

# WSSHE Puget Sound Board Meeting

8:00am – 9.8.2023

OAC Services

## Attendees:

- State Past President – **Scott Clinton**
- Executive Director/President– Lianna Collinge-Interim
- PSC President – **Mitchell Pohl**
- Treasurer – Nick Happe-Hartsell
- Secretary – **Nancy Brown**
- President-Elect/Education Chair – **Stacia Rivera**
- Education Coordinator – **Diane Vandewall**
- Golf Coordinator – Corey Robinson
- Business Partner Advocate/Charity Coordinator – **Breanna Langston**
- Charity Chair – **Rob Pewitt**
- Membership Chair – **Danny Scott**
- Membership Coordinator – **Nicole Carter**
- **Kelly Chalmers**
- Kyle Smith
- **Allison Birkmeyer**
- Mike Kimberlin
- **Nancy Hawke**
- **Eric Gilbert**
- Anna Gudima
- **Stephen Wickline**
- Michael Rechnitz
- Nate Waye
- Camilla Yamada
- **Andrea Pina**
- **David Bain**
- Taylor Stokes
- Cherie McNabb
- Ellie Graves
- Mark Louis Cereghino
- Clarence Clipper
- Justin Cobb
- David McCaughey
- Sam Chamaty
- Marty McGarrigle
- Steve Stein
- **Michael Stine**
- **Chris Kobus**

\*Bold indicates attendee was present

Meeting called to order at 8:01 by PSC President – Mitchell Pohl

## Roundtable Introductions

### Old Business

- Previous Month Meeting Minutes: Approved
  - Motion to approve: Nicole Carter
  - Second: Danny Scott

### Secretary Report – report by Nancy Brown

- Roles and Responsibilities for PSC Officers have been reviewed by Policies and Procedures Committee
- Roles and Responsibilities for committees have been sent to current committee Chairs and Coordinators for review and comment. Some comments have been received. These will be finalized once all comments have been received.
- Drafts of Board Governance, Budget, Invoice Approval and Sponsorship Committee Policies were sent to board on 8/31 for review and comment.
- Once policies have been approved by PSC Board they will be sent to state BOD for approval.

## **Treasury Report – report by Nick Happe-Hartsell**

- Total Assets and Liabilities: \$103,653.01
- Net Income: -\$16,214.91

## **Golf Committee**

- No update.

## **Charity Committee – report by Breanna Langston**

- Holiday Party
  - Next planning meeting is on 9/18.
  - Urban Feast will be caterer. Contract is ready for signature by Rob. Breanna will reach out to Nick for a deposit check.

## **Membership Committee - report by Nicole Carter**

- Networking Night August 10
  - Beardslee Public House
  - 22 attendees, including 5 professionals with 2 new ones and 2 new Business Partners
- Far North Networking Night Sept 14
  - District Brewing
  - ~20 total RSVPs so far including 4 professional members
  - Board requested to send it to Professional members in our networks.
- Axe Throwing October 12.
  - There was a mistake in the blast that went out.
  - Caterer is on board.
  - We are marked as not paid. Nicole will follow up with Nick, because she believes we already paid.
- CHFM Trivia night is in the works.
  - Need a CHFM MC.

## **Education Committee - report by Diane Vandewall**

- August Workshop Life safety workshop
  - 12 Business Partner and 6 Professional attendees
- ASHE CHFM/CHC training
  - CHFM is Oct 24<sup>th</sup>
  - CHC is Oct 25<sup>th</sup>
  - Diane had some comments for ASHE so still getting that approved.
  - Working with AMI for support on processing payments.
- September Roundtable\
  - Today at 9:00
  - Topic: Private Mode Fire Alarms.

## **Communications – report by Breanna Langston**

- Blast went on Tuesday, but it had some errors. Breanna will work with AMI to get those corrected,

- Breanna will schedule a meeting with Jen from AMI do review expectations. Attendees will include Board members.
- Mitch will send a copy of the AMI contract.

### **Business Partner Advocate – report by Breanna Langston**

- No updates.

