



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 29th at 3:00 PM at St. Peter's Hospital.
- Forward Flow Testing on February 27th at 3:00 PM.
- Washington State Clean Building Act Update on Ma 29th 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 1st 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.**