



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting Agenda 8AM, OAC Seattle Office March 6, 2020

- Chapter Business - Call to Order @ 8:04am by 2020 previous chapter president - Dan Clark
- Introductions – Round table Introductions. We got to meet Fawn!
- Approval of meeting minutes:
 - Motion: Dan Clark
 - No: Adjustment to Net income. We actually have \$2,999.07 in assets
 - Motion and second to accept change
 - Approved: All

Standing Agenda Items

- Secretary Report – Rob
 - Rob has declared himself healthy and will continue to be a hugger until further notice.
- Treasurer's report – Mitch
 - \$89K assets
 - Negative income (-2,788.95) due to \$5K golf reservation
 - Dues schedule Apr 1, Dec 31 is when renewal income check will be cut.
- PSC Golf Committee – Corey/Scott
 - Have a new contract for Plateau Meeting
 - Theme is leaning to WSSHE OPEN
 - August 10 in the golf day
- Charity Committee – Rob/Jackie
 - Ronald McDonald Food Drive
 - Amazon account with direct shipment
 - Direct cooking for Families
 - Eli's Park is not ready for us to assist.
 - Discussing the holiday party. Lessons learned, venues for 2020 as well as options for the sponsored charity.
- Communication Committee – Rob/Jackie
 - Jim will review the website for current bylaws
 - Building out a website area for archived presentations.
 - Presentation link goes to members section
 - Send education slides as pdf's and they can be uploaded there.



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- Eric Rodgers is taking over Chair for the scholarships. Rob/Jackie to review website as the state is updating the website.
- Review resources page for content.

➤ Membership Committee – Stephen/Anna

- We are currently working to standardize our marketing materials and best practices at the state level to better execute our membership committee goals
 - WSSHE State brochure
 - Chapter inserts
 - Welcome letter
 - Expired letter
 - Best practices; mixers, events, committee structure, goals, targets, auditing
- AMI is working on a full membership audit and will start providing monthly membership reports of new, current and non-paid members for monthly follow up with our membership
 - AMI can automatically send Welcome and Expired letters to all new and expired members moving forward
 - It was approved by the board that anyone that joined at the annual convention in October and through the end of the year, will automatically be rolled into a new membership for the following year and should not be invoiced again.
 - REMINDER: Membership fees did go up / Professional \$50 and Associate \$75
- Working with AMI on Spring Symposium Membership outreach
 - Professional, Associate and Non members will have different color lanyards for easier identification
 - Ribbon designation for speakers, new members, board and committees (and standard ribbons)
 - We will have a membership table across from registration again (need volunteers for table)
- Anna Met with Seattle VA again regarding partnering for an education venue and exposure to their bi-monthly internal staff trainings, as well as encourage increased membership from VA. Working with Dan Clark (education) to set up a follow up meeting with their leadership to further promote WSSHE benefits to the VA and we can access/partner with their existing programs.
- Anna has a follow up meeting with Jackie re: Charity/Spring Symposium/Membership coordination

➤ Education Committee – Diane

- Working on a survey at Spring Symposium
- In Person Events
 - ICRA full day training event in works for this summer. To be held at Skagit Valley hospital.
 - Med Gas at Mason General in Shelton – March 18th



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- Hopefully will turn this into a Webinar for PS
 - FS Medical Technology
- Educational Webinars
 - Tentative webinar scheduled for March 19th on Fire Dampers.
- Scholarships – Jim/Current President
 - 5 applications for Conference Sponsorships (Pete Peterson)
- New PS Chapter Location
 - **April Meeting is in Everett at Legion Memorial**
- New Business
 - Planning Meeting for Fall Conference
 - Sleeping Lady Lodge Leavenworth
 - PS Reps: Dan, Jackie, Scott, Corey
 - Storage Unit
 - Day of service to clean it out.
 - Scanning the historic material that are in Jim's file cabinet.
 - Zoom
 - Piggybacking on State Zoom account
 - Monthly fee for webinar function that will be covered by chapters, this can be an education sponsorship opportunity.
 - \$125 Admin fee, would be nice to have a chapter admin for each chapter
- Meeting Adjourned 9:03am

Conference call-in Information:

- Software: [Zoom.us/signin](https://zoom.us/signin)
- User-wsshepsc@gmail.com
- Meeting ID – 545-150-015 – don't need the password



Washington State Society for Healthcare Engineering

Professional Members

Dan Clark, MSC, CHFM, Past President

Stephen Wickline, CHFM (Swedish)

Kevin Kajita, CHFM (Evergreen)

Mike Kimberlin (Everett Clinic)

Rob Pewitt, CHFM (Swedish)

Tom Nance (Kaiser)

Mitch Pohl (Childerens)

Jim Mead (PM-Retired)

Scott Clinton (UW Medical Center)

Mike Bocek (Back in the region, Naval Hospital)

2019 board Positions

Chapter President: Mike Kimberlin

President Elect: Scott Clinton

Treasurer: Mitch Pohl

Secretary: Rob Pewitt

W.A.M. Coordinator: Jackie Roethel

AMI: Fawn

Education Chair: Open

Educational Coordinator: Diane Vandewall

Golf Chair: Scott Clinton

Golf Coordinator: Corey Robinson

Membership Chair: Stephen Wickline

Membership Coordinator: Anna Anderson

Communication Chair: Rob Pewitt

Communication Coordinator: Jackie Roethel

Charity Chair: Rob Pewitt

Charity Coordinator: Jackie Roethel

Business Partners

Jackie Roethel (BP) Evolution Arch.

Nancy Brown (BP) Wood Harbinger

Beth Schmidt (BP) Nalco

Chad Johnson (BP) Adler Ventilation

Bill Leak (BP) BALES RESTORATION DKI

Shannon Bunsen (BP) Mazetti

Kyra Hughes (BP) Siemens

Dave McCaughey (BP) UMC

Anna Anderson (BP) Forbo Flooring

Cylisa Brown (BP) The Part Works

Chris Herbert (BP) Highland Roofing

Craig Kuanoni (BP) Evolution Architecture

Breanna Langston (BP) MacDonald Miller

Corey Robinson (BP) McKinstry

Kelsie Whitehouse (BP) McKinstry

Melissa Gelowitz (BP) LONG

Mary Valmont (BP) Jackson Main

Khoo Koss (BP) DirTT Construction

Chris Miller (BP) Blueline Group

Doug Green (BP)

Diane Vandewall (BP) Krazan & Associates

Kyla O'Leary (BP) SR Building Services

Jen York (BP) Swinerton

Kristin Gordon (BP) Alexander Gow

Derek Rae (BP) OAC

Sarah Dohan (BP) Apex Flooring

1st Time Attendees:

Cody (BP) Hermanson

Bianca Mollo (BP) ATI Restoration