

Washington State Society for Healthcare Engineering
Quarterly Meeting of the Board of Directors
Thursday, January 27, 2022 @2:00PM
MINUTES



| State | Eastern | Puget Sound | Southwest |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> * Scott Clinton President | <input type="checkbox"/> * Ryan Fancher President | <input type="checkbox"/> * Camilla Yamada President | <input type="checkbox"/> * Michael Dover President |
| <input type="checkbox"/> * Jonathan Lewis Immediate Past President | <input type="checkbox"/> * Glenn Faulkner Immediate Past President | <input type="checkbox"/> * Scott Clinton Immediate Past President | <input type="checkbox"/> * David Bain Immediate Past President |
| <input type="checkbox"/> * Marnie Boomer President Elect | <input type="checkbox"/> OPEN President Elect | <input type="checkbox"/> OPEN President Elect | <input type="checkbox"/> * Patrick O'Neil President Elect |
| <input type="checkbox"/> * Mike Chitwood Secretary/ Treasurer | <input type="checkbox"/> * Brad Jones Secretary/ Treasurer | <input type="checkbox"/> * Rob Pewitt Secretary | <input type="checkbox"/> Lisa Welcome Secretary |
| <input type="checkbox"/> Kevin Kajita Chair, Advocacy & Sustainability | <input type="checkbox"/> Craig Greathouse Chair, Education | <input type="checkbox"/> * Mitchell Pohl Treasurer | <input type="checkbox"/> * Richard Newton Treasurer |
| <input type="checkbox"/> Jackie Roethel Chair, Communications | <input type="checkbox"/> Tami Wais Business Partner Advocate | <input type="checkbox"/> Stacia Rivera Chair, Education | <input type="checkbox"/> Jose Diaz Chair, Education |
| <input type="checkbox"/> Stephen Wickline ASHE Liaison | | <input type="checkbox"/> Jackie Roethel Business Partner Advocate | <input type="checkbox"/> Lisa Welcome Business Partner Advocate |
| <input type="checkbox"/> Geoff Glass, CHFM Historian | | <input type="checkbox"/> Diane Vandewall Coordinator, Education | <input type="checkbox"/> Chris Bowman Membership Coordinator |
| <input type="checkbox"/> Eric Rodgers Chair, Scholarship | | | |
| <input type="checkbox"/> * Tami Wais State Business Partner | <input type="checkbox"/> Phil Kercher Emeritus | | |
| <input type="checkbox"/> Marnie Boomer Chair, ASHE Education | | | |
| <input type="checkbox"/> Fawn Wilson Executive Director | <input type="checkbox"/> Katheryn Quinn ASHE Representative | | |
| <input type="checkbox"/> Anna Anderson Membership Coordinator | | | |
| • Voting Professional Board Member | | | |

Administrative:

- Call to Order (*Scott Clinton*) **2:07PM**
- Identify 12 Voting Board Members (State Pres, Immediate Past Pres, Secretary and/or treasurer, State Business Partner and 3 designated representatives Professional Members from each Chapter.)
- Scott motions to make a quorum with Patrick O'Neil (President elect) as a voting member**
- Consent Agenda: Motion to approve **Camilla Yamada motions Jonathan Lewis seconded**
- Acceptance of October Minutes **Michael Motions Marnie Seconded**
- Financial Update – (*Mike Chitwood*)
 - December financials **Motion to approve Camilla Yamada, Michael Dover**

- 2022 Budget (Proposed Budget was created by Scott, Michael and Fawn)
 - Budgeted at a breakeven as a non-profit
 - Chitwood stated that we should keep in mind if the conferences are cancelled
 - Reach out to chapters if there is a financial need
 - Suggestion to up Speaker budgeted costs – take out of educational retreat.
 - Chapter contribute to speakers if there is a need.
- Motion to approve Michael Dover, Rob Pewitt Second.

Committee Chair Updates:

ASHE Liaison: (Stephen Wickline)

- Update
 - Q4 2021 NFPA Updates, three-year cycle
 - <https://files.constantcontact.com/d98259be001/c7b18537-2978-4641-9ea4-7844d2bd60e9.pdf>
 - Stephen will send a synopsis to Fawn
- ASHE Training (Stephen Wickline and Marnie)

Advocacy Chair: (Kevin Kajita)

- Update

Communications Chair: (Jackie Roethel)

- Website Updates
 - Puget Sound Chapter has proposed updates replicate what ASHE has
 - Join WSSHE
 - Get Involved (Become Member) ** Please view Slide deck that was shown.
 - Fawn will work with Committee to update not structural updates
 - For structural updates Fawn will investigate associated costs from AMI and report back to State BOD.
 - Be mindful of the all the chapters having input.
 - Create a taskforce that involves all chapters. Fawn will send out email to create taskforce. Beginning of February.
 - Protocol for uploading anything to the website
 - Deadline: By next State BOD Meeting. Can send to State BOD via email if needed.

