



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

October 6, 2017 Alki Bakery Cafe, Seattle

Attendees:

X Kevin Kajita, CHFM (President)

X Robert Blakey (Treasurer)

O Todd Coburn, CHFM (Secretary)

X Stephen Wickline, CHFM (Pres. Elect)

X Rob Pewitt, CHFM (PM)

O Tom Nance (PM)

X Jim Mead (PM)

O Mike Kimberlin (PM)

X Andrea Pina (Educ. Chair)

O Diane Munroe (PM)

O Mitchel Paul (PM)

O 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)

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)

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)

O Chris Herbert (AM)

O Craig Kuanoni (AM)

O Jeff Schultz (AM)

O Adam Chawes (AM)

O Jackie Davis (AM)

O Bo Kendall (AM)

O Craig Kraft (AM)

O Sally Chen (AM)

Preliminary Discussion

- **President Kajita** called the meeting to order at 8:07 am.

- September minutes approved.
- **Kevin** spoke to **Keith Geary** about the shortfall in dues monies expected. Apparently all chapters are affected. This will be brought up at the board meeting in Spokane.
- Discussion that the website membership roster is not current. AMI needs to be brought to task about this problem. There needs to be a current roster to verify dues and to prove membership required for the scholarships. AMI is slow with these registrations. This also will be brought up at the board meeting in Spokane.
- Next year there will be a golf tournament at Chelan before the Spring conference. Jose Diaz from the SW chapter will be coordinating efforts. Each chapter will contribute monies for prizes. Initial discussion is \$1,000 each. The first committee meeting will be held in Spokane.

Treasurer report

Robert Blakey handed out a profit and loss sheet, Statement of cash flow, balance sheets and reported the following:

- Checking account balance \$50,766.25
- Savings account balance \$22,034.47
- Total assets including \$4,225 accounts receivable are \$77,025.73
- Current membership dues shortage. Other chapters also show serious discrepancies in expected income. The PS chapter, based on last years income, is short over \$9,000.
- Golf Tournament earned \$14,856.97. **Motion to donate \$15,000 to the Pete Peterson Scholarship Fund. Motion passed unanimously.**
- A check was written for \$3,000 to purchase raffle ticket prizes for the Holiday Party. **Jim and Ruth Mead** will purchase and deliver these prizes.
- Discussion about how much cash to keep on hand at any one time. Robert recommended keeping at least 80% of annual outflow which would be around \$40K. Presently around \$50K is in the checking account.
- **Robert** reminded everyone that he will be stepping down as Treasurer at the end of the calendar year. The BOD needs to

Secretary report

- The meeting minutes for September were sent electronically to all board members who approved them.
- **Jim Mead** reported that the storage unit has been changed as of September 1, 2017 to a larger space. It was upgraded from a 4'x6' space to a 6'x9' space. The space, #C130, needed to be larger as we have been accumulating golf tournament paraphernalia and soon the file cabinet containing the historical papers will be installed. Rent is paid up through December 31 and it rents for \$104 per month. The location of the Highland Storage unit is: 14419 Greenwood Ave N, Suite A, in Seattle. The Post Office Box #357 which is also rented.

Education Committee

- October is WSSHE/ ASHE Region 10 conference
- November Boiler maintenance training webinar is planned.
- E-74 Pre-Earthquake Safety Assessment class is being planned.
- Education Committee meeting is to follow the board meeting.

15th Annual Golf Tournament (2017)

- Great turnout for the tournament on August 10
- \$14,800 profit for Pete Peterson Scholarship!

- Thanks to all who helped out.

Charity Committee.

Holiday Party:

- The holiday party planning is on track for Thursday, December 7, 4-7pm.
 - \$3,500 worth of sponsorships sold out in 2 days. Flash sent out thanking them.
 - Event Bright will be used to monitor RSVPs
 - Many attendees committed to multiple door prizes.
 - Board discussed asking Tom Kelley's band to perform. Budget is \$700 for a band.
 - Kevin agreed to MC.
 - The Charity committee budgeted for 100 attendees, but estimate only 80 showing up.
 - SW chapter is no longer interested in partnering on the party
 - Chad confirmed with Phoenix House and they will be the recipient charity
- PS Chapter is slated to host a charity event for the ASHE annual in Seattle in 2018. Contact **Curtis McNeely**, next year's WSSHE President for planning the day of service. The ASHE Annual in Seattle is July 15-18, 2018.
- **Kyra** is talking to Children's Hospital about being next year's Charity recipient.

Membership Committee

- One service partner per chapter will be elected to represent and vote at the state level
- **Kevin** will be sending out nominations for PS Chapter Treasurer and 2018 President-elect next week

Social Media Project

- **Ben Myers** presented ideas of updating the WSSHE website and tailoring social media to the State board members at the last state board meeting and it was well received
- Ben was able to verify that we currently do not have a contract with a web designer so we are free to solicit bids when we're ready to update the WSSHE website
- Members of all 3 chapters social media will meet at the WSSHE annual to discuss how to proceed.
- **Patrick O'Neal** from the SW Chapter to join committee of **Todd, Jackie and Ben** meeting in Spokane.

Old Business

Other/ New Business

- Currently **Jim and Robert** are the only people with access to the mailbox and storage unit. Someone else needs to be added when Robert leaves as well as a new signer onto the checking account.

Meeting Adjourned at 9:07

The next scheduled membership meeting will be **8:00 am, Friday, November 3, 2017** at the Alki Bakery Cafe.

Minutes prepared by **Jim Mead**.

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, 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