

Washington State Society for Healthcare Engineering
 Quarterly Meeting of the Board of Directors
 January 15, 2016 * 10:00 am – 1:30 pm
 Ellensburg, Washington



State	Eastern	Puget Sound	Southwest
<input checked="" type="checkbox"/> * Rob Pewitt President	<input checked="" type="checkbox"/> * Greg Palmanteer President	<input checked="" type="checkbox"/> * David Bain President	<input checked="" type="checkbox"/> * Marnie Boomer President
<input checked="" type="checkbox"/> * Eric Rodgers Immediate Past President	<input checked="" type="checkbox"/> * Curtis McNeilly, CHFM Immediate Past President	<input type="checkbox"/> * Mike Kimberlin Immediate Past President	<input type="checkbox"/> * Keith Geary Immediate Past President
<input type="checkbox"/> Keith Geary President Elect	<input checked="" type="checkbox"/> Dan Eagle President Elect	<input type="checkbox"/> Open President Elect	<input checked="" type="checkbox"/> Kevin Kajita President Elect
<input checked="" type="checkbox"/> * Mike Chitwood Secretary / Treasurer	<input checked="" type="checkbox"/> * Eric Rodgers Secretary / Treasurer	<input checked="" type="checkbox"/> * Jim Mead Secretary / Treasurer	<input checked="" type="checkbox"/> * Richard Newton Treasurer
<input checked="" type="checkbox"/> Kevin Kajita Chair, Advocacy & Sustainability	<input checked="" type="checkbox"/> Curtis McNeilly, CHFM Chair, Education	<input checked="" type="checkbox"/> Chris Moore Chair, Education	<input type="checkbox"/> Danny Scott Secretary
<input checked="" type="checkbox"/> Ben Myers Chair, Communications	<input checked="" type="checkbox"/> Will Mackin Alternate	<input type="checkbox"/> Nancy Brown Coordinator, Education	<input type="checkbox"/> Jose Diaz Chair, Education
<input checked="" type="checkbox"/> Heather Warner Conference Services Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Brad Jones ASHE Liaison	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Geoff Glass, CHFM Historian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Jim Mead Chair, Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Robert Blakey Chair, Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Katie Bohocky Executive Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Voting Professional Board Member			

President Rob Pewitt called the meeting to order at 10:36 am and welcomed all attendees. A quorum was established.

ADMINISTRATIVE

Introductions - Identified the 12 Voting Board Members.

Minutes of October 6, 2015 were accepted as written.

2016 Business Plan reviewed and accepted with changes.

- Robert would like to include annual Fall educational courses. Add to Goal 1, a. “Nationally recognized courses”.
- ASHE Annual Conference attendance –3 year rotating attendance between ASHE State Liaison, State Education Chair and Advocacy Chair. Motion to approve 2016 Business Plan, 2nd, Board unanimously accepted.

Financial Update – *Mike Chitwood*

- Mike reviewed financial reports reflecting total assets as of December of \$340,861.00. P&L shows net income of \$46,556.28 vs. Budget of \$32,934.00.
- Robert reported \$51,577.07 profit from our Fall ASHE annual education training. Robert requested the Board approve a portion of the profits to be donated towards our scholarship funds. Robert suggested a donation of \$3000 to PPSF and \$10,000 to MMSF in addition to our budgeted contributions. Building up opportunities for our members for more training and scholarships. Motion to contribute \$3,000 to PPSF, \$10,000 to MMSF & \$20,000 to our Reserves accounts from our general fund from the profits of the 2015 Fall ASHE annual educational training. Motion to table discussion until next Board meeting, 2nd, Board unanimously accepted. Board would like a business plan for MMSF & PPSF to find out the sustainably fund level.
- Review of draft 2016 draft budget – Budgeted for Chapters to donate to PPSF and State to donate \$10,000 to MMSF. Net income of \$30,651. Increase education line items Motion from \$3,600 to \$5,000 and SS from \$900 to

\$2,500, 2nd, Board unanimously accepted. Discussion of funding WSSHE reserves. Katie suggested \$33,000 will get us to our budget of \$250,000 in reserves in 6 years. Motion to accept 2016 draft budget with corrections, 2nd, Board unanimously accepted.

Succession - Nomination of Keith Geary for 2016/2017 President Elect. Motion to accept Keith Geary's nomination, 2nd, Board unanimously accepted. Congratulations Keith!

