

Washington State Society for Healthcare Engineering

Board Meeting Minutes

Chelan, Washington

28 April, 2010

Meeting convened at 2:06 pm

A. Process Improvements

1) Improve Communication:

- Platinum award requires 12 communications to members on educational subjects per year. Need to send more communications than just the semi-annual and annual. Please forward communications to Geoff for edits who will in turn send to Mike for posting.

2) Policies and Procedures:

- We need to begin development of Policy and Procedure Manual. A task force composed of Jim Mead and Keith Deline will have a status report for the next meeting.

3) Member Recruiting:

- Chair issued a reminder to recruit. Board would like the members to report new recruits for the minutes.

4) Leadership Development:

- Each new board member is asked to partner with a veteran board member as a mentor.

B. Standard Operating Objectives

1. Education

- a. Northwest Rendezvous IV
The educational program is 90% complete.
- b. Selection of 2013 conference site:
 - Tacoma and the Tri-Cities are potential destinations. More information forthcoming.
- c. Scholarship Programs
McKenzie is primarily for education while the Peterson is a scholarship for attending WSSHE educational conferences.

2. Advocacy

- a. Committee members needed.
- b. Issue update
Received an update on licensed beds versus set up beds and nurse call in public restrooms.

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3. Administration

a. Financial Report

Consent agenda; approved

Discussed the need to audit the “states” books. Move to have the Treasurer consider an audit process and come back with recommendations. Passed

b. Job postings on website

Yes, with limitations. Mike will articulate guidelines and check with AMI regarding how they might manage the postings.

c. Fee schedules (Sponsorships, technical exhibits, membership, web site, etc.)

Defer until next meeting.

4. Chapter Affairs

a. Chapter representatives gave their respective chapter reports

Discuss the potential of a webinar for meetings. The “state” would fund this for all chapters. Southwest Chapter will host a golf tournament on Sept 9 at McCormick Woods.

5. ASHE Affairs (1520)

a. Levels of Affiliation Award

Application submitted; WSSHE qualified for Platinum.

b. ASHE 2011 Conference in Seattle

a. PS chapter has selected Robert Blakey as planning committee representative.

Motion: Create an ASHE welcoming subcommittee consisting of 4 or 5 people; include each chapter president. Passed

Keith Deline, Steve Grose, Geoff Glass, Phil Kercher, Robert Blakey, and Rich Newton

Closing Comments

a. Recap and action item review

- ASHE welcome subcommittee
- Mike will propose an audit process for state finances
- At least 12 communications to members in support of ongoing education and Platinum award
- Geoff to draft an outreach letter
- Mike will propose guidelines to manage job postings on our web site
- Each board member recruit at least one new member

b. Next meeting: Ellensburg, date/time?

c. Adjourn: 3:48 pm