



# Washington State Society for Healthcare Engineering

## Puget Sound Chapter Board Meeting

December 4, 2015 Alki Bakery Cafe, Seattle

### Attendees:

**X Mike Kimberlin (President)**

O David Bain (President- Elect)

O Tom Nance (Past-President)

**X Jim Mead (Secretary)**

O Gary Nevius (Treasurer)

**X Rob Pewitt (Prof. Member)**

O Robert Blakey (Prof. Member)

O Todd Coburn (Prof. Member)

**X Chris Moore (Educ. Chair)**

**X Andrea Pina (Prof. Member)**

**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)**

O Bill Leak (Assoc. Member)

**X Dave Kopczynski (Charity Coord.)**

**X Nancy Brown (Assoc. Member)**

**X Jennifer Dennerline (Assoc. Memb.)**

O Nate Ostrander (Assoc. Member)

O Michael Kendall (Assoc. Member)

**X Jeff Schulz (Assoc. Member)**

O Doug Green (Assoc. Member)

### Preliminary Discussion

- **President Kimberlin** called the meeting to order at 8:00 am.
- Approved the November meeting minutes with two minor changes to the committee roster and a clarification about upcoming educational venues.
- The Board welcomed **Andrea Pina**, Professional Member from Northwest Hospital and Medical Center.

### Treasurer report

- **Gary Nevius** presented the latest financial statement via email as he was unable to attend.
  - Balance sheet shows \$45,508.41 with profit to date of \$5,756.49
  - Budget for the holiday party is around \$10K
- **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
  - **Bruce Holliday**, former Treasurer, has volunteered to continue the Quick Books accounting for the chapter until such time as the Treasurer role can be filled by a Professional Member.

- **Gary** will provide Bruce with a CD of the Quick Books and will provide AMI the balance sheet for 2015 by the end of the year.

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

- Minutes will be sent to AMI once approved.
- Jim provided the board with several documents for review
  - WSSHE and Puget Sound chapter P&L and Balance sheets
  - MMSF and PPSF Scholarship P&L and Balance sheets
  - PPSF history of every award. The total amount scholarship money awarded is **\$40,265.55**

### **Education Committee**

- Committee has 15 topics and a list of venues that will potentially host the meetings.
  - Cascadia Quake Scenario
    - Working with **Cale Ash of Degenkolb Engineering** to put together a program on emergency preparedness for such an event
  - The entire year's program should be planned out by the 1<sup>st</sup> quarter

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

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

### **Charity Committee**

- The board discussed reasons for the late change of dates for the **holiday party** from the 3<sup>rd</sup> to the 10<sup>th</sup> to the 17<sup>th</sup> and finally ending on the 9<sup>th</sup>.
  - It had to do with the early reservation in March or April on a date of the 3<sup>rd</sup> just to make sure we had a date reserved when we paid a deposit. In June, the board decided it would be better to hold it later in the month on the 10<sup>th</sup>, but the contract did not get changed. When the mistake was discovered it was a week out and the venue gave us the date of the 17<sup>th</sup> and the announcement went out to the membership. They withdrew the offer when Microsoft wanted it. Luckily, the 9<sup>th</sup> was available. Dave did a remarkable job scrambling to contact as many of the sponsors and guests as possible.
- There have been 50 RSVPs for the 9<sup>th</sup> from the original 95, but that should increase.
- 24 donations so far and over \$5K of prizes have been pledged.
- Dick Foley has agreed to auctioneer.
- The agenda was discussed along with other details

### **Membership Committee**

- No new information

### **Social Media Project**

- No new information

## **Other/ New Business**

- **Associate Member of the Year**
  - The plaque has been obtained and will be presented at the Holiday Party
  - This year's chapter census shows a membership of 417 members, 305 Associate Members and 102 Professional Members.
- **Electronic processing of credit cards – Tom Kelley** did research into future processing of credit cards at our events. The recent discontinuation of the Visa account leaves us needing something to process credit cards especially at the Golf Tournament.
  - **Pay Pal** (for Microsoft products) **or Square** (for Android or I phone)
  - **Pay Pal** was recommended since we are discussing purchasing a Microsoft Surface. The cost to use Pay Pal 'Here' is 2.7% per card swipe, with no monthly or setup fees.
  - **Tom** put together a package comparing I-phones, laptops, Surface devices along with Pay Pal overview and charges.
  - His recommendation was the Microsoft Surface 3 which is on sale now for \$677 including a 2 year extended warranty. This is also better for business and can be set up for Quick Books and Office.
  - The Board agreed to purchase the Surface 3 and get more info on getting Quick Books and Office installed.

**Adjournment** 9:30 am.

The next scheduled board meeting will be 8:00 am, Friday, January 8, 2016 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