



# Puget Sound Chapter Board Meeting

Alki Bakery Cafe, Seattle  
May 4, 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)  
**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  
**Ric 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 elect, Dan Clark, called the meeting to order at 8am
- April minutes approved

## Treasurer report

Mitch Pohl:

- Nothing too new to add, financials are ready should any of you like to see them
- Roughly \$42,000 in current assets
- Golf tournament money will be coming in soon
- \$470 check put towards golf insurance

## Secretary report

Nominations for new PS Secretary:

- Rob Pewitt
- Mike Kimberlin
- Tom Nance

**\*\* Position to be voted in at the June Meeting\*\***

## Education Committee

- Upcoming webinar on May 18th – “What do we need next”
- Half Day planned in Skagit valley in June
- 2018 Education Sponsors listed below:

|    | Company               | FirstNam | LastName  | 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     | kevinsmi@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@macmilller.com   | \$ 500.00         | *        | *    |
|    |                       |          |           | <b>Total</b>   | <b>\$5,000.00</b> |          |      |

## 15<sup>th</sup> Annual Golf Tournament (2018) – Redmond Ridge

- August 9<sup>th</sup> Date Secured
- Hiring pack island grill for the tournament
- Entertainment group hired for dinner – there will be FIRE!
- Save the Date going out on May 9<sup>th</sup>
- Registration opens on the 30<sup>th</sup>
- June 1<sup>st</sup> Hole Sponsorship openings
- Next golf meeting 5/31st at Hectors (Kirkland) at 3pm



## Charity Committee:

- ASHE Day of Service
  - Saturday July 14<sup>th</sup>
  - Save the Date going out May 21<sup>st</sup>
  - Call for t-shirt sponsors goes out in June
- Holiday Party - 2018
  - In the works
  - First week of December – date TBD
- Chapter Mixer – Professional Member Event
  - Save the Date going out Monday May 7<sup>th</sup>
  - 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

- Met this morning
- Mixer coming up May 24<sup>th</sup>
- Mentorship kick off happened at the conference – success, minor tweaks as we progress
  - Providence and Valley in Chelan on new blood
  - Evergreen
- Anna has done fantastic on tools and marketing pieces to push into the rural health consortium to reach out on a leadership standpoint
- Rural health is where we lack in membership (island, rural, small hospitals)

## Social Media Projects

- Website bid selection is currently in the works and near completion
  - Jackie to meet with Dan Clark
- Motion to bring forth a “Chapter Happenings” monthly email for committee save the dates
  - Approved
  - An updated “Chapter Happening” document will be reviewed at each board meeting prior to publishing
  - This is not intended to replace any isolated PR blasts for specific events

## Old Business

- **Bylaws –**
  - Talked about changing some terminology in Chelan at the BOD meeting. Need to discuss approval process
    - Include WAM Coordinators voting
    - Business partner vs Associate member title change
- **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?



## Other/ New Business

- Appointment of new interim chapter secretary
  - Fluctuating meeting places besides Alki Bakery
    - BALES RESTORATION DKI?
    - Everett?
    - Lynnwood?
    - Yacht club in Everett?
- \*\*Tom Kelley to research places \*\***

**Download from State Board – N/A**

**Meeting Adjourned: 8:44 AM**

**The next scheduled membership meeting will be 8:00 am, Friday, June 1st at the Alki Bakery Cafe.**

Minutes prepared by Jackie Roethel

## **Puget Sound 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:**

Coordinator: Jackie Roethel

Members: Cylisa Brown

### **Membership:**

Chair: Kevin Kajita

Coordinator: David McCaughey

Members: Stephen Wickline, Anna Anderson, Cylisa Brown

### **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