



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

Friday, March 11, 2011, 8:00 AM, The Local Yolk, Lynnwood WA.

Attendees:

X Robert Blakey (President)	0 Steve O'Connell (Outreach Comm. Chair)
X Dan Clark (Past President)	X Chad Johnson (Assoc. Member Coord.)
X Gary Nevius (Treasurer)	X Tom Pittsenbarger (Education Comm.)
X Dianne Munroe (Secretary)	0 Jim Fry (Associate Member Comm.)
X 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 (February) were approved. They were posted on the website.
- Treasurer report (**Gary Nevius**) Corrected financial report from February to reflect \$9040.48 for checkbook and total liabilities and equity.
- Treasurer report as of March 9, 2011. Total checking/savings \$22,399.03. Total Liabilities and equity \$27,399.03. Total receivables \$5000.00.
- We received membership dues and presently we have 88 full members / 12 new full members and 246 associate members. The chapter is in good financial shape. No problem paying for golf tournament commitments.
- Secretary's report – (**Dianne Munroe**) no report this month

Defining Objectives

- Define roles and responsibility of board members.
 - Robert will complete his strategic planning letter for 2011 and send by the end of the month.

Standard Operating Objectives

- Education Committee – Rob presented schedules.
 - The next educational program will be the 3rd week in March. The meeting will be a joint meeting with the SW Chapter at the McKinstry office. We will contribute 50% towards the meeting costs and door prizes. Dianne will check to see if the May meeting can be held at Highline Medical Center. June meeting will be in Bellingham and we discussed ride sharing or carpooling possibly including some help from associate members.

9th Annual Golf Tournament (2011)

- The golf committee meeting is scheduled for March 23, 2011 at Convergints office in Renton. Robert will call in to the meeting. 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 presented a very thorough list of 4 potential locations for the Holiday Party. The committee reviewed the 4 location with options and costs and discussed various pros and cons. There were numerous recommendations and it was decided that a small group including Jim, Rob, Chad and Dan would visit the Nile and Embassy suites and make recommendation to the Board at the April meeting. We agreed to make the decision at the April meeting so we can reserve our selected location.

Associate Member Committee – Chad Johnson- no report

ASHE National Meeting Plans

Robert Blakey explained that Swedish Hospital and Seattle University are looking to partner with WSSHE Puget sound chapter on outreach projects for a multi year term. For example, the Neighborhood house –Yesler Terrace would be a good outreach project in the Pill hill area because of the high concentration of Healthcare facilities. Robert presented to the board the possibility of continuing the service projects after this year over multi years. Is this what we want, how long, locations of service projects etc. Jim Mead reminded the board that the main focus is education for our members. Tom asked if the longer term association would be a commitment of time or financial. Projects that are coordinated by others and are an investment in time are easier to sustain since individuals can show up and work. Projects that require planning and resources provided by others are often more difficult to organize and may put a financial obligation on the associate members.

Robert asked the Outreach committee to work on this as part of the ASHE annual and come back with a recommendation. The multi year service projects also raised the issue of doing service projects in all of the Puget sound area and not limiting the projects to Capital Hill – maybe more regional. Robert, Kevin and Tom P will discuss and make recommendation at the next meeting. The goal will be have the annual service project defined. A banner identifying WSSHE Puget Sound Chapter service project was brought up during this discussion.

Bylaws committee including Jim Fry, Jim Mead, Dan Clark and Gary Nevius will meet and bring back change recommendations to the committee.

Discussed reinstating the Presidents plaque. Want to identify who did not receive and maybe standardizing so can present to each President.

Next meeting: April 8, 2011 at the Local Yoke in Lynnwood.

Minutes prepared by Dianne Munroe