

**California Society for Healthcare Engineering, Inc. (CSHE)**

**Board of Director's Meeting**

**Wednesday, May 25, 2016**

**Board Meeting: Castle Peak**

**7:00 a.m. to 8:30 a.m.**

**Board Orientation**

**8:40 a.m. to 10:00 a.m.**

**Board of Director's Agenda**

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  
Patrick Silvestri, Past President  
Mike Cooper, Central Valley President  
Matthew Bond, Inland Empire President  
Gary Sparks, Los Angeles President  
David Baker, Orange County President  
Kevin VanderVelden, Northeastern President  
Thomas Minard, Redwood President  
Ken Gibson, San Diego President  
Mike Rijavec, San Francisco President  
Narsimha Irrinki, South Bay Counties President  
Terrell Estes, Central Valley Vice President  
Daniel Mares, Inland Empire Vice President  
Martin Wiedemann, Northeastern Vice President  
Kirk Brantley, Orange County Vice President  
Thomas Peterson, Redwood Vice President  
Steven McColl, San Diego Vice President  
Mark Morruci, San Francisco Vice President  
Cheri Hummel, CHA/CSHE Liaison  
Joyce Jones

	<b>Subject</b>	<b>Reporting</b>	<b>Action</b>	<b>Outcome</b>
I	Call to Order/Introductions Quorum established	Peek called the board meeting to order at 7:31 a.m.		

II	<p>Approval of board agenda**</p> <ul style="list-style-type: none"> <li>Approval of board minutes: March 11, 2016**</li> <li>Review of Consent Agenda** <ol style="list-style-type: none"> <li>Official Call</li> <li>Membership Statistics 3/31/16</li> <li>Membership Ratio Chart 3/31/16</li> <li>Gold/Silver Sponsor Status Report 3/31/16</li> <li>Quarterly Operations Report 3/31/16</li> </ol> </li> </ul> <p>**Action Item</p>	Peek asked the board to review the agenda and consent agenda.		Board approved the board agenda and the consent agenda.
III	<p>Executive Committee Report</p> <ul style="list-style-type: none"> <li>CSHE Executive Committee Report</li> </ul>	<p>Peek reported on the topics discussed at the EC meeting:</p> <ul style="list-style-type: none"> <li>Members may choose to share their contact information, but CSHE under the new P&amp;P must protect members.</li> <li>The ASHE Chapter Platinum Awards have not been determined.</li> <li>Barker to have the board orientation after the board meeting today.</li> <li>At the regional seminars, there will be regional board meeting to discuss the 2017 CSHE Strategic Plan. The EC will determine the schedule and notify the board.</li> </ul>	There was board discussion regarding the use of member information to contact those regarding events.	Discussed sending an email to facility members asking if they would volunteer their contact information. Determined that member's rosters with contact information can be forwarded to facility officers.
IV	<p>Financial Report</p> <ul style="list-style-type: none"> <li>First Quarter 2016 Financial Report**</li> </ul> <p>**Action Item</p>	Hugie reviewed the first quarter financial report and stated that in the fall when a CD matures, the funds in a liquid account can be added and a five year CD opened..		Board approved the first quarter CSHE financials.
V	<p>Committee Reports</p> <ul style="list-style-type: none"> <li>Education</li> </ul>	Hugie asked that the board members forward potential topics to him for the 2017 webinar schedule.	Lockhart requested if there were webinar topics for workman skills to let Devin know because it would serve the membership.	Hugie requested that chapter presidents advertise the webinars at their monthly meetings. Dave Baker will serve as the Education Co-Chair.

