



Washington Society for Healthcare Engineering, Southwest Chapter

Board Meeting Minutes

November 21, 2024 | McNamara's, Dupont, WA

The meeting was **called to order at 3:04pm** by President, Ivy Anderson; Also, present were: President-Elect and Treasurer, Janie Resop; Education Chair, Jose Diaz; SW Chapter Members, Clay Ciolek, Richard Newton, Jose Rodriguez; and Facilitator, Katie Bohocky, CAE.

Virtual Attendees: Business Partner Advocate, Kyla Grennan; and SW Chapter Member, Lisa Welcome.

Absent: Past President, Chris Bowman; Secretary, Russell Copeland; Membership Chair, Michael Dover; and Events Chair, Nathan Waye.

Welcome and Introductions:

A quorum was established with Ivy delegating voting rights to Richard Newton and Lisa Welcome.

Consent Agenda:

October 10, 2024, strategic planning meeting minutes were accepted as written.

October 17, 2024, board meeting minutes were accepted as written.

Board:

2024-2025 Nominations: President-Elect, Ivy Anderson and Membership Chair, Michael Dover. Immediate Past President remains Chris Bowman.

2025-2026 Nomination: President-Elect, Janie Resop.

Financial:

Financial report – Janie reviewed the current financial status as of November 2024.

Signature card – Patrick O’Neil was removed. Current signers are Richard Newton and Janie Resop on the Southwest checking account with 2 debit cards. **Janie Motioned to add Ivy Anderson to the Signature Card, Richard 2nd, Board unanimously accepted.**

2025 Draft Budget – Janie reviewed the draft budget income and expenses. Discussion and changes made. Review and acceptance of 2025 draft budget at the December 5th board meeting.

Membership Status:

Current membership - 107 Professional and 91 Business Partners. Need an accurate list of members and contact information. The board will include this request to AMI along with a date for 2025 dues invoicing for December.

Events:

Committee – Nathan has stepped down as Chair. New chair needed. Tabled until December.

- ~~Salute on January 10, 2025, at Little Creek Casino~~ – Canceled per the board. Ivy will reach out to AMI to cancel and refund any registrations, along with sending a cancellation notice. Janie will reach out to Little Creek Casino to cancel the event, and make sure a contract was not signed.
- Spring Engineering Expo in March at Cheney Stadium. Lisa Welcome is the lead.
 - Status on offering hybrid (in-person and virtual) attendance.
- Spring Conference on April 16-18, 2025, in Chelan, WA.
- Golf Bootcamp in May at Madrona Links Golf Course.
- Golf Tournament on July 25th at McCormick Woods Golf Course. Jose Diaz is the lead.
- Rainiers Game in August at Cheney Stadium.
- Fall Engineering Expo at Cheney Stadium in September. Kyla Grennan is the lead.
- Region 10 Conference on October 21-24, 2025, in Boise, Idaho.

Education:

WSSHE University – Jose reported Peace Health Vancouver confirmed for December 4th, 2024. Fulfilling our outreach goal of 4 hospitals for 2024! 20-25 engineers expected in attendance. OSHE President will be attending for information on how to implement WSSHE University in Oregon.

ASHE Accreditation – ASHE is requesting the course to be one hour instead of 45 minutes. They will also require bios from the presenters. Goal to have accreditation by end of the 1st quarter of 2025.

Multi-chapter Education committee – Staat Education Chair, Stacia Roberts, will coordinate with the Chapter education chairs to explore the viability of having a State and multi-chapter education committee.

Sponsorship:

2025 draft sponsorships – Board decline potential new 2025 education and training sponsorships.

2025 Diamond Sponsorships - Siemens would like one of the prime sponsorships. Kone Elevator has had the first right of refusal for the past 2 years, so they do not receive it in 2025. One Diamond Prime was not fulfilled in 2024.

Responsibility - Identify who is responsible for selling sponsorships and ensuring benefits are received.

Next Meetings:

2025 Board Calendar – Review of next meeting dates.

Next board meetings – The December board meeting will be held by Zoom only on Thursday, December 5th. The following board meeting will be January 16, 2025, at 3:00 PM at McNamara's in Dupont with hybrid attendance offered.

With no further business, the meeting was **adjourned at 5:30 pm.**