

California Society for Healthcare Engineering, Inc. (CSHE)
Board of Director's Meeting
Friday, March 11, 2016
8:00 a.m. to 9:00 a.m.

Minutes

Attendees:

Chuck Peek, CSHE President/CEO
 Rick Barker, CSHE Vice President
 David Lockhart, CSHE State Secretary
 Devin Hugie, CSHE State Treasurer
 Mark Nelson, Immediate Past President
 Mike Cooper, Central Valley President
 David Baker, Orange County President
 Kevin VanderVelden, Northeastern President
 Ken Gibson, San Diego President
 Narsimha Irrinki, South Bay Counties President
 Daniel Mares, Inland Empire Vice President
 Mike Kobaly, Kings River, Vice President
 Justin Montoya, LA Vice President
 John Burke, South Bay Counties, Vice President
 Cheri Hummel, CHA/CSHE Liaison
 Joyce Jones

	Subject	Reporting	Action	Outcome
I	Call to Order/Introductions Quorum established	Peek called the meeting to order at 8:05 a.m.		
II	Approval of board agenda** <ul style="list-style-type: none"> • Approval of board minutes: December 4, 2015** • Review of Consent Agenda** <ol style="list-style-type: none"> 1. Official Call 2. Membership Statistics 12/31/15 3. Membership Ratio Chart 12/31/15 	Minutes for the December 4 board meeting were reviewed and approved. The board reviewed the consent agenda and it was approved.		Board minutes approved. Consent agenda approved by the board.

	<p>4. Gold/Silver Sponsor Status Report 12/31/15</p> <p>5. Quarterly Operations Report 12/31/15</p> <p>**Action Item</p>			
III	<p>Executive Committee Report</p> <ul style="list-style-type: none"> CSHE Executive Committee Report 	<p>Peek reported the discussion held at the EC meeting which included:</p> <ul style="list-style-type: none"> RMSF would receive the 2015 contribution funds from CSHE of \$3,500. The EC agreed that CSHE member information not be shared because of the Can Spam Act and protection of contact information. Hence, all meeting notices, and contacts will be distributed via the State Office. Patrick Silvestri has been selected as the 2017 Annual Institute Chair. 		
IV	<p>Financial Report</p> <ul style="list-style-type: none"> Fourth Quarter Financial Report** <p>**Action Item</p>	<p>Hugie reported that CSHE continues to be financially strong. In the fall, a liquid CD account will be added to the maturing CD and deposited for a five year term.</p>	<p>It was reported that CSHE has 1 ½ years of CD finances in case CSHE closes there will be operating funds, as well as, supplemental funds for unexpected issues.</p>	<p>CSHE financial report was approved by the board of directors.</p>
V	<p>Committee Reports</p> <ul style="list-style-type: none"> Education 	<p>Devin reported that the webinar on 3/10 was not well attended as in the past. The 2016 webinar calendar has been completed and posted to the website. Devin encouraged chapter officers to encourage attendance because of the educational topics for front line</p>	<p>The board discussed eliminating the Chorus Call for the webinar...the conference call option will remain in place as the committee determines the best logistics for the webinar.</p>	<p>Devin requested any suggestions or comments for the webinar to be forwarded to him. Suggestion that there be a potential mandate for facilities</p>

		staff.	Devin would like the webinar schedule to be posted on the website and placed in the quarterly eBulletin....	to have their employees at the monthly webinar. Chapter President encouraged to promote CSHE webinars at their chapters.
	<ul style="list-style-type: none"> Events Committee <ul style="list-style-type: none"> - New Event Budget Request Forms - Board Orientation at Annual Institute 	Barker reported that the new Event Budget Forms and registration forms would be finalized and presented at the institute board orientation meeting in May. Currently, over 70% of the slides for the orientation have been completed, which will feature how chapter officers must operate events, and dos and don'ts for the future of CSHE's chapter events.	Peek reviewed the planned orientation session that will resolve numerous issues and give the chapter presidents and vice presidents an opportunity to ask questions and learn what is best for CSHE without infringing upon the non-profit status. Prior to the orientation the officers will receive the Bylaws and P&P, plus the Acknowledgement for officers to sign.	Peek complimented Barker on all the work done on the board orientation. Peek and Barker will review the orientation presentation prior to the institute meeting.
	<ul style="list-style-type: none"> Membership Committee 	Cooper report the committee had not met; hence no new report. Mike stated that the information on the website and the webinar were great benefits for the CSHE members. Last year, Baker worked to design a multiple facility membership application, which is available.	A meeting was planned for the membership committee and the following volunteered to participate: Dave Lockhart Chuck Peek Ken Gibson Kevin Vandervelden.	Cooper to contact Joyce to schedule a membership committee conference call.
	<p>Event Reports</p> <ul style="list-style-type: none"> OC/LA, 12/16/15, Make a Wish Toys 2016 Annual Institute 5/26-27/2016 	Baker reviewed the thank you letter forwarded from Make a Wish Toys at the OC/LA December event. Lockhart reviewed the institute educational sessions with the		

