



## Washington Society for Healthcare Engineering, Southwest Chapter

### Board Meeting Notes

April 24, 2025 | Zoom

The meeting was **called to order at 3:18 pm** by President-Elect and Treasurer, Janie Resop. Also, present in person were: Education and Events Chair, Jose Diaz; SW chapter members, Mike Chitwood, Richard Newton, Jose Rodriguez, and Stephen Wickline; and Executive Director, Katie Bohocky, CAE.

Virtual attendees: Business Partner Advocate, Kyla Grennan and SW chapter member, Clay Ciolek.

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

#### Welcome and Introductions:

A quorum was not established.

#### Consent Agenda:

February 20, 2025, board meeting notes were not accepted, as a quorum was not established.

#### Board:

Resignation of Secretary – Russell Copeland resigned. Stephen Wickline volunteered to fulfill the vacant position. Janie appointed Stephen as Secretary. Thank you, Stephen!

Bylaws and Board Governance Policy – SW chapter had bylaws from 2003. CMP informed the State board that chapters cannot have bylaws, as they are all under the State's EIN. All chapters must use the State Bylaws. SW chapter can adopt a Board Governance Policy. Katie will add to the May board agenda for review and acceptance.

Board and Business Partner Job Descriptions – The board would like to use the newly created board and BP job descriptions. Katie will add to the May agenda for review and acceptance.

Process Management – CMP notified the State board that 2 people from each chapter may be designated to update the State website on behalf of their chapter. Katie asked to be designated as one of our 2-chapter people. The board would like our chapter information to be included on the State board portal. Including SW chapter policies, minutes, board information, and contact information on the board portal. Events will be on the main event calendar.

File Sharing – Katie will request CMP to share all SW chapter files, so we can keep a complete database.

#### Financial:

Financial report – Janie reviewed current reports. CMP opened a bank account for the SW chapter. Colvos \$5k sponsorship monies was put into this new SW chapter account. SW chapter does not currently have access to this new bank account. Janie is working with CMP for access.

Dues – Richard reported that 25% of all chapter dues goes to the State to help fund the State. CMP will be taking 25% of SW chapter dues and allocating them to the state.

#### Membership Status:

Current membership – Per CMP, 131 SW chapter members currently (61 professional members and 70 Business Partners). Jose's Education team is signing up new Professional members during WSSHE University. Katie asked Jose to send updates on new members.

Constant Contact – Katie asked CMP for access to WSSHE's Constant Contact account, so we could send event registration and communications to our members. Waiting on CMP's reply.

#### Business Partner Advocate:

Spring Symposium feedback – Kyla reported the networking event had good engagement during the interactive event. BP's reported lower attendance feelings with slow traction, especially after noon on Thursday. Many BP's were upset and frustrated that CMP told them they were not allowed to attend their sponsored event.

Fall Engineering Expo – Kyla has contracted with the Great Wolf Lodge for Tuesday, September 30<sup>th</sup>, 2025. The deposits have been paid in full. Sponsorship opportunities are in place.

Business Partner Thank You event – Kyla will start working on the planning of the November event.

#### Events:

- Golf Bootcamp on Thursday, June 26<sup>th</sup> at Madrona Links. Emily Boss is lead.
- Golf Tournament on July 25<sup>th</sup> at McCormick Woods Golf Course. Jose Diaz is lead. Registration and details to go out to the membership shortly.
- Rainiers Game on August 22<sup>nd</sup> at 5:00 PM at Cheney Stadium. Nicole Carter is lead.
- Fall Engineering Expo on Tuesday, September 30<sup>th</sup> at Great Wolf Lodge. Kyla Grennan is lead.
- Region 10 Conference on October 21-24, 2025, in Boise, Idaho.
- Thank you to our Business Partners event held in November. Kyla Grennan is lead.

#### Education:

##### Chapter Education:

- Spring Engineering Expo on March 27<sup>th</sup> at Cheney Stadium. Attendance up 60% with 130 registered to attend. Thanks to WSSHE University visibility!
- Peace Health in Longview volunteered St. John's Hospital for a chapter event on May 29<sup>th</sup>. Dann Scott to present.

##### WSSHE SW University – Jose reviewed:

- St. Clare Hospital graduation was held on April 9, 2025.
- Legacy Health, Salmon Creek Hospital, Vancouver starts Wednesday, May 7<sup>th</sup>. This will also count as our Q2 Outreach.
- Summit Pacific is starting back up on May, 3 more classes to go.
- PeaceHealth Bellingham has reached out and wants to start training. Jose will turn this over to WSSHE University, PS Campus for 3 hospitals.
- WSSHE University – SW Campus Birthday Celebration on April 30<sup>th</sup> at St. Clare Hospital from 11:00 am – 12:30 pm.
- 12 hospitals currently in different parts of training.

#### Sponsorship:

2025 Diamond Sponsorships – All 3 sponsorships at \$5k each have been sold to Siemens, Med Gas, and Colvos Construction.

#### Next Meetings:

2025 Board Calendar – Review of next meeting dates.

Next board meetings – Thursday, May 22<sup>nd</sup>, 2025, at 3:00 PM at McNamara's with a Zoom option.

With no further business, the meeting was **adjourned at 4:54 pm.**