



# 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**

	Company	First Name	Last Name	Email	Amount	Invoiced	Paid
1	Adler Ventilation	Chad	Johnson	chad@adlervent.com	\$ 500.00	*	*
2	Ameresco	David	McCaughey	dmccaughey@ameresco.com	\$ 500.00	*	*
3	Bales Restoration/DKI	Bill	Leak	bill@dry-it.com	\$ 500.00	*	*
4	Graham	Kevin	Smith	kevinsi@grahamus.com	\$ 500.00	*	*
5	Jackson Main	Tim	Black	<a href="mailto:tim.black@jacksonmain.com">tim.black@jacksonmain.com</a>	\$ 500.00	*	*
6	The Part Works	Cylisa	Brown	cylisa@thepartworks.com	\$ 500.00	*	*
7	Trane	Madeline	Warnken	Madeline.Warnken@trane.com	\$ 500.00	*	*
8	UMC	Gail	Kinner	kbaisch@umci.com	\$ 500.00	*	*
9	Notkin	Collette		colletted@notkin.com	\$ 500.00	*	*
10	MacMiller	Ruben	Canas	Ruben.Canas@macmiller.com	\$ 500.00	*	*
				<b>Total</b>	<b>\$5,000.00</b>		

## 15<sup>th</sup> 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



## Charity Committee:

- ASHE Day of Service
  - Saturday July 14<sup>th</sup>
  - 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<sup>th</sup> 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**
  - Originally joined the WA Nonprofit that has many educational events
- **WayFind – Jim Mead**
  - 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**
  - 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