	Video/Audio/PowerPoints?	board. Dave stated that this institute has some outstanding topics and there will be audio and PowerPoints available of the ASHE/TJC presentation.		
	<ul style="list-style-type: none"> • NE Golf Tournament 6/24 	Kevin reported that the NE Golf Tournament will be held at Turkey Creek Course in Lincoln on 6/24.		
	<ul style="list-style-type: none"> • S CA Seminar, 9/15 Riverside Convention Center 	Jones reported that the contracts for the SCA Seminar have been signed for the event on 9/15 at the Riverside Convention Center.		The brochures will be emailed in mid-May.
	<ul style="list-style-type: none"> • N CA Seminar, 10/6 Santa Clara Convention Center 	Irrinki reported that the committee is finalizing the education topics, which will be one general session including management and technical topics.		The brochures will be emailed in mid-May.
VI	Legislative & Regulatory Update	<p>Hummel reported that this is the second year for legislative session deadlines for bill introduction and review. Cheri asked that in the future she might need to contact the board for their expertise on certain bills.</p> <ul style="list-style-type: none"> • AB 2800 relates to building standards and climate change effects. • Coleman, OSHPD Director, proposed building code, which was submitted for adoption in December, with exception of plastic pipe which was pulled out for a later date. • Currently, CHA President has met with Union Trade Counsel regarding the issues in the future. 	Trade Union counsels bottom line concerns are all about numbers, not affecting union members or their jobs, and hospital concerns not primary. Concern to protect OSHPD with the current process for hospital use.	Cher will keep board informed. She asked if there were any questions and thanked the board for responding to her emails.

VII	<p>ASHE</p> <ul style="list-style-type: none"> ASHE 2016 Regional Leader Nomination 	<p>Devin reviewed the upcoming ASHE PDC event in San Diego and the opportunity to participate as a room monitor. The ASHE Annual Conference will be in July, Colorado.</p> <p>Candidate for the Region 9 Emerging Leader Nomination will be announced when received from ASHE.</p>	<p>ASHE's website has been redesigned with additional tools and information regarding sustainability and Energy to Care.</p> <p>Devin asked if there were any ASHE questions.</p>	
VIII	<p>New Business</p> <ul style="list-style-type: none"> Outstanding/Distinguished Awards: due 4/15 	<p>Peek reviewed CSHE new business:</p> <ul style="list-style-type: none"> CSHE website Posting calendar Team work for marketing materials for education <p>Chuck asked that the outstanding/distinguished nomination forms be forward to the State Office by 4/15.</p>	<p>Peek requested that the 2016 webinar calendar be posted on the website. Teri to be contacted.</p>	<p>Teri to be asked to hyperlink the calendar for registering.</p>
	<ul style="list-style-type: none"> Chapter Sponsored Engineer 	<p>Peek reminded the board that the chapters institute sponsorships need to be forwarded to the office ASAP. By sponsoring new CSHE members for the institute, they learn more about what CSHE is about: education and networking of great value for their future.</p>		
	<ul style="list-style-type: none"> Energy to Care (E2C) 	<p>Lockhart reported that the ASHE Energy to Care presentation will be at the institute, as well as, an article in the next eBulletin. The focus will be to save energy and to start a facility competition within the state. Utility bills can be worked via webinar tools to assist with the best practices for facilities</p>		<p>These sessions will be great tools for participants.</p> <p>Dave asked if there were any questions and offered his assistance to help.</p>

		to be efficient and energy rated.		
IX	Old Business		Other business?	
X	Next Meeting	Wednesday, May 25, 7 a.m. Resort @ Squaw		
XI	Adjournment	Peek adjourned the meeting at 8:53 a.m.		

David Lockhart, CSHE State Secretary

Committee Chairs

Bylaws	Vice President/Rick Barker
Codes Committee	Ad Hoc when necessary
Education Committee	Devin Hugie
Ethics Committee	Past President/Mark Nelson
Finance Committee	Treasurer/Devin Hugie
Membership Committee	Mike Cooper
Publication	State Secretary/Dave Lockhart
Robert Mack Contribution Committee	Vice President/Rick Barker
Hospital Building Safety Board	Carl Scheuerman will report after the HBSB Meeting