



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

November 3, 2017 Alki Bakery Cafe, Seattle

Attendees:

X Kevin Kajita, CHFM (President)

X Robert Blakey (Treasurer)

X 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)

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)

O Bill Leak (Assoc. Member)

O Kyle Victor (Assoc. Member)

O Jennifer Dennerline (Assoc. Memb.)

O Ola Jarvegren (Associate Member)

O Jessica Weide (Associate Member)

X Tim Black (Assoc. Member)

X 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 8:15 am.
- October meeting minutes approved.

Treasurer report

Robert Blakey reported the following:

- Checking account balance \$36,150.94
- Savings account balance \$22,034.84

Secretary report

- The meeting minutes for October were sent electronically to all board members.
- **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 Nov. 8th. Ted Curly with Seattle Public Schools will present
- E-74 Pre-Earthquake Safety Assessment class is being planned. Requesting quote but haven't heard back
- Education Committee meeting is to follow the board meeting.

15th Annual Golf Tournament (2017)

- **No Report**

Charity Committee.

Holiday Party:

- The holiday party planning is "movin and groovin" and on track for Thursday, December 7, 4-7pm.
- First deposit has been submitted
- 80 RSVP's, 17 of which are professional members

Membership Committee

- **Kevin** will be sending out nominations for PS Chapter Treasurer and 2018 President-elect
 - Tom Nance stepping down as Chair of membership committee and Stephen Wickline will fill in for now

Social Media Project

- RFP's sent out for Website re-design

Old Business

- Robert Blakey has given his official step-down date as treasurer to be December 31

Other/ New Business

- A few non-members have RSVP's for the holiday party. It has been decided that they will be reminded to renew their membership dues as they check in to the party.
- Discussion of strategies on how to increase professional membership:
 1. There will be a statewide effort in 2018
 2. Reaching out to executive level of hospital management

Meeting Adjourned at 9:14

The next scheduled membership meeting will be **8:00 am, Friday, December 1, 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, Jackie Roethel, John Kabigting, Celisa Brown, Chris Moore, Chad Johnson

Membership: Chair, Stephen Wickline; 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