Bylaws Update – *Jim Mead*

- Jim reviewed suggested Bylaw updates in red & green.
- Conference Services Manager Job Description – included with committee chairs. Article III – every officer create a general job description for themselves. Defining committee Chair positions. Policy and procedures manual for full descriptions.
- Follow ASHE Bylaws – can a retired or Associate member hold office? Add if a retired member is a CHFM they can hold office. Present to membership at annual Fall conference for vote.
- Discussion of Associate members at the leadership level. CHFM members regardless of Professional or Associate member status are able to participate on the Board at a leadership level with Professional member status. CHFM requirement for retired Professional and Associate members. Board agreed progression & succession of our members is a valuable asset.
- State Committee Chairs are required to be Professional Members in Good Standing. Associate members can hold the position of coordinator of a committee. The Board recognizes the value of an Associate member in this position. Associate members give great committee work and are allowed full access. Welcome to give opinions and attend Board meetings, just simply cannot hold office.
- Update Bylaws to reflect “Conference Services Coordinator” instead of “Conference Services Manager”.
- Officers and Committee Chairs descriptions to the Board and committee chair policy – Jim will update. Katie will include with Minutes for each officer and committee chair to update and send to Jim.
- Board would like to thank Jim for all of his hard work on the Bylaws!

Scholarship Updates – *Jim Mead*

- Mac McKenzie – Question of awarding scholarship to applicants that have recently joined WSSHE. Board confirmed the decision is up to MMSF Board of Directors.

ADVOCACY & NETWORKING

Advocacy & Sustainability Chair Update – *Kevin Kajita*

- Rule making of 797 - tabled USP 800. Enforcing 797, but has not adopted their version of 797 or 800.
- OR hit for underneath of design criteria for 65. WAC Code – design information. Humidity and sited for not have risk assessment for materials under 20. Have a Risk assessment and documentation you will not be sited, unless you were a new construction.
- Sustainability meets criteria for elite status. 12 people presently are on the E2C & meet the requirement. Did qualify, awards available. 10% reduction get E2C award for individual facility. Hospital square footage and usage shared with ASHE. Information through Energy Star and stays within ASHE.

ASHE Liaison – *Brad Jones*

- ASHE Platinum Submittal - need a nomination for our Emerging Regional Leader. Motion to nominate Eric Rodgers, 2nd, Board unanimously accepted.

Region 10 Director – *Keith Deline*

- ASHE Board of directors completed their 4th strategic planning meeting. Analysis of data in January.
- Implementation of the website facelift. Constructing new site to fit real world users. Website resources include a template for Joint Commission Categorical Waivers and hospital policies.

- The Health Research & Educational Trust (HRET) and the Centers for Disease Control and Prevention are launching a three-year initiative to improve infection prevention and control efforts in U.S. hospitals. The goal is to strengthen infection control practices in targeted acute care hospitals and to specifically reduce central line-associated bloodstream infections, catheter-associated urinary tract infections, Clostridium difficile infections and methicillin-resistant Staphylococcus aureus infections. As part of the project, HRET will work with ASHE to develop resources to help design and redesign hospitals in ways that reduce infection risks to patients and staff.

ASHE Annual Conference attendance – Motion for State support of President, President Elect & Advocacy Chair, State Education Chair and/or ASHE Liaison Chair (alternating on an 3 year annual basis of attendance to attend the ASHE Annual Conference, 2nd, Board unanimously accepted. Brad to attend in 2016.

EDUCATION

Region 10 Conference Spokane 2017

- States - Washington, Oregon, Idaho, Montana, Wyoming, Alaska & Hawaii
- Robert would like to touch base with Keith to establish education program. Accommodations & logistics set.

Fall Education (HCC, CHC & IP programs at RTC) – Robert Blakey

- Tentative date set for October 24-28, 2016. Robert would like to continue these educational courses annually due to a high demand. These courses increase of our membership to receive the member discount. Offering discounted rates to WSSHE and ASHE Region 10 members. Arraignments with Highline community college. HCC can hold up to 140 attendees. Continuing with HCC & CHC together and possibly change the IP course in the future. Motion to sign the contract with ASHE for 2016, 2nd, Board unanimously accepted.
- CHFM Course in conjunction with 2016 Annual Conference – Motion to hold the CHFM Course in conjunction with the 2016 Annual Conference, 2nd, Board unanimously accepted. Reschedule the Board meeting so it does not conflict, if Board members plan on attending the CHFM course. Offering discounted rates to WSSHE and ASHE Region 10 members. Add information on taking the CHFM exam to marketing materials.

Professional Member Outreach Update

- Moved to Chapter level outreach from State level. Make this part of the individual Chapter report. Grow and rejuvenate individual Chapters.
- Associate members a good vehicle to grow our membership and promote outreach. The 3 Chapter Presidents to collaborate on drafting a letter to promote membership and how to join. Each Chapter President to sign for their Chapter and include a membership brochure. Chapter President to send Katie quantity of brochures needed.