### **State Business – report by Scott Clinton**

- Next Board Meeting is September 26, 2023 in Spokane.
- Annual Conference is in Spokane September 26-29.
- Pete Peterson SF
  - Andrea and Scott transferred bank account for PPSF from Jim Mead. Andrea is Secretary and Scott is Treasurer. Rob Pewitt, Stephen Wickline, and PSC President will be on board.
  - WSSHE’s website has been updated with correct contact information.
  - 5 scholarships have been awarded out of 10.
  - Nick has the check from the golf tournament. Scott will coordinate delivery of check.
- Mac McKenzie SF
  - There is more work to do to transfer Mac McKenzie.

### **New Business**

- Esdras Flores was voted as PSC frontline staff of the year. He is all set up for travel and will participate in panel discussion.
- AMI
  - Mitch will fill out the KPIs for Q2 to set a baseline.
  - PSC Board will complete Q3 KPIs at the October board meeting.
  - State Board needs to provide direction to communicate to membership regarding change in Executive Leadership. The change has only been communicated to the state board and people including members and ASHE are still sending things to Fawn.
- State President Nominations
  - 4 nominations were received: Stacia Rivera, Danny Scott, Stephen Wickline, Chris Kobus. Stacia declined the nomination. Chris Kobus is not eligible because he has not served in a leadership position in PSC.
  - Danny and Stephen each gave a brief statement and the board voted as follows:
    - Danny Scott received 7 votes.
    - Stephen Wickline received 1 vote.
- Open positions for 2024 include President Elect and Treasurer
  - Andrea Pina expressed interest in President Elect
  - Eric Gilbert expressed interest in Treasurer.
  - Chris Kobus may also be interested in a board role.
  - Nancy will send R&R docs for board roles to Chris Kobus, Eric Gilbert, Mike Stine, and Andrea Pina.

*\*\*At this point in the meeting, the online connection was lost. The remainder of the meeting was conducted with those physically present (Mitch Pohl, Nancy Brown, Danny Scott, Breanna Langston, Nicole Carter, Scott Clinton,*

*Stacia Rivera (phone)). Diane Vandewall and Rob Pewitt were contacted after the Board meeting via email for their votes. This includes all the voting members who were present for any portion of the meeting.\*\**

- Policies and Procedures:
  - Budget Approval – 8 years, 0 nays
  - Board Governance – will be updated and voted on via email by EOD 9/11/2023.
  - Invoice Policy – 8 years, 0 nays
  - Sponsorship Committee Policy – 8 years, 0 nays
- Sponsorships package:
  - 8 years, 0 nays
  - This will go into affect for calendar year 2024.
- Mitch announced that he has accepted a role outside of healthcare and stepped down as President, effective at the end of this meeting. Per her duties as President Elect, Stacia Rivera will become interim President effective today until she is sworn in for her term on September 29 at the Annual Conference.

Meeting adjourned: 9:14 by Mitch Pohl

Next meeting will be on October 6, 2023. Location Converging.

# WSSHE, dba Puget Sound Chapter

## Statement of Financial Position

As of September 11, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank of America Checking	79,027.72
Bank of America Investment	22,666.95
Cash	0.00
<b>Total Bank Accounts</b>	<b>\$101,694.67</b>
Accounts Receivable	
Accounts Receivable	-1,730.00
<b>Total Accounts Receivable</b>	<b>\$ -1,730.00</b>
Other Current Assets	
Uncategorized Asset	-229.66
Undeposited Funds	3,900.00
<b>Total Other Current Assets</b>	<b>\$3,670.34</b>
<b>Total Current Assets</b>	<b>\$103,635.01</b>
<b>TOTAL ASSETS</b>	<b>\$103,635.01</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
PPSF Contributions	0.00
WSSHE State	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	21,707.10
Unrestricted Net Assets	98,142.82
Net Revenue	-16,214.91
<b>Total Equity</b>	<b>\$103,635.01</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$103,635.01</b>



# Puget Sound Chapter

## 1. Purpose

WSSHE Puget Sound Chapter (PSC) is governed by a Board of Directors as an independent chapter of WSSHE. WSSHE PSC largely follows bylaws of WSSHE in regards to Board roles and responsibilities, however there are some unique variances. The purpose of this Board Governance Policies and Procedures document is to define those variances.

