



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

December 1, 2017 Alki Bakery Cafe, Seattle

Attendees:

X Kevin Kajita, CHFM (President)

X Robert Blakey (Treasurer)

X Todd Coburn, CHFM (Secretary)

O Stephen Wickline, CHFM (Pres. Elect)

O 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)

X Mitchel Paul (PM)

X Jose Diaz (SW Chapter PM)

X Nancy Brown (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)

X Jennifer Dennerline (Assoc. Memb.)

O Jessica Weide (Associate Member)

X Tim Black (Assoc. Member)

X Kyra Hughes (Assoc. Member)

X Dave McCaughey (AM)

X Jackie Roethel (AM)

O Mike Fitch (AM)

X Anna Anderson (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)

X Breanna Langston (AM)

X Jeff Vestman (AM)

X Corey Robinson (AM)

Preliminary Discussion

- **President Kajita** called the meeting to order at 8:10 am.
- November meeting minutes approved.

Treasurer report

Robert Blakey reported the following:

- Checking account balance \$31,149.78
- Savings account balance \$22,034.84
- \$10,582.71 estimated liabilities before end of year 2017

Secretary report

- The meeting minutes for November were sent electronically to all board members.
- Reviewed and approved pending changes in attendee information discussed between Jim Mead and Todd Coburn

Education Committee

- November Boiler maintenance training webinar was Nov. 8th. 30 attendees logged in with many more estimated to be listening in with the logged in attendees.
- Next Webinar is January 24 and titled "Meeting the Challenges of Retirees in Facilities and Maintenance- How to develop a workforce training program", presented by Duane Lewellen
- 2017 Education recap: 4 Webinars, 1 half day presentation and 1 full day presentation

15th Annual Golf Tournament (2017)

- Budget for 2018 set
- No contracts will be signed until 2018

Charity Committee.

Holiday Party:

- 16 Hospitals will be represented, 17 people on the waitlist
- 60 people are registered that aren't current members but AMI's list of current members is suspect after hearing Celisa Brown's experience with her membership.
- 23 raffle items worth about \$9k
- 33 prizes purchased by WSSHE (thanks Jim and Ruth Mead!)

Membership Committee

- Kevin will become Chair when Stephen steps into the President Role in 2018
- Kevin has reached out to five hospitals whose Directors have previously involved in WSSHE to try to get them to find their replacements that will once again become involved in WSSHE

Social Media Project

- Gathering RFPs for State Board Approval

Old Business

- Robert Blakey has given his official step-down date as treasurer to be December 31
- As no one has stepped forward to take on this role, Jim Mead will fill in until a replacement is found
- Some discussion on if an Assoc. Member can fill the role of Treasurer but no changes have been made

Other/ New Business

- Jose Diaz reminded everyone of the upcoming SW Chapter education event in January: Managing Medical Office buildings.

Meeting Adjourned at 8:40am

The next scheduled membership meeting will be **8:00 am, Friday, January 5, 2018** 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