



Washington Society for Healthcare Engineering, Southwest Chapter

Board Meeting Minutes

March 20, 2025 | Zoom

The meeting was called to order at 3:03 pm by President and Past President, Ivy Anderson. Also, present were: President-Elect and Treasurer, Janie Resop; Education and Events Chair, Jose Diaz; Membership Chair, Michael Dover; Business Partner Advocate, Kyla Grennan; SW Chapter Members, David Bain, Mike Chitwood, Clay Ciolek, Richard Newton, and Stephen Wickline; and Executive Director, Katie Bohocky, CAE.

Absent: Secretary, Russell Copeland.

Welcome and Introductions:

A quorum was established with Ivy designating voting rights to Richard Newton.

Consent Agenda:

January 9, 2025, board meeting minutes were not accepted without changes.

February 20, 2025, board meeting notes were accepted without changes.

Board:

2025 Executive Director Proposal – Katie reviewed the draft proposal for Executive Director work. **Ivy motioned to accept the 2025 Executive Director proposal, Janie 2nd, board unanimously accepted.**

Board and Business Partner Job Descriptions – Clay informed the board that the SW Chapter has bylaws with board job descriptions. The board was not aware. Tabled until the board can review the existing SW Chapter bylaws.

Board Governance Policy – Clay informed the board that the SW Chapter has bylaws. The board was not aware. Tabled until the board can review the existing SW Chapter bylaws.

Business Partner Advocate:

Kyla received direction on the Business Partner Advocate responsibilities with the new job description. Kyla is compiling ideas for the Fall Engineering Expo and the Business Partner Thank You event. Potential locations are Great Wolf Lodge, Kitsap Conference Center, and Cheney Stadium. Kyla will have detailed proposals for the April board meeting. Kyla met with other BPs to discuss the networking session at the Spring Symposium and will be meeting with BPs at the Spring Symposium for feedback to report at the April board meeting.

Financial:

2025 Draft Budget – Janie reviewed the income and expenses and made changes from the board. **Ivy motion to accept the 2025 draft budget with changes, Mike 2nd, board unanimously accepted.**

Financial report – Janie reviewed current reports. Question on the reserve account AMI had. All accounts were officially transferred in February. Janie will attend the next State financial meeting to discuss.

Membership Status:

Current membership – Mike reported membership is doing well. Mike attended a few WSSHE University events with new members signing up. 112 professional members currently. Katie will reach out to CMP to ask for an updated membership list including Professional vs. Business Partners with contact information.

Events:

- Spring Engineering Expo on March 27th at Cheney Stadium. 18 hospitals have RSVP'd. Programs are: Air Handling Systems / Summer Check Up, Fire System and Access Control Integration, Infection Control Barriers, SMART Hospital Technology, and Water Treatment Programs / Legionella.
- Spring Conference on April 16-18, 2025, in Chelan, WA.
- Golf Bootcamp on June 26th at Madrona Links Golf Course.

- Golf Tournament on July 25th at McCormick Woods Golf Course. Jose Diaz is lead. 32 companies on the waiting list currently. Pirate pups at the turn from the Kitsap Humane Society.
- Summer Bash Rainiers Game in August at Cheney Stadium.
- Fall Engineering Expo at Cheney Stadium or Great Wolf Lodge in September. Kyla Grennan is lead.
- Region 10 Conference on October 21-24, 2025, in Boise, Idaho.
- Thank you to our Business Partner event was planned to be held in conjunction with our November 13th board meeting at Little Creek Casino. Business Partners recognized with a special gift.

National ASHE Healthcare Engineering Week – held October 19th - 25th. Jose would like to establish a giveaway.

Education:

Chapter Education:

- Spring Engineering Expo on March 27th at Cheney Stadium.
- Peace Health in Longview volunteered St. John's Hospital for a chapter event in May. Jose is looking to bring in an ASHE trainer.

WSSHE University – Jose reviewed 2025 trainings:

- St Francis Hospital on March 6th for (3) Presentations.
- Peace Health Vancouver on 12th March for (3) Presentations.
- St Clare Hospital on April 9th for (2) Presentations, graduation on April 9th.

New Hospitals Joining the Family - Legacy Health, Salmon Creek Hospital (Q2 outreach) and Peach Health Bellingham with 3 hospitals.

WSSHE University Graduation – St Clare and St Johns' Hospitals are graduating. Plaque to commemorate.

WSSHE University 2nd Anniversary – held on April 30th from 11:00 am – 1:00 pm. Location is TBD.

ASHE Accreditation – ASHE is requiring bios from the presenters and extending the classes from 45 minutes to 60 minutes. Jose will reconnect with ASHE next week.

Sponsorship:

2025 Diamond Sponsorships – All 3 sponsorships at \$5k each have been sold to Siemens, Med Gas, and Colvos Construction. Payment from Colvos still needs to be received. All 3 Prime sponsors will be at the Spring Engineering Expo.

Next Meetings:

2025 Board Calendar – Review of next meeting dates.

Next board meetings – Thursday, April 24th, 2025, at 3:00 PM at McNamara's with a Zoom option.

With no further business, the meeting was **adjourned at 4:07 pm.**