## 2. Board Directors and Officers

WSSHE PSC Board of Directors is made up of 5 officers (President, President-Elect, immediate Past President, Secretary and Treasurer), committee Chair and Coordinator for each committee approved by the Board, and the Business Partner Advocate. Only Professional members may be officers. Professional members and business partners are eligible to be committee chairpersons and coordinators, though generally chairs are professional members and coordinators are business partners.

### a. Term

President shall be a 3 year term made up of 1 year as President-Elect, 1 year as President and 1 year as immediate Past President. All other roles will be a 2 year term. If, at the end of each two year term, an individual would like to continue serving, they may be considered for subsequent terms.

### b. Roles and Responsibilities

PSC President shall appoint a Scholarship Chair to serve on the state board in support of the Pete Peterson Scholarship Fund.

PSC President-Elect shall attend nonprofit management training WSSHE PSC will reimburse President-Elect for course fees and travel expenses associated with attending this training.

## 3. Meetings

a. Board meetings shall be held monthly to review chapter business and are open to all.

b. A quorum shall consist of 3 officers.

### c. Voting

Voting shall take place at monthly Board meetings. Issues requiring vote from membership shall be communicated to membership at least 30 days prior to meeting at which voting will take place.

Puget Sound Chapter Membership will be invited to vote for the Board of Directors.

All other Board business, including but not limited to budgets, expenditures, PSC nominee for state President, and chapter policies and procedures shall be voted on by the Board of Directors.



# Puget Sound Chapter

## 1. Purpose

This budget policy outlines the guidelines and procedures for developing, implementing, and monitoring the budget of a 501(c)(6) organization operating in Washington State. The budget serves as a financial planning tool to ensure the effective and efficient allocation of resources to achieve the organization's mission and objectives. This policy aims to promote transparency, accountability, and fiscal responsibility in the budgeting process.

## 2. Budget Development

- a. The budget cycle should align with the organization's fiscal year, typically running from January 1<sup>st</sup> to December 31<sup>st</sup>.
- b. The Treasurer or a designated finance committee shall be responsible for leading the budget development process.
- c. Budget priorities should be aligned with the organization's strategic plan and annual goals.
- d. Committee heads should actively participate in the budget development process by providing accurate and realistic budget estimates.
- e. Revenue sources, including membership dues, sponsorships, grants, and other income streams, should be projected based on historical data, market trends, and reasonable assumptions.
- f. Expenditures should be categorized into relevant cost centers or functional areas to ensure appropriate allocation and tracking of resources.

## 3. Budget Approval and Adoption

- a. The Treasurer or finance committee will present the proposed budget to the Board of Directors for approval at the December Board Meeting for the upcoming financial year.
- b. The Board of Directors will consider the budget's alignment with the organization's mission, goals, and financial sustainability.
- c. Once approved, the budget will be formally adopted by the Board of Directors, requiring a simple majority.

## 4. Budget Monitoring and Control

- a. The Treasurer or designated staff will monitor actual financial performance against the approved budget on a regular basis.
- b. Significant deviations from the budget should be identified, investigated, and reported to the Board of Directors.



## Puget Sound Chapter

- c. Regular financial reports should be provided to the Board of Directors and key stakeholders to ensure transparency and accountability.
- d. Budget adjustments may be considered based on unforeseen circumstances, changes in the operating environment, or strategic priorities. Any adjustments should be approved by the Board of Directors.

### 5. Financial Reserves

- a. The organization should maintain an adequate level of financial reserves to mitigate financial risks and ensure stability.
- b. The specific reserve target should be determined based on the organization's financial risk assessment, cash flow needs, and industry best practices.
- c. The Treasurer or finance committee should develop policies and procedures for the establishment, utilization, and replenishment of reserves.

### 6. Audit and Compliance

- a. The organization's financial records and budget implementation should comply with applicable laws, regulations, and reporting requirements in Washington State.
- b. An annual independent audit or review should be conducted to ensure financial accountability and compliance with generally accepted accounting principles (GAAP) and other relevant standards.

