



Washington Society for Healthcare Engineering, Southwest Chapter

Strategic Planning Meeting Minutes

October 10, 2024 | St. Clare Hospital, Lakewood, WA

The meeting was **called to order at 8:14 am** by President, Ivy Anderson; Also, present were: Past President, Chris Bowman; Treasurer, Janie Resop; Education Chair, Jose Diaz; Events Chair, Nathan Waye; Business Partner Advocate, Kyla Grennan; SW Chapter Members, Clay Ciolek, Michael Dover, Owein Labarr, Paul Marshall, and Richard Newton.

Absent: President-Elect, Open; Secretary, Russell Copeland; and Membership Chair, Open.

Guests: State Past President, Marnie Boomer; PS Chapter President-Elect, Andrea Pina; Adrian Jimenez; and Facilitator, Katie Bohocky, CAE.

Welcome and Introductions:

A quorum was established.

Consent Agenda:

September 19, 2024, board meeting minutes were accepted as written.

WSSHE Review:

Mission, Vision, and Values: Attendees reviewed the mission, vision, values, and board job descriptions for the President, President-Elect, Immediate Past President, Secretary, and Treasurer.

Opportunities Analysis:

SW WSSHE was categorized into 4 pillars: Education, Outreach (networking, best practices, and events), Membership (Professional and Business Partners), and Board Business (finance, succession planning, etc.) to discuss and establish potential opportunities.

Goals Established:

Attendees chose their top 3 opportunities to establish our 2025 goals, and follow-up action items:

2025 WSSHE Southwest Chapter Strategic Planning Meeting Goals			
<u>Education</u>	<u>Outreach</u>	<u>Membership</u>	<u>Board Business</u>
<ul style="list-style-type: none">Engineering Expo offered as a hybrid event (in-person and virtual).WSSHE University accredited through ASHE to offer continuing education units to attendees.Multi-chapter education committee to align and leverage the strength of the State and Chapters. <p><u>Assignment of tasks:</u> Education Chair, Jose Diaz, and committee.</p>	<ul style="list-style-type: none">Golf TournamentGolf BootcampEngineering Expo (Spring and Fall)SaluteRainier's GameSpring ConferenceRegion 10 Conference <p><u>Assignment of tasks:</u> Events Chair, Nathan Waye, and committee.</p>	<ul style="list-style-type: none">Engagement<ul style="list-style-type: none">-Email Communications (Professional and personal emails).-Process to engage new members.-“How to Get Involved” on the website for Professional and Business Partners.-Dues Invoicing out on time. <p><u>Assignment of tasks:</u> Board members to develop measurable metrics of success for engagement.</p>	<ul style="list-style-type: none">Succession LeadershipProcess Management<ul style="list-style-type: none">-Update and redefine the board portal to be a resource for all chapter leaders. <p><u>Assignment of tasks:</u> Board members to develop a concise list for inclusion in the board portal.</p>

Membership Status:

New chair – no volunteers. The chair may be appointed by the President and approved by the board.

Current membership - 107 Professional Members, and 91 Business Partners. Need an accurate list of members and contact information.

Financial:

Current financial reports – No financial reports given.

2025 Draft Budget – scheduled for creation in October to be reviewed at the November 21st board meeting. Need accurate number of members and dues dollars collected for budgeting.

Sponsorship:

Current sponsorships – Jose reviewed the 3 Diamond Prime sponsorships offered for \$5k each.

2025 draft sponsorships – Jose reviewed 12 potential new education and training sponsorships at \$650.00. Discussion held. Tabled until the November 21st board meeting.

Events:

Committee – no committee members or meetings have been set for 2025 events.

Education:

WSSHE University – Jose gave a status update for 2024-2025 training and locations so far.

Next Business:

State President-Elect – The Southwest chapter is to select the State President-Elect. **Ivy motioned to nominate Richard Newton for the 2024-2025 State President-Elect, 2nd Chris Bowman, the board unanimously accepted.**

2025 Board Calendar - Set board meetings and follow up on progress for 2025 identified goals. Establish event dates, roll out of sponsorship packages, budget creation, and membership dues membership dues out for collection, and SW Chapter collection timeline.

Next Meetings:

Next board meeting – November 21, 2024, at 3:00 PM. Location needs to support hybrid attendance. Jose will investigate the location and send the next board meeting invite.

With no further business, the meeting was **adjourned at 12:09 pm.**