



Washington Society for Healthcare Engineering, Southwest Chapter

Board Meeting Notes

February 20, 2025 | Zoom

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

Guest: CMP Management Events Manager, Caroline Cunningham.

Absent: Secretary, Russell Copeland; Membership Chair, Michael Dover; and Business Partner Advocate, Kyla Grennan.

Welcome and Introductions:

A quorum was not established.

Consent Agenda:

January 9, 2025, board meeting minutes were not accepted, as a quorum was not established.

Board:

2025 Executive Director Proposal – Tabled until March. Need a clear definition of work to be performed by CMP.

Board Job Descriptions – Katie used the PS Chapter board job descriptions and redrafted them for SW Chapter use. Review of changes needed.

Board Governance Policy – Katie used the PS Chapter board governance policy and redrafted it for SW Chapter use. Review of changes needed.

Financial:

Financial report – Janie reviewed the financial reports from January 1, 2025, through today.

2025 Draft Budget – Tabled until March, as no quorum was established.

Membership Status:

Current membership – Ivy requested a current contact list of SW Chapter members from AMI but never received a list. The board asked Caroline if CMP could send a basic list of SW chapter members to include Professional vs. Business Partners with contact information.

Business Partner Advocate:

Kyla gave Ivy a brief report that Business Partners will not have vendors in the hallways at the Spring Conference. The board would like more engagement with the Business Partners at the chapter level.

Events:

- Spring Engineering Expo in March at Cheney Stadium. Lisa Welcome is the lead.
 - Status on offering hybrid (in-person and virtual) attendance.
 - Great Wolf Lodge will not be considered for the location. Cheney Stadium a potential location.
- 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.
- Thank you to our Business Partner event held in conjunction with our November 13th board meeting. Business Partners that are to be recognized and will receive a special gift.

Education:

Chapter Education:

- Spring Engineering Expo on March 28th. Location TBD.
- Washington State Clean Building Act Update on May 29th at 3:00 PM.

WSSHE University – Jose reviewed upcoming trainings:

- Arbor Health on 23 January for (3) Presentations.
- St John's Hospital on 30 January for (3) Presentations.
- Peace Health Vancouver on 12 February for (3) Presentations.
- Harbor Regional Health Aberdeen on 20 February for (3) Presentations.
- St Clare Hospital on 26 February for (3) Presentations.
- St Francis Hospital on 6 March for (3) Presentations | 1st Qtr Outreach.
- Peace Health Vancouver on 12 March for (3) Presentations.
- Legacy Health, Salmon Creek Hospital, April | 2nd Qtr Outreach.

WSSHE University Graduation – St Clare and St Johns' Hospitals are about to graduate. Discussion of a certificate in a holder with a green or blue tassel for graduates.

Chapter Thank You Cards – SW chapter would like thank you cards for the President and board to use at their discretion. The PS Chapter would also like thank you cards and would like to share the cost.

National ASHE Healthcare Engineering Week – will be held October 19th to the 25th. Jose would like to establish a giveaway team.

ASHE Accreditation – ASHE is requiring bios from the presenters. Goal to have accreditation by end of the 2nd quarter of 2025.

Sponsorship:

2025 Diamond Sponsorships – All 3 sponsorships at \$5k/each have been sold by Jose! Siemens, Med Gas, and Colvos Construction. Payment from Colvos still needs to be received.

Next Meetings:

2025 Board Calendar – Review of next meeting dates.

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

With no further business, the meeting was **adjourned at 4:25 pm.**