### 7. Budget Revisions and Amendments

- a. Budget revisions or amendments may be necessary throughout the fiscal year due to changes in circumstances or strategic priorities.
- b. Any proposed budget revisions should follow a documented approval process and be communicated to relevant stakeholders.
- c. The Treasurer or finance committee should maintain a clear record of budget revisions, including the rationale and impact on financial performance.

### 8. Review and Evaluation

- a. This budget policy should be reviewed annually to ensure its continued relevance and effectiveness.
- b. The Board of Directors or a designated committee should conduct a comprehensive review of the budgeting process to identify areas for improvement and implement necessary changes.

Adherence to this budget policy will support the organization's financial stability, aid decision-making, and enable the effective allocation of resources to achieve its mission.

**Commented [1]:** How does this impact the state organization and the other chapters?

**Commented [2R1]:** Also, are the chapters responsible for financially assisting the state chapter and vice versa if in the red?

**Commented [3]:** Coordinate this with AMI?





# Puget Sound Chapter

## 1. Purpose

This Invoice Approval Policy outlines the procedures and guidelines for the approval and processing of invoices by WSSHE, dba. Puget Sound Chapter, a Washington State 501(c)(6) nonprofit organization. The policy is designed to ensure transparency, accuracy, and accountability in financial transactions.

## 2. Invoice/Receipt Submission

- a. All Professional Members or Business Partners wishing to be reimbursed for the cost of an event must submit invoices directly to the Treasurer.
- b. Invoices/receipts should include detailed information such as invoice number, invoice date, vendor name, description of goods or services provided, quantity, unit price, and total amount. In addition, please fill out the Invoice Approval form to assist with board acceptance.

## 3. Invoice/Receipt Review and Approval

- a. Invoices/Receipts will be reviewed by the Treasurer for accuracy, completeness, and adherence to the organization's procurement and spending policies.
- b. Invoices/Receipts with discrepancies or incomplete information will be returned to the submitter for clarification or correction.
- c. Lost invoices/receipts must have a double verification of board members to reimburse.

## 4. Approval Workflow

- a. Invoices/receipts are sent to the Treasurer for review. Once accepted by the Treasurer, the invoice with the approval sheet is given/sent to two Voting Board Members for signature and approval. This can be performed electronically or with a hard copy.

## 5. Payment Processing

- a. Once an invoice/receipt is approved, the Treasurer will initiate the payment process.
- b. Payments will be made through approved methods, such as checks or electronic fund transfers, in compliance with organization policies and procedures.
- c. The Treasurer will retain copies of all paid invoices and supporting documentation for record-keeping purposes.

## 6. Record Keeping

- a. The Treasurer will maintain a centralized record of all invoices, approval history, and payment details.



## Puget Sound Chapter

- b. All records will be securely stored in compliance with data protection and retention regulations. (Verify 7 year IRS period).

### 7. Compliance and Reporting

- a. The Treasurer will periodically review the invoice approval process to ensure compliance with this policy.
- b. The organization's auditors will have access to all invoice records for auditing purposes.

### 8. Policy Review

- a. This Invoice Approval Policy will be reviewed annually by the Board of Directors to ensure its relevance and effectiveness.
- b. Any necessary updates or revisions to the policy will be made in consultation with relevant stakeholders.

This policy is designed to enhance financial accountability and transparency within WSSHE, dba Puget sound Chapter and to ensure that all financial transactions are conducted in accordance with established guidelines. Failure to adhere to this policy may result in delays in payment processing and potential consequences in line with organization procedures.



# Puget Sound Chapter

## 1. Introduction

This policy outlines the guidelines and procedures for the sponsorship committee of the Washington State Society for Healthcare Engineers (dba, Puget Sound Chapter), a 501(c)(6) organization based in Washington State. The purpose of this policy is to provide a framework for soliciting, evaluating, and accepting sponsorships from businesses and individuals while ensuring compliance with applicable laws, regulations, and ethical standards.

