylisa Brown (AM)**

O Chris Herbert (AM)

O Craig Kuanoni (AM)

O Jeff Schultz (AM)

O Adam Chawes (AM)

**X Jackie Davis (AM)**

**X Bo Kendall (AM)**

**X Kurt Kraft (AM)**

**X Sally Chen (AM)**

### **Preliminary Discussion**

- Steven Wickline (filling in for President Kajita) called the meeting to order at 8:05 am.
- The board welcomed guests, Associate Members Jackie Davis of Fisher Restoration, Bo Kendall of Seahurst Electric and Kurt Kraft of Seahurst Electric.
- July meetings minutes reviewed and approved with a correction (noted below)

## **Treasurer report**

**Robert Blakey** reported the following:

- Checking account balance \$67,036.44
- Savings account balance \$22,033.74
- Net income so far this year \$45,719.42
- State dues (approx. \$21k have not been received yet)

## **Secretary report**

- The minutes for July were passed out to the board members and approved, pending changes. Changes will be to the stated costs (deposit) for the Holiday Party.

## **Education Committee**

- July 19 Webinar: Maintaining Aging Building Exteriors in the Pacific Northwest
  - 23 registrants, 15 logged in.
- November webinar (potential topic is Boiler maintenance)
- Education Committee meeting is to follow the board meeting.

## **15<sup>th</sup> Annual Golf Tournament (2017)**

- August 10 @ Redmond Ridge. Wild West theme.
- Ready to go!
- Revenue to date is \$46,500.
- Sponsorship sales are still not entirely sold out; there are a few left.
- Mega Putt to take place in the morning this time.

## **Charity Committee.**

### **Holiday Party:**

- The committee is estimating 100 attendees this year and a discussion about charging AMs \$45 to attend because of the extra cost that is estimated.
- The party has traditionally been a "thank you" to everyone for the involvement and work they do for the chapter throughout the year
- Board decided to move forward with the party with no fees for AMs

## **Membership Committee**

- 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.
- Kevin has been reaching out to Director level members of these hospitals to encourage participation and will work on formalizing membership committee meetings

## **Social Media Project**

- Social Media committee had a meeting with Ben Myers to discuss various social media utilized by WSSHE and how to clean up and modernize the Website
- Ben will check with AMI to see if we are under any contract with a web designer or if we're free to bid any desired changes out
- Ben will solicit for approval and assistance from other chapters at the next State Board meeting

## **Old Business**

- Jim Mead will work on organizing WSSHE archives now that he is retired and doesn't have anything else to do

## **Other/ New Business**

- Discussion of each chapter of WSSHE sponsoring an event or meal during the Region 10 conference
- It was decided that this type of sponsorship should come from the State level, not chapter level

## **Meeting Adjourned at 8:54**

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

Minutes prepared by **Todd Coburn**.

## **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