



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

Friday, February 11, 2011, 8:00 AM, LIL' Jon Restaurant and Lounge

Attendees:

X Robert Blakey (President)	0 Steve O'Connell (Outreach Comm. Chair)
X Dan Clark (Past President)	0 Chad Johnson (Assoc. Member Coord.)
X Gary Nevius (Treasurer)	0 Tom Pittsenbarger (Education Comm.)
X Dianne Munroe (Secretary)	X Jim Fry (Associate Member Comm.)
0 Kevin Kajita (President-Elect)	0 Lloyd Christensen (Outreach Comm.)
X Rob Pewitt (Member at Large)	0 Myra Gudge (Assoc. Member at Large)
X Jim Mead (Member at Large)	X Tom Kelley (Education Coordinator)

Preliminary Discussion

- Minutes from last meeting (January) were approved. They were posted on the website.
- Treasurer report (**Gary Nevius**) presented the Puget Sound Chapter Balance Sheet as of February 11, 2011. Highlights included:
 - Checkbook balance of \$8040.98
 - Total liabilities and equity at \$9040.98.
- Secretary's report – (**Dianne Munroe**)
 - Dianne will post minutes to AMI after accepted by board. Board will have 7 days from receipt of minutes to make corrections.

Defining Objectives

- Define roles and responsibility of board members.
 - Robert will take the strategic planning letter and develop into the President's letter outlining his defining objectives for 2011.

Standard Operating Objectives

- Education Committee – Rob Pewitt
- The next educational program will be the 3rd week in March 2011. The topic will be contingency planning /disaster preparedness. The location for the training and lunch was not confirmed at the time of this meeting. Additional topics included post earthquake certification and a future topic around the new regulation for Luminescent egress. Jim Fry stated that there are many questions related to this new regulation....more to come on this topic. To date there are 3 webinars and 3 presentations confirmed for 2011.

9th Annual Golf Tournament (2011)

- The down payment of \$5000.00 was approved and paid. The event is scheduled for Thursday, August 18, 2011 with an expected cost to be in the \$30K range. Co- Chair Jody Runge will develop the tournament format and the define responsibilities.

Holiday Party

- Dan Clark has volunteered to take that role of Chairman for the Holiday Party in 2011.
- Dan did not have an update as of this date. He will contact 3 locations – Nile, Redmond Ridge and Embassy Suites and report back on his recommendation for the Holiday party. Robert would like to have the Nile given serious consideration.

Associate Member Committee – Chad Johnson

- The associate committee update was deferred until the next meeting due to Chad not being in attendance.

ASHE National Meeting Plans

Robert Blakey is on the State level ASHE Planning Committee for that event. An advance team from ASHE is coming out early in the year on a scouting mission.

Avis Gordon is the ASHE liaison for the event.

- The following members volunteered for the Puget Sound Chapter committee to assist the event. **Myra Gudge, Jim Mead, Chad Johnson, Tom Kelley, Kevin Kajita, Gary Nevius, Jim Fry** and **Heather Warner** were also assigned to the committee.
- The State approved the budget of \$8000.00 for the Box Suites at the Mariner game on July 16th. We will move forward on securing this. In addition will check with the membership to see if there are other suites available that we may be able to reserve so we can increase the attendance at this important function from 99 to 200 members. Tom Kelly will put together a letter to the Associate members to see if we can locate these additional suites for this date. In addition Tom will contact Heather to see if she has the list of associate members that have Mariner Suites.
- The reception on Sunday evening, July 17th is still being considered for Sculpture Park in downtown Seattle.
- Robert stated that the Puget Sound chapter will contribute \$1500.00. as recommended. He stated the other chapters are taking this \$1500.00 as a minimum contribution and mentioned that he thinks the Puget Sound chapter should consider matching the other chapter amounts.
- New Business: Gary Nevius mentioned that the by laws are in need of review and revision. He mentioned perhaps a small group could get together to work on this. Jim Mead and Gary discussed briefly and Robert suggested we put on the agenda for discussion at the March 11, 2011 meeting.

Next meeting: March 11, 2011 at the Local Yoke in Lynnwood. There was a recommendation that was accepted to change permanently the board meetings from the first Friday of the month to the second Friday of the month. This change will begin this month with the meeting scheduled for March 11, 2011 at the Local Yoke.

Minutes prepared by Dianne Munroe