	<ul style="list-style-type: none"> <li>Membership</li> </ul> <p>Chapter Reports</p> <ul style="list-style-type: none"> <li>SF Vendor Show 3/16/2016</li> </ul> <p>Event Reports</p> <ul style="list-style-type: none"> <li>Annual Institute Golf Tournament 5/25/16</li> <li>Annual Institute 5/25-5/27</li> <li>Northeastern Golf Tournament 6/24/16</li> <li>San Francisco Golf Tournament 7/25/16</li> <li>Central Valley Golf Tournament 8/19/16</li> <li>San Diego Golf Tournament 8/25/16</li> <li>CSHE Southern CA Seminar 9/15/16</li> <li>CSHE Northern CA Seminar 10/6/16</li> <li>CSHE 46<sup>th</sup> Annual Institute 3/29-31/2017</li> </ul>	<p>Cooper discussed issues regarding increasing facility membership.</p> <p>Rijavec reported about the success of the annual SF Vendor Show.</p> <p>Peek reported that registration was over 100 golfers.</p> <p>Lockhart reported over 350 registrations for vendors and engineers and thanked the AI Planning Committee for all their help.</p> <p>Vandervelden reported that they were anticipating a great golf tournament at a Turkey Creek in Lincoln.</p> <p>Rijavec reported that the brochure had been emailed and they were working on another successful SF Golf Tournament in Dublin.</p> <p>Cooper reported the brochure had been emailed and the tournament would be at the Reserve at Spanos Golf Course in Stockton. Gibson reported that this year the golf tournament would be at Rancho Bernardo and they were anticipating a great turn out.</p> <p>Bond reported that the brochure had been emailed and it would be at the Riverside Convention Center. Remind your members at your chapter meetings to attend.</p> <p>Irrinki reported that the committee is working on finalizing the speakers and will be emailed in July.</p> <p>Silvestri asked the board who would like to participate on the 2017 AI Committee</p>	<p>Baker suggested letters sent to facility directors regarding the benefits of CSHE's education, events and webinars for engineers.</p> <p>AI 2017 Committee: Peek, Barker, Lockhart, Gibson, Nelson</p>	<p>It was recommended that the letters should be from the local chapter president, so that they could be contacted.</p> <p>Baker, Irrinka</p>
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VI	<p>ASHE</p> <ul style="list-style-type: none"> <li>ASHE Advocacy Liaison, 2017</li> <li>ASHE 53<sup>rd</sup> Annual Conference Denver, CO July 10-13, 2016</li> <li>ASHE Region 9</li> </ul>	<p>Silvestri reported that he planned to retire and asked if the board if there were any candidates for the ASHE Advocacy Liaison for 2017.</p> <p>Hugie reported about the upcoming ASHE Conference.</p> <p>Hugie about ASHE Region 9, and the election of the next director would be later this year.</p>		<p>The board will discuss and report to Silvestri later in the year.</p>
VII	<p>Legislative &amp; Regulatory Update</p>	<p>Hummel reported on the following:</p> <ul style="list-style-type: none"> <li>EOC in CA and Paul Coleman, OSHPD and hospitals not doing enough about conserving energy. Leadership of OSHPD can help CHA consider the best solutions.</li> <li>Title 24 with the passing of legislation regarding saving funds.</li> <li>Mazzetti and the concern regarding the safety of data.</li> <li>CMS Safety Codes</li> <li>NFPA 101 Fire Marshall does not share information and is union driven.</li> <li>CDPH Survey Training –D. Hugie</li> <li>FDA Federal regulations, AHA, ASHE and CSHE recommended supporting; the deadline is 6/3/16. OEM manufacturer’s potential dominating of equipment.</li> </ul>		
VIII	<p>New Business</p> <ul style="list-style-type: none"> <li>Robert Mack Scholarship Foundation CSHE Scholarship winners</li> </ul>	<p>Barker reported that six scholarship applications were received, and four received awards.</p>	<p>Next deadline February 15, 2017.</p>	<p>Recommended that in the future, chapter presidents would remind members about the deadline.</p>
IX	<p>Old Business</p> <ul style="list-style-type: none"> <li>Strategic Plan Update</li> </ul>	<p>The EC determined that a meeting would be held the day prior to the two regional seminars and the board members would be notified.</p>		<p>EC conference call to be scheduled to determine details for the meetings.</p>

X	Next Meeting : September, 2016	The next meeting will be scheduled in September and meeting notices will be forwarded.		Meeting notices will be forwarded to the board and vice presidents.
	Board meeting adjournment	The board meeting was adjourned at 8:50 a.m.		
	Break			
	<b>BOARD ORIENTATION</b>			
I	Board Orientation Outline	The board orientation meeting started at 9:05 a.m. with a Board Orientation PowerPoint.	Barker reviewed the new meeting requirements.	Attached is the Board Orientation PowerPoint.
II	Adjournment	Barker adjourned the meeting at 10:05 a.m.		

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**David Lockhart, CSHE State Secretary**

**Committee Chairs**

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