Puget Sound Chapter Board Meeting

Alki Bakery Cafe, Seattle
April 6, 2018 at 8:00am

Professional Member:

Stephen Wickline, CHFM, President
Dan Clark, President Elect
Kevin Kajita, CHFM Membership Chair
Jim Mead (PM)
Mike Kimberlin (PM) Golf Chair
Andrea Pina (PM)
Mitch Pohl (PM) Treasurer
Cory Aldean (PM)
Todd Coburn, CHFM
Rob Pewitt, CHFM (PM)
Tom Nance (PM)
Bryan Springfield

Associate Member:

Jackie Roethel (AM) Puget Sound WAM
Nancy Brown (AM) Wood Harbinger
Doug Green (AM)
Chad Johnson (AM) Adler Ventilation
Tom Kelley (AM) View Glass
Bill Leak – (AM) BALES RESTORATION DKI
Kyle Victor – (AM) McKinstry
Jennifer Dennerline (AM) Vertiv
Tim Black (AM) Jackson Main
Kyra Hughes (AM) Siemens
Dave McCaughey (AM) Ameresco
Mike Fitch (AM)
Anna Anderson (AM) Forbo Flooring
Cylisa Brown (AM) The Part Works
Chris Herbert (AM) Snyder
Craig Kuanoni (AM) – Evolution Architecture
Adam Chawes (AM)
Jackie Davis (AM) Fischer Restoration
Breanna Langston (AM) MacMiller
Geoff Vestman (AM) - Hermanson
Corey Robinson (AM) - McKinstry
Deisyray Marvin (AM) Superior Cleaning
Mike McDermont (AM)
Julia Krutcher (AM) – Charter Construction
Rick Cochran - McKinstry
Brian Shipley (AM) - LONG
Melissa Gelowitz (AM) – LONG
Jose Diaz (AM) – PSF Mechanical
Chris Hoggarth – (AM) Hermanson
Eric Rautenberg (AM) - Siemens
Preliminary Discussion

- President Wickline called the meeting to order at 8:00 am.
- March meeting minutes approved
- Welcome Dan Clark, 2019 Chapter President
- Welcome Bryan Springfield, future leader in Puget Sound Chapter business

Treasurer report

Mitch Pohl reported the following:
- Net income of $1,231 so far this year
- Received quote on insurance for this year’s golf tournament (see Golf Committee report)
- $5000 came in for 2018 Education Sustaining Sponsorships
  - (2) payments came in the last month to bump up our number

Secretary report

- N/A to report
- Todd Coburn stepping down from position and moving to Vancouver.
  (Thank you for all that you’ve done for WSSHE)

Education Committee

- Next webinar is on 5/16 “You have your Arc-Flash labels, now what?”
  - Robert Kuhns
- Half day training in March fell through; will reschedule for September
- June full day training in Skagit Valley
  - Tentative date 6/13
- Puget Sound Sustaining Sponsors brought in $5000.00 for 2018

15th Annual Golf Tournament (2018)

- August 9th
- Hawaiian Luau theme this year
- Roasting a pig and live entertainment
- Next Meeting 4/20 at 3pm, at Henry’s Tavern in Bellevue
- Mitch working on the comp liability insurance for the event
  - RVNA - $529.46 for General Liability and Accident Medical Expense
  - Jim Mead to also look into our WSSHE 501c3 insurance options
  - Board approved RVNA pending what we hear from Jim Mead on option #2

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Charity Committee:

- ASHE Day of Service
  - Saturday July 14\textsuperscript{th}
  - Last Friday we toured Ryther
  - Procurement letters going out to GCs
  - ASHE registration open
  - WSSHE PR going out after Chelan via Committee and AMI

- Holiday Party - 2018
  - In the works

- **Chapter Mixer – Professional Member Event**
  - May 24\textsuperscript{th} from 6pm – 8pm
  - Triplehorn Brewery in Woodinville
  - Associate Members may register if they bring a Principal Member (wsshe member or not) to the event

Membership Committee

- Committee met this morning, pushing a big drive for professional membership this year
- Looking for a way to foster relationships with members that aren’t easily reached to expand our Puget Sound reach
- Started reaching out to expired professional members for 2018. A letter from Kevin was sent out via the list from AMI
- Developing new tools and communication to reach untapped membership markets
- Membership Accounts (state wide) that are not paid for will be deactivated from the database (eta TBD)

Social Media Project

- Jackie and SW Chapter President, Patrick O’Neil met with AMI to start talking about communication, contracts and wsshe expectations should AMI win the bid to move forward with a new website

Download from State Board

- WSSHE board member access on the website wasn’t working?
  - AMI unsure what the issue is
- Stephen and Jackie to work with Eric Rodgers on process and maintenance of the WSSHE website and where is currently sits.
- Jackie working with State Board to communication ASHE Day of Service logistics

Old Business

Other/ New Business

- **Appointment of new interim chapter secretary**
  - Stephen Wickline
    - Jim Mead and Jackie R to assist with notes

- **Fluctuating meeting places besides Alki Bakery**
  - Lynnwood, Kirkland, East Side?
  - Membership Committee Discussion with Stephen
• **Bylaws – Jim Mead**
  o Originally joined the WA Nonprofit that has many educational events

• **WayFind – Jim Mead**
  o Speaking to this legal group on 3/19 about relationships between nonprofits. Jim will have a report at April’s Board Meeting.
    ▪ WSSHE is a 501c6
    ▪ WSSHE Scholarships are a 501c3

• **Pete Peterson – Scholarship Fund for Professional Members to go to Symposium and Fall Conference**
  o How many scholarships have been given out YTD?

**Meeting Adjourned: 8:29 AM**

The next scheduled membership meeting will be **8:00 am, Friday, May 5th** at the Alki Bakery Cafe.

Minutes prepared by “**Group Effort**”

**Committees:**

**Education:**
Chair: Kevin Kajita  
Coordinator: Nancy Brown  
Members: Tom Nance; Stephen Wickline, Adam Chawes; Rob Pewitt; Bill Leak, Rob Rasmussen, Mike Kimberlin; Kyle Victor; Diane Munroe, Tim Black

**Golf:**
Chair: Mike Kimberlin  
Coordinator: Jennifer Dennerline  
Members: Chris Herbert, Adam Chawes, Jim Mead, Rob Pewitt, Anna Anderson, Cylisa Brown, Craig Kuanani

**Social Media:**
Chair: Todd Coburn  
Coordinator: Jackie Roethel  
Members: Cylisa Brown, Chad Johnson

**Membership:**
Chair: Kevin Kajita  
Coordinator: David McCaughey  
Members: Chad Johnson, Bill Leak, Chris Herbert, Dave McCaughey, Stephen Wickline, Anna Anderson

**Charity:**
Chair: Rob Pewitt  
Coordinator: Anna Anderson  
Members: Kyra Hughes, Cylisa Brown, Jackie Roethel, Kyrie Rector, Breanna Langston, Jackie Davis

**W.A.M. Coordinator:** Jackie Roethel