Scholarship Chair: (Eric Rodgers)

- Update – **TABLED**

WSSHE Chapter Reports: - 5 min. (Submit full written report prior)

Eastern Chapter (Ryan Fancher)

- Last Meeting was on 11/19/21
- Chapter Officers
 - Ryan Fancher will be taking over for Eastern Chapter President as Glenn Faulkner is moving on to other career opportunities
 - Eric Rodgers will be taking over for Brad Jones as the Treasurer as Brad begins his retirement.
- Treasurer Report
 - Balance as of September is **\$63,658.93.**

| Chapter | Professional | Business Partners |
|---------|--------------|-------------------|
| | | |

| | | |
|---------|-----|-----|
| Eastern | 123 | 122 |
|---------|-----|-----|

- Advocacy and Networking
 - 2/19/22 – New Member Recruiting Event
 - Hockey Game in Tri-Cities
- Education:
 - Protect Your People: Safeguard Your Team from Hazardous Energy Presentation
- Next Meeting is March 4th, 2022 in Spokane, WA

Puget Sound Chapter (*Camilla Yamada*)

- 1) Financials
 - a. \$131,321.26
- 2) Membership Committee
 - a. Goals for 2022
 - i. New/Increased Membership
 - ii. More participation from existing members.
 - iii. Ambassador Program in the works to increase membership and participation
 - iv. Looking into purchasing WSSHE swag for event giveaway
- 3) Charity
 - a. Holiday party at Glen Acres with proceeds benefitting Camp Korey was a huge success.
 - i. Might need a larger facility next year – Glen Acres might be outgrown.
 - ii. Raised almost \$11,000 to benefit Camp Korey – OUTSTANDING!
 - iii. Ruffled off 36 items
 - b. Charity committee meeting soon to kick off 2022 and start planning Day of Service.
- 4) Golf
 - a. Date set for August 15, 2022 at Plateau Club
 - i. Contract has been sent for tournament
- 5) Education
 - b. No education funds have been spent in the past couple of years.
 - c. Networking workshop/Dinner/Silvertips game in the works for March 4 or 11.
 - d. Educational joint effort PS + SW being planned for May.

Southwest Chapter – (*Michael Dover*)

Financials

- 85,888.61

Education/Events

- Salute to 2021 holiday function was a great success we raised \$3000 for the USO
- Q1 outreach Olympic medical center in Port Angeles WA.
- Engineering expo Lemay car museum
- Chris O' Higgins from Jefferson health will be speaking on Behavioral Health in Construction and Healthcare at Colvos Construction near the end of February.

Membership committee

- Working on filling the secretary position
- Finding volunteers for spring symposium

Old Business:

- Trademarked Logo renewal Complete (*Fawn*)
- Membership Renewal Invoices
 - Update Chapter Checks will be in April (*Fawn*)
- ASHE Annual Report has been submitted this week. (*Fawn*)
- Review and Update of By-laws
 - Establish Committee member to work with Fawn
 - **Clay Ciolek has offered to review and provide proposed changes**
- Update Bank Signers
 - Proposed Marnie, Chitwood and Scott - Need motion to approve
 - Motion to approve Kevin Michael Dover

New Business:

2022 Spring Conference:

- Registration **Theme Dirty Jobs Growing Pains Live. Laugh. Learn (Living, Laughing and Learning)**
- Committee – **Fawn will set up another meeting**
- Agenda: **Still need keynote**
- Sleeping Lady (Fall Conference Committee)
- COVID precautions

- Golf Updates (Fawn)
 - Venue
 - Carry overs
 - Committee Meeting to meet February 8th at 11am
 - Little Critical Access Chelan foundation for donation

2022 Fall Conference:

- Location: Vancouver, WA at the Hilton
- Date: October 18-21st

2024 Fall Venue:

- RFP Spreadsheet attached to meeting Invite
- Thoughts and feedback - **Tabled**

Other New Business:

- Pins **(All Chapters would like to be involved with the purchase) Fawn will coordinate**
- Corporate membership for 2023- **Tabled**

Open Agenda:

Meeting Adjourn: **4:05PM**

Fall Conference Location Schedule

| | |
|------|-------------------------------------------------------------------|
| 2022 | Vancouver - Contracted |
| 2023 | Spokane - Contracted |
| 2024 | Yakima/ Everett/ Bellevue/Anacortes/Bellingham (RFP) |
| 2025 | Tri-cities - Contract in progress |
| 2026 | Vancouver |
| 2027 | Spokane |
| 2028 | Tacoma |
| 2029 | Tri-cities - Contract in progress |

