



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

April 7, 2017 Alki Bakery Cafe, Seattle

Attendees:

X Chris Moore (President)

O David Bain (Past-President)

X Robert Blakey (Treasurer)

X Todd Coburn, CHFM (Secretary)

X Stephen Wickline, CHFM (Pres. Elect)

X Rob Pewitt (PM)

O Tom Nance (PM)

X Jim Mead (PM)

X Mike Kimberlin (PM)

X Andrea Pina (Educ. Chair)

O Mitch Pohl (PM)

X Diane Munroe (PM)

X Kevin Kajita (PM)

O Nancy Brown (Assoc. Member)

O Oly Welke, (Assoc. Member)

O Doug Green (Assoc. Member)

O Chad Johnson (Assoc. Member Coord.)

O Tom Kelley (Member Coordinator)

X Rob Rasmussen (Assoc. Member)

X Bill Leak (Assoc. Member)

X Kyle Victor (Assoc. Member)

O Jennifer Dennerline (Assoc. Memb.)

O Ola Jarvegren (Associate Member)

X Jessica Weide (Associate Member)

X Tim Black (Assoc. Member)

O Kyra Hughes (Assoc. Member)

O Dave McCaughey (AM)

X Jackie Roethel (AM)

O Mike Fitch (AM)

X Anna Anderson (AM)

O John Kabigting (AM)

X Celisa Brown (AM)

O Chris Herbert (AM)

X Craig Kuanoni

X Jeff Schultz

Preliminary Discussion

- **President Moore** called the meeting to order at 8:06 am.
- March meeting minutes approved

Treasurer report

- Checking account balance – \$27,986.75
- Savings account balance \$22,032.28
- Q1 Financial Report distributed to the Board members that were present
- \$2,007.91 profit so far this year from education events

Secretary report

- Minutes for March were passed out to the board members. They will be sent to the website for posting pending approval.

Education Committee

- No April education events scheduled due to the Spring Symposium
- May 11, half-day event: Compliance Crosswalk Roundtable at Highline Medical Center with Kevin Kajita, Diane Munroe and Rob Pewitt
- June 7 full-day event: CAL-OES Certification at Smart Buildings Center Discussion:
 - Andrea posed question to board of whether to pay for presenter and print materials for a cost of about \$6,000 (Presenter=\$4,100, Books=\$1,000, Misc.=\$400)
 - Concerns were raised about costs and possible lack of attendance.
 - Interest was expressed by various board members indicating this training was of interest not only to WSSHE, but also to AIA or other engineering groups and provided certifications / CEU's which are valued up to approximately \$250.
 - **Motion made to approve spend**
 - Board approved budget up to \$6,000 with one nay vote and with the stated intent that the Ed Committee will seek other professional organizations with whom to partner to offset costs. (AIA, Civil Engineers)

15th Annual Golf Tournament (2017)

- August 10 @ Redmond Ridge (save the date to come out after Spring Symposium)
- "Wild West" theme this year with 1st, 2nd and 3rd place prizes for best hole decorations
- There will be an increase of \$100 per hole for sponsorship w? last year's sponsors given first right of refusal for sponsorship this year

Charity Committee

- **Day of Service:** Getting in touch with Ronald McDonald House to see what projects will be available this year (hoping to be able to build something that can be used and will be a lasting contribution)
- Targeting 3rd week of June
- **Holiday Party:** Committee is looking at two venues in the Georgetown neighborhood this year, The Stables or The Ballroom. Both venues in the \$3 – 5k range.
- **Motion Made to approve spend**
- Board unanimously approved up to \$5k

Membership Committee

- Nothing to report

Social Media Project

- Nothing to report

Old Business

- Membership "Business Style Meeting" approved for quarterly meetings in lieu of standard board meetings, starting in May 2017.
- Alki Bakery can offer a buffet style breakfast for these meetings instead of individual orders
- Will advertise at the Spring Symposium

Other/ New Business

- President Moore outlined three goals for the year, which include:
 1. Scholarship building
 2. Increasing membership
 3. Expand focus on professional member recruiting to clinics and smaller healthcare organizations

Meeting Adjournment 09:15

The next scheduled membership meeting will be 8:00 am, Friday, May 5, 2017 at the Alki Bakery Cafe.

Minutes prepared by **Todd Coburn**.

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

Committees:

Education: Chair, Andrea Pina; Coordinator, Nancy Brown; David Bain; Tom Nance; Chris Moore, Stephen Wickline, Adam Chawes; Rob Pewitt; Bill Leak, Rob Rasmussen, Jessica Weide, Mike Kimberlin; Kyle Victor; Diane Munroe, Tim Black

Golf: Chair Mike Kimberlin; Coordinator, Jennifer Dennerline; Chris Herbert, Adam Chawes, Robert Blakey, Jim Mead, Rob Pewitt, Anna Anderson, Celisa Brown

Social Media: Chair, Todd Coburn; Coordinator, Olwyn Lintecum; Jackie Roethel, John Kabigting, Celisa Brown, Chris Moore, Chad Johnson

Membership: Chair, Tom Nance; Coordinator, Tom Kelley; Chad Johnson, Bill Leak, Chris Herbert, Dave McCaughey, Stephen Wickline, Anna Anderson

Charity: Chair, Chris Moore; Coordinator, Kyra Hughes; Anna Anderson, Celisa Brown

W.A.M. Coordinator: Chad Johnson