



# 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 2<sup>nd</sup>, 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 5<sup>th</sup> 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 4<sup>th</sup>, 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 1<sup>st</sup> 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 5<sup>th</sup>. 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.**