



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

April 3, 2015 Alki Bakery Cafe, Seattle

Attendees:

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| X Mike Kimberlin (President) | X Chad Johnson (Assoc. Member Coord.) |
| X David Bain (President- Elect) | O Tom Kelley (Education Coordinator) |
| X Tom Nance (Past-President) | O Steve O'Connell (Assoc. Member) |
| X Jim Mead (Secretary) | O Olwyn Lincecum, (Assoc. Member) |
| X Gary Nevius (Treasurer) | O Dan Sweeney, (Assoc. Member) |
| X Rob Pewitt (Prof. Member) | X Adam Chawes (Assoc. Member) |
| O Robert Blakey (Prof. Member) | X Bill Leak (Assoc. Member) |
| O Todd Coburn (Prof. Member) | O Dave Kopczynski (Assoc. Member) |
| | X Nancy Brown (Assoc. Member) |
| | O Jennifer Dennerline (Assoc. Member) |
| | O Nate Ostrander (Assoc. Member) |
| | O Michael Kendall (Assoc. Member) |
| | O Jim Fry (Retired Member) |
| | X Jeff Schultz (Assoc. Member) |

Preliminary Discussion

- **Mike Kimberlin** called the meeting to order at 8:00 am.
- Approved the March meeting minutes.

Treasurer report (Gary Nevius)

- **Gary Nevius** provided the board the Profit & Loss and Balance sheet through March 31, 2015.
- **Sustaining Sponsorship** update
 - Total liabilities and Equity showed a \$35,035.13 balance.
 - \$500 in accounts receivable reflect pending Education program Sponsors
 - 3 sustaining sponsors to be invoiced. Funds from Mac Miller is in accounts receivable, Adler and Bales Restoration have been received.
- Gary discussed that he cancelled the credit card used to process funds at the golf tournament. The cost last year was ~\$1,000 for only 14 transactions. He will pursue other options using iPad or the "square".

Secretary report (Jim Mead)

- Minutes will be amended and sent to AMI
- Add **Jeff Schultz** to distribution list for minutes as an Associate Member of the Board

- Proposed a future meeting site at **Snoqualmie Valley Hospital**. The hospital is due to open in May and once the “dust settles” the facilities director has indicated to Jim that they would be glad to host a WSSHE meeting and provide tours.

Education Committee

- Webinar on March 23rd on benefits of certifications such as CHFM, CHC, HCC.
 - **Robert Blakey** introduced the speakers.
 - **Dick Moeller, Tim Adams, Gordon Burrill** were on the discussion panel.
 - 101 registrants, 38 logged in – good positive feedback
 - It was recorded and will be on the website
- A May 13th program is in the works. Water Management in the Health Care Environment
 - To be held in Everett hopefully.
 - Ice Machine sterilization and maintenance were also discussed. Follett and Manitowoc representatives are being discussed as being participants in the education.
- A June webinar is in planning.

12th Annual Golf Tournament (2015)

- ‘Save the date’ notice has been sent out to the members.
- A theme will be chosen. Being discussed now is a “Survivor” theme or “Amazing Race”.
- Discussion about allowing vendors to share holes as an option.

Charity Committee

- No report at this time.

Membership Committee

- Tom Nance and Tom Kelley met last week.
- The list of hospitals was received from AMI
 - To encourage attendance by remote hospitals the committee suggested having one-on-one meetings at a remote hospital.
 - Another is to have a remote hospital host a lunch and learn meeting
 - Tom Nance plans to put together a PowerPoint to promote WSSHE

Social Media Project

- Katie will start focusing on Puget Sound events.
- Rob and Ollie will be the gatekeepers.

Other/ New Business

- Certificates of appreciation for members discussed
 - Associate Member of the Year – to receive a plaque
 - Professional Member of the Year – to receive a plaque
 - Notices of Contribution – Paper and Electronic certificates
 - Past President - Plaque
 - Thank you letters for each Sponsor

- Sponsor of the Year award granted from the PS chapter separate from the State. Issues addressed of who could vote for these awards. A policy needs to be written. Jim agreed to put together some kind of policy and award proposal
- Associate and Professional Member letters of appreciation
- Last month, Jim suggested it would be a good idea for one of the Board members to attend the upcoming Washington State Non-Profit Organization conference. Gary has signed up WSSHE as a member. A couple of board members expressed interest in attending the April conference being held at the Meydenbauer Center in Bellevue.
- Mike, Rob and Jim will be in attendance at the State Board of Director's meeting in Chelan on April 22, 2015, at 3pm.
 - Mike and Rob will be attending the Annual Conference Planning meeting following the Chelan meeting. That conference is in Vancouver in mid-October.

Adjournment 010:00 am

The next scheduled board meeting will be 8:00 am, Friday, May 1, 2015 at the Alki Bakery Cafe.

Minutes prepared by Jim Mead.

Committees:

Education: Chair, David Bain; Tom Kelly, Nancy Brown, Tom Nance, Dave Kopczynski, Adam Chawes, Rob Pewitt

Golf: Chair, Gary Nevius; Olwyn Lincecum, Rob Pewitt, Adam Chawes

Social Media: Chair, Rob Pewitt; Olwyn Lincecum

Membership: Chair, Tom Nance; Tom Kelley, Chad Johnson, Todd Coburn

Charity: David Kopczynski, Jennifer Dennerline