



# Washington State Society for Healthcare Engineering

## Puget Sound Chapter Board Meeting

May 1, 2015 Alki Bakery Cafe, Seattle

### Attendees:

O Mike Kimberlin (President)

**X David Bain (President- Elect)**

**X Tom Nance (Past-President)**

**X Jim Mead (Secretary)**

**X Gary Nevius (Treasurer)**

O Rob Pewitt (Prof. Member)

O Robert Blakey (Prof. Member)

O Todd Coburn (Prof. Member)

**X Chris Moore (Prof. Member)**

**X Chad Johnson (Assoc. Member Coord.)**

**X Tom Kelley (Education Coordinator)**

O Steve O'Connell (Assoc. Member)

O Olwyn Lincecum, (Assoc. Member)

O Dan Sweeney, (Assoc. Member)

**X Adam Chawes (Assoc. Member)**

**X Bill Leak (Assoc. Member)**

O Dave Kopczynski (Assoc. Member)

**X Nancy Brown (Assoc. Member)**

**X Jennifer Dennerline (Assoc. Member)**

O Nate Ostrander (Assoc. Member)

O Michael Kendall (Assoc. Member)

O Jim Fry (Retired Member)

O Jeff Schultz (Assoc. Member)

### Preliminary Discussion

- **David Bain** called the meeting to order at 8:00 am. Mike is on vacation.
- Approved the April meeting minutes.

### Treasurer report (Gary Nevius)

- **Gary Nevius** provided the board the Profit & Loss and Balance sheet through April 30, 2015
  - Total Liabilities and Equity shows a balance of \$36,446.37
- **Sustaining Sponsorship** update
  - \$500 in accounts receivable reflect pending Education program Sponsors
  - 2 new sustaining sponsors bringing the total to 5.
- Gary discussed that he cancelled the credit card used to process funds at the golf tournament. He has a new Visa account costing 2% per transaction and \$15 per month fee.

### Secretary report (Jim Mead)

- Minutes will be sent to AMI once approved.

## Education Committee

- A May 13<sup>th</sup> program has been finalized. Water Management in the Health Care Environment
  - To be held at Group Health Central Hospital. Thanks **Tom Nance**.
  - Parking can be reimbursed by sending in receipts to Gary Nevius.
  - Topics will be: ASHRAE188P updates; Waterborne Pathogen Risk Assessment; Storm Water Regulations and Maintenance; Ice Machine Care and Maintenance; Process Water Quality Standards; Q and A round table discussion.
  - Presenters are from **Catchall Environmental, McKinstry, Follett**, and **Nalco**
  - **Bales Restoration** will be providing a BBQ lunch thanks to **Bill Leak**.
- A June webinar is in planning.
- A July program at **Fred Hutchinson Cancer Research Center** is being planned for July 8.

## 13<sup>th</sup> Annual Golf Tournament (2015)

- No additional information

## Charity Committee

- Dave Kopczynski will be sending out an email to the board listing possible charity candidates for the year. Dave encourages everyone on the board to vote on their choice.
- Need to get the contract set up for the Hollywood Schoolhouse again.

## Membership Committee

- Tom Nance and Tom Kelley are going to put together a PowerPoint to promote WSSHE.
- The State has put together a trifold brochure which can be used
- 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

## Social Media Project

- Rob Pewitt did meet with Katie and the Facebook account has been set. New Twitter and Linked-In accounts will have to be set up.
- Rob and Ollie will be the gatekeepers.

## Other/ New Business

- Certificates of appreciation for members. Some discussion has taken place, but the specifics still haven't been decided.
  - 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 - **Plaques have been purchased.**
  - Thank you letters for each Sponsor
  - Certificates of appreciation for presenters and other contributors.

- 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
- David Bain, Mike Kimberline Gary Nevius and Bill Leak are Board members considering attending the upcoming Washington State Non-Profit Organization conference. Gary has signed up WSSHE as a member.
- Mike, Rob and Jim will be in attendance at the State Board of Director's meeting in Chelan

**Adjournment** 10:00 am.

The next scheduled board meeting will be 8:00 am, Friday, June 5, 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