### a. Definitions

- i. Sponsorship: A financial or in-kind contribution provided by a business or individual to WSSHE in exchange for recognition, marketing opportunities, or other benefits.
- ii. Sponsorship Committee: A designated group of individuals responsible for managing the sponsorship process, evaluating sponsorship requests, and ensuring compliance with this policy.

## 2. Sponsorship Committee Responsibilities

### a. Composition

The sponsorship committee shall consist of representatives from the board of directors and key Business Partners. The committee shall appoint a chairperson responsible for leading the committee's activities.

### b. Solicitation

The sponsorship committee, in collaboration with the Membership Committee, shall actively seek potential sponsors through various channels, including personal outreach, direct mail, online platforms, and networking events.

### c. Evaluation

The sponsorship committee shall review and evaluate sponsorship requests based on their alignment with WSSHE's mission, goals, values, and strategic priorities. Consideration should also be given to the potential benefits for both parties involved.

### d. Approval Process

The sponsorship committee shall establish a standardized process for reviewing and approving sponsorships. This process should include a clear decision-making framework, documentation requirements, and a timeline for response.

### e. Compliance

The sponsorship committee shall ensure that all sponsorship activities comply with applicable laws, regulations, and ethical standards, including but not limited to the Internal Revenue Service (IRS) regulations governing 501(c)(6) organizations, the Washington State fundraising laws, and any applicable codes of conduct.



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### f. Recognition and Benefits

The sponsorship committee shall determine the recognition and benefits to be offered to sponsors based on the level of contribution. These may include logo placement, verbal acknowledgments, social media promotion, complimentary event tickets, and other mutually agreed-upon benefits.

### g. Reporting

The sponsorship committee shall provide regular reports to the board of directors or other relevant governing body on sponsorship activities, including the number of sponsorships secured, funds raised, and any significant issues or concerns.

## 3. Sponsorship Guidelines

### a. Ethical Considerations

The sponsorship committee shall carefully evaluate potential sponsors to ensure their values, products, and services align with WSSHE's mission and do not conflict with the organization's principles, reputation, or public interest.

### b. Financial Transparency

The sponsorship committee shall coordinate with the Treasurer to ensure proper financial documentation.

### c. Acknowledgment and Disclosure

WSSHE shall clearly disclose the names and/or logos of sponsors in accordance with the agreed-upon recognition benefits. Any restrictions or limitations requested by sponsors regarding acknowledgment should be documented and adhered to.

### d. Conflict of Interest

Members of the sponsorship committee shall disclose any potential conflicts of interest related to sponsorship proposals. In cases where a conflict of interest arises, the affected committee member shall recuse themselves from the decision-making process.

## 4. Review and Amendment

This sponsorship committee policy shall be periodically reviewed by the committee, in consultation with the board of directors or other relevant governing body, to ensure its continued effectiveness and alignment with WSSHE's strategic objectives. Amendments to this policy may be proposed by the sponsorship committee and must be approved by the board of directors or other authorized entity.

By adhering to this policy, WSSHE seeks to build mutually beneficial relationships with sponsors while upholding its mission, values, and legal obligations.

## **WSSHE PS Chapter Sustaining Sponsorships**

### Education - \$500

- Recognition during online programs
- Recognition at all additional event offerings (approximately 12-15 events including online events)
- Logo on education program announcements includes flash (emails) and marketing and advertising content including via LinkedIn
- Highlighted on Puget Sound Chapter webpage
- Logo on main event signage (if applicable)

### Sustaining Sponsorship - \$4,000 (3 available)

- Guaranteed Hole Sponsorship and Golf Foursome at PS Annual Golf Tournament (\$800 for foursome) (\$1,500 for hole sponsorship and foursome)
- Entry for two at PS Top Golf Event (\$250)
- Entry for two at PS Axe Throwing Event (\$150)
- Entry for two at PS Holiday Party (\$150)
- Exclusive early access to additional sponsorship opportunities
- Signage and recognition at PS Featured Events (~\$700)
- Speaking opportunity to introduce your company at an educational event
- Recognition at WSSHE PS Outreach
- Logo on Marketing and Advertising flashes for featured events