



# Washington Society for Healthcare Engineering, Southwest Chapter

## Board Meeting Minutes

January 9, 2025 | McNamara's, Dupont, WA

The meeting was **called to order at 3:11 pm** by President-Elect and Treasurer, Janie Resop. Also, present were: Secretary, Russell Copeland; Education and Events Chair, Jose Diaz; SW Chapter Member, Richard Newton; and Facilitator, Katie Bohocky, CAE.

Virtual Attendee: Business Partner Advocate, Kyla Grennan.

Guest: WSSHE Member, Jack Bradford.

Absent: President and Past President, Ivy Anderson; and Membership Chair, Michael Dover.

### Welcome and Introductions:

A quorum was established with Janie delegating voting rights to Richard Newton.

### Consent Agenda:

November 21, 2024, board meeting minutes were accepted as written.

December 5, 2024, board meeting notes were accepted as written.

### Board:

2025 Executive Director Proposal - Tabled until February for WSSHE's new management decision.

AMI December Work - A list of SW Chapter members was sent to Ivy, and 2025 dues invoicing sent out.

PS Chapter Job Descriptions – board reviewed. Katie will draft for SW Chapter use and add approval to the February agenda.

PS Chapter Bylaws – PS Chapter does not have separate bylaws, but did create a board governance policy. Katie will review and draft for SW Chapter use and add for approval to the February agenda.

### Financial:

Financial report – Janie reviewed the current financial status as of December 2024. Katie reminded Janie that 1099's will need to be sent out by the January 31, 2025, deadline.

2025 Draft Budget – Tabled until February 2025.

### Membership Status:

2025 dues invoicing – Some SW Chapter members have received their 2025 dues invoice from AMI. Unsure if all invoicing has gone out, or not.

Current membership – AMI sent Ivy and updated SW Chapter member list. Katie will request and have a breakdown for the February board meeting.

### Events:

- Spring Engineering Expo in March at Cheney Stadium. Lisa Welcome is the lead.
  - Status on offering hybrid (in-person and virtual) attendance.
  - Discussion on moving the location to Great Wolf Lodge vs. Cheney Stadium.
- Spring Conference on April 16-18, 2025, in Chelan, WA. Status?
- 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:

### Chapter Education:

- Infection Control Barriers on January 29<sup>th</sup> at 3:00 PM at St. Peter's Hospital.
- Forward Flow Testing on February 27<sup>th</sup> at 3:00 PM.
- Washington State Clean Building Act Update on Ma 29<sup>th</sup> at 3:00 PM.

WSSHE University – Jose created a subcommittee of 3 individuals to vet individuals and/or companies wanting to participate. To ensure only education is offered, and not a sales pitch. Jose reviewed upcoming trainings.

Certificates of Completion – will go out to those that request certificates of completion.

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.

## Sponsorship:

2025 Diamond Sponsorships - Siemens has purchased one of the prime sponsorships at \$5k. Two more Diamond Prime sponsorships need to be sold.

Responsibility - Jose's Education and Events committee will take on the responsibility of selling sponsorships and ensuring benefits are received.

## Next Meetings:

2025 Board Calendar – Review of next meeting dates.

Next board meetings – Thursday, February 20, 2025, at 3:00 PM by Zoom.

With no further business, the meeting was **adjourned at 3:58 pm.**