

## Washington State Society for Healthcare Engineering

Board Meeting Minutes

February 4, 2011

Ellensburg, Washington

### 1. Education

#### a. Spring Conference Report

Committee met prior to the Board meeting. They have finalized the education program for the spring conference. The Board discussed lengthening the spring conference.

#### b. ASHE Chapter Leadership Grants

ASHE has offered a onetime \$5,000 educational grant to each affiliated chapter. It is their hope these funds will be distributed funds to offset expenses for the president and president elect further leadership training and represent chapters in ASHE. Keith has signed the agreement and wants to have a conversation about how to spend the funds.

#### c. Selection of 2013 Conference Site

No formal action taken to date. Keith asked Ray to research the details for the Tacoma site.

#### d. Scholarship Update

Pete Peterson Scholarship has reserved 8 rooms at Chelan.

Mac McKenzie will offer 6 - \$750 educational scholarships this year. Look on-line for more information. The Board discussed issues around the grant cycle.

**Motion: Change scholarship grant process to be more timely and on a first come basis. Committee will manage applications to budget. Passed**

#### e. Annual Education Committee

We will use the same format for choosing and assigning topics as in the past. The committee will stay after the spring conference to plan the educational format. Geoff asks that each chapter choose a member of the state board and a member that may be a future board member to participate on the committee. Forward names to Geoff by March 7. Southwest: Dave DeVous and Rich Newton

### 2. Advocacy Update

Industry wants to move to a single code and are proposing the International Building Code. This requires CMMS and JC to move from the Life Safety Code (NFPA 101).

### 3. Administration

#### a. Financial Audit

We have engaged an accounting firm to perform a financial review of the state books. Results are due by mid February.

#### b. AMI 2011 Contract

We have received a \$50 increase for contract renewal. Keith signed renewal.

- c. ASHE Spokane Conference Funds Distribution
    - Funds have been distributed to all states. The conference was very successful from both an educational and financial perspective.
  - d. 2011 Budget Review and Approval
    - Keith detailed his proposed changes.
    - Motion: For Board approval of proposed budget with noted changes. Passed**
  - e. ASHE Levels of Affiliation
    - Russ is working with AMI to compile data for our annual submission to ASHE.
4. Chapter Reports: Check web site for upcoming chapter educational offerings.
- a. Southwest:
    - Good financial shape. Record attendance at annual golf tournament at. Chapter is looking for community service opportunities.
  - b. Eastern:
    - Great financial shape. Chapter had a wonderful meeting in Spokane in December.
  - c. Puget Sound:
    - Good financial shape. The 9<sup>th</sup> annual golf tournament is scheduled for August.
5. Associate Member Update
- a. Associate members are anxious to help with conferences and any other task. President Deline changed the title for the associate coordinator function to Conferences Services Manager.
6. ASHE 2011 Annual Conference Update
- a. We have not received the final agenda from ASHE. We have proposed to have a military color guard open ceremonies. WSSHE will run a spouse hospitality suite.
7. Communication
- a. Shared Webinar Account
    - This is a new line item in our budget. More detail to come.
  - b. Outreach Letter
    - Geoff Glass committed to have the research complete and the letter prepared before the Spring Conference.
  - c. Social Media
    - Ben Meyers is working with a master's student to understand the value and benefit of the various social media tools. He will report on the findings and make a recommendation.
8. Open Agenda
- a. Keith advocated sponsoring Tom Pitts and his wife to our conferences.
    - Motion: To allow retired past state presidents to continue to volunteer and cover their direct expenses up to \$599 per year. Passed**

- b. Robert discussed dues collection at the spring conference. He is questioning the penalty of paying increased dues for until registering for the spring conference. This penalty was created as an incentive to pay dues early in the year.

**Motion: Fees paid for registration at a conference that include dues for the current year will be the registration fee and dues only. Passed**

9. Next Board Meeting: In Chelan at 3:00 pm on April 27, 2011