Spring Symposium and Technical Exhibition – April 20-22, 2016 – Chelan, WA

- Title and topics established a month ahead of schedule. Heather & Robert to finalize the agenda within a week & send to Katie.
- Discussion of adding a give-away back into the budget for attendees.
- Brad would like the Board to consider booking venue for years in advance. Freeing up future Boards and locking in cheaper rates. Board would like to move forward with booking Chelan through 2020.
- Heather will reach out to find a donation regarding the devastating fires in Chelan for 2016 presentation.

Approval to order an onsite color name badge printer

- Epson printer - \$1,495, Ink Cartridge 2 pack - \$125, Printer stock (2x)- \$120 & Case - \$119.99 = \$1,859.99. Tabled until next Board meeting.

2018 Annual Conference

- Heather will look into dates for GTCC for late September into the middle of October. Motion to move forward with Tacoma for 2018, 2nd, Board unanimously accepted.

COMMUNICATION

Communication Chair Update – Ben Myers

- Busy month for email communications. If Chapters have information they would like to share Ben would be happy to create a newsletter for our members.
- Ben will create a brief job description.
- New logo with corrected Chapter line has been updated and currently in use.
- Marnie would like Ben to look into a policy for email etiquette.

Trademarking the WSSHE logo – estimate and process

- USPTO registration fee (*per class*) - \$275.00, Approximately 1.5 hours of time to (a) conduct a trademark search to see if there are conflicts with your mark will be accepted and (b) to draft the application (plus or minus 30 minutes or so depending on variables) - \$350.00. A current use registration takes between 6-12 months for the USPTO to process, but protection starts from the moment you file. Motion to trademark our logo, 2nd, Board unanimously accepted.

WSSHE Chapter Reports

Eastern Chapter

- \$31,076.33 as of Oct 2nd. Currently have 178 Members (94 Associate, 83 Professional & 1 Retired). Eric Rodgers is the new Secretary/Treasurer, Curtis McNeilly as Education Chair and Will Mackin as Alternate. Greg reported great meeting at Yakima memorial discussed “Legionellosis – A New Standard of Care”. March 11, 2016 meeting will be on “Helicopter EMS and Heliports” at Lincoln Hospital, Davenport, Host-Dan Conway, June 10, 2016 at Valley Hospital, Spokane, Host-Greg Palmanteer, Sept 9, 2016 at Providence Sacred Heart Medical Center, Spokane, Host-Ben Myers & Dec 9, 2016 at Yakima Valley Memorial Hospital, Yakima, Host- Ron Urlacher.

Puget Sound Chapter

- Gary Nevius has stepped down as Treasurer. Robert Blakey has filled the Treasurer position. Mike Kimberlin chairing Golf. Discussion of next membership meeting . December charity supported burned children recovery, and raised \$8,800! Associate member of the year to David Kopcznski.

Southwest Chapter

- Kevin Kajita president elect, Danny Scott as Secretary, Richard as now Treasurer only. \$31,000 in the bank. Golf made \$3,000. Reported membership has grown in last year - 180 members (90 associate & 87 professional). January topic was “Helicopter EMS and Heliports”. February topic will be “Mini Split System 101”. Education and relationships planned out for the year – June Rainiers baseball game to strengthen relationship building. Social hour in December – small group but reaching out to build relationships and members. Great leaders and encouraging new leaders and succession. Growth – Kevin working hard to build membership and outreach. Joint commission great work from Marnie and Kevin. Richard Newton newest CHFM. Congratulations Richard!

Open Agenda

- Attendance at the ASHE Annual Conference – extend continual offer to Conference Services Coordinator to attend annually. Review if any issues in relation to our 501©6 status to send Heather as Board member compensation. Jim will check on this and bring results to Spring Board meeting. Tabled until Spring Board meeting. Motion for Heather to attend contingent upon results of research into relation to our 501©6 status, 2nd, Board unanimously accepted.
- Email flash to all of WSSHE members asking for donations to MMSF & PPSF. 2 scholarships coordinate with Ben to solicit donations from WSSHE members. Jim will put together a presentation to help educate our members regarding both the MMSF & PPSF. Email flash tabled until next Board meeting.
- Discussion coordinating education activities between the Chapters. Robert would be willing to help coordinate with the 3 Chapter Education Chairs. Tabled until next Board meeting.

With no further business, meeting adjourned at 2:04 pm