



## Washington Society for Healthcare Engineering, Southwest Chapter

### Board Meeting Notes

May 22, 2025 | Zoom

The meeting was **called to order at 3:06 pm** by President and Past President, Ivy Anderson;. Also, present in person were: Secretary, Stephen Wickline; Membership Chair, Michael Dover; Business Partner Advocate, Kyla Grennan; SW chapter member, Clay Ciolek; and Executive Director, Katie Bohocky, CAE.

Absent: President-Elect and Treasurer, Janie Resop and Education and Events Chair, Jose Diaz.

#### Welcome and Introductions:

A quorum was not established.

#### Consent Agenda:

March 20, 2025, board meeting minutes were not accepted, as a quorum was not established.

April 24, 2025, board meeting notes were not accepted, as a quorum was not established.

#### Board:

Board Governance Policy – Katie will send out for board approval by email vote. Unanimous written consent is needed to approve an email vote.

Board and Business Partner Job Descriptions – Tabled until June.

Process Management – The board would like our chapter information to be included on the State board portal. Including SW chapter policies, minutes (past 3 years), board contact information, and sponsor history.

File Sharing – Katie requested access to SW chapter files from CMP. CMP has not replied.

#### Financial:

Financial report – Board review current financial reports that Janie provided.

New Bank Account – CMP opened a bank account for SW Chapter. Janie is working with CMP for access. CMP would like all financials to be turned over to them for management.

#### Membership Status:

Current membership – 136 SW chapter members currently (66 professional members and 70 Business Partners). 5 new Professional members from May WSSHE University.

#### Communications:

Constant Contact – Katie opened SW WSSHE's Constant Contact account. Event registration and email communications have been sent out for the Golf Bootcamp and Golf Tournament.

New Member Engagement – New Professional members and Business Partners need an email communication welcoming them to the chapter, with information on how to get involved, who to contact, current events, etc. Katie will work with Michael for the Professional member communication, and Kyla for the BP communication.

#### Business Partner Advocate:

Fall Engineering Expo – Contracted with the Great Wolf Lodge for Tuesday, September 30<sup>th</sup>, 2025. Need to plan the menu. Kyla asked for feedback on valuable new topics to present and potential speakers.

Business Partner Thank You event – Looking at a centralized fun location on a Wednesday or Thursday in November for around 100 people. Cheney Stadium quoted around \$10k - \$13k for the 1882 Club. Kyla will investigate the LeMay Car Museum and Emerald Queen Casino as potential locations. Budget expense of \$10k. The biggest value to Business Partners is engagement with Professional members. Discussion of how to ensure Professional member attendance.

### Events:

- Golf Bootcamp on Thursday, June 26th at Madrona Links. Emily Boss is lead. Registration is live.
- Golf Tournament on July 25th at McCormick Woods Golf Course. Jose Diaz is lead. Registration is live. Expected to sell out. Jose shopping for raffle items and giveaway's.
- Rainiers Game on August 22nd at 5:00 PM at Cheney Stadium. Nicole Carter is lead. Save the date has gone out through LinkedIn.
- 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:

WSSHE SW University – Jose's reported submitted by email:

- Legacy Health Salmon Creek Hospital next week Wednesday, May 28th for (2) Presentations and an Orientation. There will be about (10) Engineers on hand, so we'll pick up some new members.
- In June, we will be at Summit Pacific on Thursday, June 19th and at St John's Hospital on Wednesday, June 25th. Both Summit Pacific MC and St John's will be ready to graduate upon completion of these last presentations.

### 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, June 19<sup>th</sup>, 2025, at 3:00 PM at McNamara's with a Zoom option.

With no further business, the meeting was **adjourned at 4:05 pm.**