



Washington State Society for Healthcare Engineering

Puget Sound Chapter Board Meeting

September 2, 2016 Alki Bakery Cafe, Seattle

Attendees:

X David Bain (President)

X Mike Kimberlin (Past-President)

X Robert Blakey (Treasurer)

X Jim Mead (Secretary)

O Chris Moore (Pres. Elect)

O Rob Pewitt (Prof. Member)

X Tom Nance (Prof. Member)

X Todd Coburn (Prof. Member)

X Steven Wickland (Prof. Member)

X Andrea Pina (Educ. Chair)

X Nancy Brown (Assoc. Member)

O Oly Welke, (Assoc. Member)

O Steve O'Connell (Assoc. Member)

X Chad Johnson (Assoc. Member Coord.)

O Tom Kelley (Member Coordinator)

O Adam Chawes (Assoc. Member)

O Bill Leak (Assoc. Member)

X Kyle Victor (Assoc. Member)

X Jennifer Dennerline (Assoc. Memb.)

X Doug Green (Assoc. Member)

O Jeff Schulz (Assoc. Member)

X Tim Black (Assoc. Member)

O Kyra Hughes (Assoc. Member)

Preliminary Discussion

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

Treasurer report

- **Robert Blakey** presented a P&L and Balance Sheet
 - Total Assets \$88,214.77
 - Net income to date \$40,002.99
 - Income from the golf tournament is \$18,855. This compares to the \$3,500 from last year.
- Robert also handed out an Education Committee report
 - Shows \$4,500 income from Sustaining Sponsors for educational programs
 - Expenses for educational programs so far are \$913.
 - Discussion on how to make sure these sponsors are recognized sufficiently
 - Income will allow higher profile paid presenters possible.
- Robert proposed the following motions which were seconded and approved unanimously by the board.
 - **MOTION:** Donate \$18,000 collected as profit from the golf tournament be donated to the Pete Peterson Scholarship Fund (PPSF). Approved.

- **MOTION:** Donate \$2,000 to the Mac McKenzie Scholarship Fund (MMSF). Approved

Secretary report (Jim Mead)

- Minutes for August taken by David Bain. They were approved with minor changes and will be sent to AMI for posting on the website.

Education Committee

- October 26 educational session with the SW chapter planned for the Emerald Queen Casino is being finalized.
 - The session of "Speed Dating for Better Outcomes" consists of several round table discussions with different construction elements.
 - Presenters have been confirmed
 - 58 registrants so far consisting of 44% professional members
 - Flyers will be sent out near the 1st of October.
- November webinar being planned. Life Safety code updates.
- 2017 educational calendar roughed out. Details being finalized by Educ. Comm.

14th Annual Golf Tournament (2016)

- Highest golf earnings ever for chapter over \$18,000 profit
 - Due to streamlining sponsorship, payment by credit card
 - Higher prices, web based marketing, super tickets
- Some room for improvement
 - Hold Mega Putt before event instead of after. Delay of event resulted in many players not participating because they had already put away putters.
 - Many felt food not worth the price paid. Need to discuss with Golf Course caterer.
 - A suggestion for improvement was to have a competition with a prize for best decorated hole displays

Charity Committee

- Holiday Party. **Doug Green** report
 - Glen Acres confirmed for Wednesday, December 7 Holiday Party deposit has been paid.
 - Estimated attendance 125-150. Estimated cost per person ~\$50.
 - A meeting is planned for Sept 15 to begin solicitation of donations from Assoc. Members.

Membership Committee

- **Tom Nance** had a meeting with Overlake Hospital but was cancelled.
- In contact with 2 or 3 other hospitals to set up a meeting to present them with reasons to participate with WSSHE.

Social Media Project

- **Todd Coburn** says the Cascadia Quake event from June 29th is posted on Facebook

Old Business

- Pass-through donations to PPSF collected at Golf Tournament by PS WSSHE was discussed at length.

- The chapter collected \$2,520 for PPSF at the golf tournament intending to pass this money through at the end of the event. The accounting line item was kept separate and listed as a liability under "PPSF contributions".
 - PS Treasurer was approved by state and chapter presidents to retain legal counsel to get professional opinion if process is allowed between (c) 6 and (c) 3 non-profit organizations (NPOs) as long as separate accounting is maintained.
 - Documents from a CPA and NPO attorney were provided stating the practice is acceptable and conducted by other NPOs.
 - The PS board voted to approve pass through donations pending approval from the State BOD, PPSF, and MMSF.
 - The topic was discussed at the State Board meeting on August 26th.
 - The State Board voted 7 to 2 to approve the pass through of donations collected by WSSHE in the name of PPSF and MMSF.
 - Serious concern expressed by one board member saying that even if the NPO lawyer and CPA say otherwise, the IRS, being the Authority Having Jurisdiction, has not indicated either way that this process would be interpreted as commingling of funds. Commingling of funds is not allowed between the two types of NPOs and would be prohibited between WSSHE and the scholarship funds. Fearing penalties if found to be non-compliant, he suggested that in the least a totally separate account be set up to collect funds intended for pass through to lessen the commingling interpretation. Better yet, the funds should be donated directly to the scholarship funds and not collected by WSSHE.
 - For this above reason, the PPSF board had already voted not to accept the \$2,520 collected in the name of PPSF by PS WSSHE at the golf tournament.
 - Robert Blakey indicated that because the letters he solicited from the lawyer are a month old now, he must return the donations. He will write letters to explain the situation to the donors.
 - Jim Mead will write letters to these donors representing the BOD of PPSF to see if they will consider sending the donations directly to PPSF once WSSHE has returned the donations.
 - Jim Mead vowed to continue working with the IRS to clarify the issue. Early communications with the IRS were not helpful.
- Q3 goal- Chapter Policies and Procedures
 - Robert Blakey, Jim Mead, David Bain, and Bill Leak to meet offline to draft and present to the board for approval.

Other/ New Business

- State Board report given by David Bain discussing the highlights of the State BOD meeting in Ellensburg on August 26th.
- Q4 goal – Facilities 101 website
 - Create a dashboard with various topic discussions to post on the website.

Adjournment 9:00

The next scheduled board meeting will be 8:00 am, Friday, October 7, 2016 at the Alki Bakery Cafe.

Minutes prepared by **Jim Mead**.

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

Committees:

Education: Chair, Andrea Pina; Coordinator, Nancy Brown; Tom Nance; Adam Chawes; Rob Pewitt; Bill Leak

Golf: Chair Mike Kimberlin; Coordinator, Olwyn Lintecum, Rob Pewitt, Adam Chawes, Jennifer Dennerline, Chris Moore, Jim Mead,

Social Media: Chair, Todd Coburn; Olwyn Lintecum

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

Charity: Chair, David Bain, Coordinator, Doug Green, Jennifer Dennerline, Kyra Hughes

W.A.M. Coordinator: Chad Johnson