



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

March 4, 2016 Alki Bakery Cafe, Seattle

Attendees:

- | | |
|--|--|
| X David Bain (President) | X Chad Johnson (Assoc. Member Coord.) |
| X Mike Kimberlin (Past-President) | X Tom Kelley (Member Coordinator) |
| X Robert Blakey (Treasurer) | X Nancy Brown (Assoc. Member) |
| X Jim Mead (Secretary) | O Olwyn Lintecum, (Assoc. Member) |
| X Chris Moore (Educ. Chair) | O Dan Sweeney, (Assoc. Member) |
| X Rob Pewitt (Prof. Member) | X Adam Chawes (Assoc. Member) |
| X Tom Nance (Prof. Member) | X Bill Leak (Assoc. Member) |
| X Todd Coburn (Prof. Member) | X Dave Kopczynski (Charity Coord.) |
| X Andrea Pina (Prof. Member) | X Jennifer Dennerline (Assoc. Memb.) |
| | O Nate Ostrander (Assoc. Member) |
| | O Jeff Schulz (Assoc. Member) |
| | X Tim Black (Assoc. Member) |

Preliminary Discussion

- **President Bain** called the meeting to order at 8:00 am.
- Approved the February meeting minutes.

Treasurer report

- **Robert Blakey** presented the end of February P&L and Balance sheets.
 - Balance sheet shows \$45,857.66
 - \$22,027.19 is deposited in a Bank of America Investment
 - The itemized P&L for the year 2016 to date is \$ 2,390.88
 - Three companies are paid Sustaining Sponsors. They are **The Part Works**, **Notkin**, and **Siemens**. 6 others have been invoiced.

Secretary report (Jim Mead)

- Minutes will be sent to AMI once approved.

Education Committee

- The last educational meeting was very well attended with at least 34 in attendance at N.W. Hospital. It was a Half Day Educational Event focusing on Fire Alarm Confidence Testing
- Committee has 15 topics and a list of venues that will potentially host the meetings. So far the schedule is:
 - March 17, there is a webinar presented by Cynthia Putnam titled "Education Changes Lives and Careers".
 - May 18th Cascadia Quake Scenario

- Working with **Cale Ash of Degenkolb Engineering** to put together a program on emergency preparedness for such an event
 - June 15 – webinar, Cascadia quake half day Video replay
 - July 20 – webinar intro to FGI/FGI update
 - October 12 topic, TJC Security and Access Control
 - November 16 – webinar, Navigating CRS/DOH

14th Annual Golf Tournament (2016)

- The date of August 11, 2016 has been reserved at Redmond Ridge and a deposit check has been sent to OKI.
- Mike has to step aside as golf chair. Work will not allow time to be fully involved. He will assist as much as possible.
- Rob will contact AMI to see what it will take to have them more involved with the coordination. There may need to be a separate contract drawn up.
- Ask AMI to send out a 'save the date' flash to put it on the schedule.
- Committee meeting will be set up. Jennifer will coordinate.

Charity Committee

- David Kopczynski presented the board with a list of 10 charities that are this year's options for WSSHE support. The list provided a brief synopsis of each and the board has been asked for their preferences. The committee will tally the results.
 - The top three charities in the voting were: **Child Haven, Ronald McDonald House, and the Phoenix House.**
 - A discussion ensued about which would serve better as a charity for the Holiday Party and which for a community service event.
 - Dave will get more details so a decision can be made.
- Holiday Party location votes were tallied.
 - #1 was Glen Acres and #2 Hollywood Schoolhouse
 - Date preferred was Thursday December 8, noon to 5 pm.
 - A vote from the board had Glen Acres the choice.

Membership Committee

- **Tom Nance** said the committee met twice. They are printing the insert to put into the WSSHE trifold. This insert promotes the PS chapter. **Tom Nance** intends to present this to Overlake to encourage participation. **Bill Leak** will hand them out when talking to his customers.
- A presentation is being prepared.

Social Media Project

- **Todd Coburn** has volunteered to take over this chair from **Rob Pewitt**. **Rob** will introduce **Todd Coburn** to Ben Myer, the State Communication Chair.

Other/ New Business

- **Chris Moore** has been elected to be the PS President Elect. Congratulations.
- A new Education Chair will have to be appointed.
- A discussion about role definitions for the officers and committee members took place. David suggested that all officers create a role description and bring it to the next meeting.
- Discussion about whether the chapter needs to purchase a laptop. Several options were discussed. This mainly has to do with the need to accept credit card payments in the

easiest and most efficient manner. Robert Blakey has done quite a bit of research into the matter and recommends purchasing 2 Android tablets and 2 Square Up devices for obtaining credit card information.

Adjournment 10:00 am.

The next scheduled board meeting will be 8:00 am, Friday, March 4, 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 (open); Coordinator, Olwyn Lintecum, Rob Pewitt, Adam Chawes, Jennifer Dennerline, Chris Moore, Jim Mead, Mike Kimberlin

Social Media: Chair, Todd Coburn; Olwyn Lintecum

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

Charity: Chair, David Bain, Coordinator, David Kopczynski, Jennifer Dennerline

W.A.M. Coordinator: Chad Johnson