



# Washington State Society for Healthcare Engineering

## **Puget Sound Chapter Board Meeting**

November 6, 2015 Alki Bakery Cafe, Seattle

### **Attendees:**

**X Mike Kimberlin (President)**  
**X David Bain (President- Elect)**  
**X Tom Nance (Past-President)**  
**X Jim Mead (Secretary)**  
**X Gary Nevius (Treasurer)**  
**X Rob Pewitt (Prof. Member)**  
O Robert Blakey (Prof. Member)  
O Todd Coburn (Prof. Member)  
**X Chris Moore (Educ. Chair)**

**X Chad Johnson (Assoc. Member Coord.)**  
**X Tom Kelley (Member Coordinator)**  
O Steve O'Connell (Assoc. Member)  
O Olwyn Lintecum, (Assoc. Member)  
O Dan Sweeney, (Assoc. Member)  
**X Adam Chawes (Assoc. Member)**  
**X Bill Leak (Assoc. Member)**  
O Dave Kopczynski (Charity Coord.)  
**X Nancy Brown (Assoc. Member)**  
O Jennifer Dennerline (Assoc. Memb.)  
O Nate Ostrander (Assoc. Member)  
O Michael Kendall (Assoc. Member)  
**X Jeff Schulz (Assoc. Member)**  
X Doug Green (Assoc. Member)

### **Preliminary Discussion**

- **President Kimberlin** called the meeting to order at 8:00 am.
- Approved the October meeting minutes.
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### **Treasurer report**

- **Gary** Nevius presented the latest financial statement.
  - Balance sheet shows \$58,344.75 with profit to date of \$18,592.86
  - Budget for the holiday party is around \$10K
  - Golf tournament netted \$3,536. The board discussed the desire to fully fund the annual goal of \$8,000, but decided to write a check for \$5,000 now and wait to see how much profit is left at the end of the year. They will then reconsider the remaining \$3,000. Rob will also request some donations form the other chapters.
- **Gary** gave notice that he will resign the Treasurer position at the end of this year so there was discussion about who and how the transition will take place.
  - **Jim Mead** has the only other signing authorization on the checking account
  - A laptop loaded with the latest QuickBooks software was discussed as a good idea. Tom Kelley will investigate the options and costs and report back to the BOD

- The position must be filled with a Professional Member. Assistance can come from an Associate Member, but this role would be limited in scope.
- Gary will cancel the Visa credit card service. It cost \$800 this year to process the credit cards. Discussion of how to process future credit card purchases ensued. Most agreed that it is important to have a way to process credit cards. Will look at Pay Pal and Square alternatives. These have a usage fee but no monthly fee. Since we use the service only a few times a year, the usage fee seems more cost effective.
- The board will begin the process of replacing Gary.

### **Secretary report (Jim Mead)**

- Minutes will be sent to AMI once approved.

### **Education Committee**

- November 5<sup>th</sup> educational meeting at the Everett Clinic – those attending thought it was very successful. There were 37 in attendance.
- Chad produced a 2016 calendar
  - Included event dates of other competing organizations so we can best choose dates for our events so as not to compete.
  - So far there is a plan for a one full day education session, two ½ day sessions and four webinars.
  - The committee has a list of potential meeting venues.

### **13<sup>th</sup> Annual Golf Tournament (2015)**

Net proceeds were \$3,536 from this year's tournament.

### **Charity Committee**

- A committee meeting is scheduled for next Thursday 10/12/15.
- For the Holiday Party in December, the Phoenix House is the recommendation for the Charity Organization. AMI to send out another blast.
  - Only 8 auction items committed to date.
  - \$3,000 check written for raffle prizes. **Ruth Mead** to purchase prizes.

### **Membership Committee**

- A flyer has been put together touting the advantages that the PS members can realize. This was meant to be slipped inside the tri-fold State brochure. This to be given out to hospitals and to members wishing to promote the organization.

### **Social Media Project**

- Any social media requests pertaining to the state organization should be sent to Ben Myer who is the State Communication Chair. For local PS notices, these will be sent to AMI for posting.

## **Other/ New Business**

- **Associate Member of the Year**

- The Board has chosen the Associate Member of the Year after reviewing the Survey from the membership and at a meeting called for this special purpose.
- Jim Mead has been asked to acquire a plaque with the recipient's name on it.
- Because there were many deserving candidates, the board discussed having a special dinner in honor of those participating on a high level.
- 2 year audit results. Mike shared the audit performed by an independent review company and was given a clean bill of health.
- This year's chapter census shows a membership of 417 members, 315 Associate Members and 102 Professional Members.
- State President Rob Pewitt is requesting ideas for the central topic at the Chelan Spring Symposium.
- Congratulations to Education Chair Chris Moore who recently has a new position with CBRE at Multicare. His new email address is [chris.moore@multicare.org](mailto:chris.moore@multicare.org).

## **Adjournment** 9:30 am.

The next scheduled board meeting will be 8:00 am, Friday, December 4, 2015 at the Alki Bakery Cafe.

Minutes prepared by Jim Mead.

## **Committees:**

**Education:** Chair, Chris Moore; Coordinator, Nancy Brown; Tom Nance; Adam Chawes; Rob Pewitt; Bill Leak

**Golf:** Chair, Gary Nevius; Olwyn Lintecum, Rob Pewitt, Adam Chawes, Jennifer Dennerline

**Social Media:** Chair, Rob Pewitt; Olwyn Lintecum

**Membership:** Chair, Tom Nance; Tom Kelley, Chad Johnson, Bill Leak

**Charity:** David Kopczynski, Jennifer Dennerline