



## Idaho Society for Healthcare Engineering

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### Board of Directors Meeting Minutes \* August 9, 2018

The meeting was **called to order** at 12:06pm MDT by President, Katy Dudley\*, Also present were: President Elect, Jesse Barnum\*; Secretary, Gregg Ostrow\*; Southwest Rep, Roger Folwell\*; North Region Rep, Bill Spencer\*; Associate Member, Tom Scofield; Advocacy/ASHE Liaison, Russ Harbaugh and staff, Katie Bohocky.

Absent: Treasurer, Glenn Diede\*; Southeast Rep, Jerry Pfeiffer\*; Immediate Past President, Wayne Tuckness and Region 10 Rep, Rick McGuffey. \*Voting Board Member

#### **CONSENT AGENDA:**

Minutes of July 10, 2018 were accepted.

Financial reports of July 31, 2018 were accepted.

**Financials**: Discussion of income lost from the Spring Conference. Board would like to be financially sound as a chapter while providing quality education to our members. Board would like to set goals on where we would like to be financially. Russ happy to help Katy with our Strategic Plan with a focus on financial goals.

**Board Update**: Board approved meetings moved to the 2<sup>nd</sup> Thursday of the month at 12:00pm MST.

**2018 Sponsorship Program**: 14 total sponsorships for 2018. Need to address any changes needed for our 2019 sponsorship. Katie will send our current sponsorship opportunities to the Board for review with our minutes.

**2019 Spring Conference**: Executive Board has been looking into possible locations. Committee agreed on a need for a consistent format regarding space and set up. Find 4 locations to rotate annually and represent the whole state of Idaho. Jesse suggested Spring 2019 back in West Yellowstone, MT; Fall 2019 Shore Lodge in McCall, ID; Spring 2020 back to The Coeur d'Alene Resort; and Fall 2020 in Downtown Boise. Katie will work on dates and availability for Spring 2019.

**ASHE**: Russ has acted on our behalf with ASHE regarding the HAI Program in Boise, ID on May 7-8, 2018. Board would like to keep this in the forefront, as our voice needs to be heard. Board agreed a letter does not need to be sent at this time. Katy encouraged Board members to serve on ASHE committees.

**October 4-5, 2018 Fall Conference**: 90% confirmed on all sessions and speakers. Review of speakers and agenda to date. Katy reach out to Fall Conference presenters not selected to present at our Spring 2019 Conference.

Roger will help with the vendor set up to avoid any previous issues. Gregg will help with the Kootenai Health tour. Board meeting will be Wednesday 12:00 – 3:00pm. Vendor set up will be 3:00 – 5:00pm. Katie will confirm this time with the resort. BELFOR sponsoring our Wednesday social. Improve with appetizers and a drink ticket at a local brewery. Katie and the Executive Committee will investigate locations.

Discussion of our Thursday evening 40-person boat cruise at \$500/hour with a 2-hour minimum. Katie researched pricing for appetizers vs. a buffet dinner. Cheaper to have a dinner. Cost per guest including dinner, no-host bar, service charge, sales tax and cruise is \$62.50 per person. Attendees will register and pay to attend. Katie will add to the website, email promotions and online registration. Bill Motioned to approve signing the contract for the 40-person cruise, buffet dinner & no-host bar. ISHE will charge \$25/pp. Gregg 2<sup>nd</sup> and Board unanimously accepted. Board would like to secure 2 \$1k sponsors or one \$2k sole sponsor. Special call for vendor sponsor support.

#### **Strategic Planning & Committee Reports:**

Education Chair – No report at this time.

Membership Chair – No report at this time.

Sponsorship Chair – No report at this time.



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### **New Update**

Scholarship program – will work on a plan for next year.

Leadership Forum – Katy, Jerry & Jessie attended at the ASHE conference. Good to hear other chapter experiences and outcomes. Katy will not be attending next year. Good opportunity to discuss succession planning.

With no further business, the meeting adjourned at 1:04pm MDT

**Next teleconference Board meeting Thursday, September 13th at 12:00pm MDT**