



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

December 2, 2016 Alki Bakery Cafe, Seattle

Attendees:

X David Bain (President)

O Mike Kimberlin (Past-President)

X Robert Blakey (Treasurer)

X Jim Mead (Secretary)

X Chris Moore (Pres. Elect)

O Rob Pewitt (Prof. Member)

O Tom Nance (Prof. Member)

X Todd Coburn (Prof. Member)

X Stephen Wickline (Prof. Member)

O Andrea Pina (Educ. Chair)

X Mitch Pohl (PM)

X Diane Munroe (PM)

X Nancy Brown (Assoc. Member)

O Oly Welke, (Assoc. Member)

X Doug Green (Assoc. Member)

O Chad Johnson (Assoc. Member Coord.)

O Tom Kelley (Member Coordinator)

X Rob Rasmussen (Assoc. Member)

O Bill Leak (Assoc. Member)

X Kyle Victor (Assoc. Member)

O Jennifer Dennerline (Assoc. Memb.)

X Ola Jarvegren (Associate Member)

X Jessica Weide (Associate Member)

X Tim Black (Assoc. Member)

X Kyra Hughes (Assoc. Member)

X Dave McCaughey (AM)

X Jackie Roethel (AM)

X Mike Fitch (AM)

Preliminary Discussion

- **President Bain** called the meeting to order at 8:05 am. Several new members joined the meeting. Mitch Pohl from NW Hospital, Dave McCaughey with Ameresco, Jackie Roethel with Evolution Architecture, and Mike Fitch with Kitchell Contractors.

Treasurer report

Robert provided the following information:

- Checking account balance – \$34,924.99.
- Savings account balance \$22,030.83.

Secretary report (Jim Mead)

- Minutes for November were passed out to the board members. They will be sent to the website for posting.
- I had a bit of a mix-up with the storage unit. They changed the security codes and I had a hard time convincing them to give me access. Luckily they found the old original paperwork

that I set up years ago. I removed Gary Nevius from the access list and now only Robert Blakey and Jim Mead are on the access list.

- The address to the Storage Unit and Mail box is: WSSHE, dba Puget Sound Chapter, 14419 Greenwood Ave. N., PMB357, Seattle WA. 98133. The storage unit is number #G127. Highline Mailbox is the company that owns the business. (206) 417-8192.

Education Committee

- November webinar went well. 49 were logged in for Life Safety code updates.
- Next up in January is a webinar on Legionella to be given jointly by McKinstry and Nalco personnel.

15th Annual Golf Tournament (2017)

- No report.

Charity Committee

- Holiday Party. Wednesday, December 7 between noon and 5pm.
- **Doug Green** report on the Holiday Party:
 - 85 registrants so far.
 - The board elected to pay for the 'premium' drink option. Each participant will receive 2 drink tickets at registration.
 - Set up time will be around 11-12am.
 - The door prizes have been purchased.

Membership Committee

- Nothing to report

Social Media Project

- Nothing to report.

Old Business

- Associate Member of the Year has been chosen and will be introduced at the Holiday Party. Since the minutes were written after the event, I will record that **Nancy Brown** was chosen as the Associate Member of the year. Thanks, Nancy, for all you do for WSSHE.
- **Todd Coburn** has accepted the position of the new Chapter Secretary.
- Board Appreciation Dinner to be held on December 14th at the Wild Ginger in downtown Seattle.

Other/ New Business

- Chad will create a sponsorship thank you letter in order to solicit for Sustaining Sponsors like was done for 2016. This was a very successful technique in 2016. He will kick off the new year's solicitation at the Holiday Party.

Adjournment 9:15

The next scheduled board meeting will be 8:00 am, Friday, January 6, 2017 at the Alki Bakery Cafe.

Minutes prepared by **Jim Mead**.

The Education Committee meets immediately following the Board of Directors meeting.

Committees:

Education: Chair, Andrea Pina; Coordinator, Nancy Brown; Tom Nance; Chris Moore, Stephen Wickline, Adam Chawes; Rob Pewitt; Bill Leak, Rob Rasmussen, Jessica Weide

Golf: Chair Mike Kimberlin; Coordinator, Jennifer Dennerline, Rob Pewitt, Adam Chawes, Chris Moore, Jim Mead,

Social Media: Chair, Todd Coburn; Olwyn Lintecum

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

Charity: Chair, David Bain, Coordinator, Doug Green, Jennifer Dennerline, Kyra Hughes; Mike Kimberline, Jessica Weide

W.A.M. Coordinator: Chad Johnson