

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

**Board of Director's Meeting**

Friday, September 30, 2016

**Conference Call**

8:00 a.m. to 9:00 a.m.

**Board of Director's 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

Mitch Greer, Central Coastal President  
 Kim Wells, Kings River 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

Martin Wiedemann, Northeastern Vice President  
 John Burke, South Bay Counties, Vice President

Cheri Hummel, CHA/CSHE Liaison  
 Beth Demeter, CSHE Assistant  
 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 8:03 a.m.		
II	Approval of Board Agenda**  <ul style="list-style-type: none"> <li>• Approval of Board Minutes: May 25, 2016**</li> <li>• Review of Consent Agenda**                             <ol style="list-style-type: none"> <li>1. Official Call</li> <li>2. Membership Statistics, 6/30/16</li> <li>3. Membership Ratio Chart, 6/30/16</li> <li>4. Gold/Silver Sponsor Status Report, 6/30/16</li> <li>5. Quarterly Operations Report, 6/30/16</li> </ol> </li> </ul> **Action Item	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>Financial Report</li> <li>ASHE Membership</li> <li>Contract with Capitol Engineering</li> <li>Energy to Care Program</li> </ul>		<p>Each of these topics were elaborated on and discussed later in the meeting.</p>
IV	<p>Financial Report</p> <ul style="list-style-type: none"> <li>Second Quarter 2016 Financial Report**</li> </ul> <p>**Action Item</p>	<p>Hugie reviewed the second quarter financial report. The CD that was discussed at the last meeting was just rolled over. The next CDs are due in May 2017 and July 2017. Depending on the final strategic plan, investment funds may need to be allocated.</p>		<p>Board approved the second quarter CSHE financials.</p>
V	<p>Committee Reports</p> <ul style="list-style-type: none"> <li>Education</li> <li>Membership</li> </ul>	<p>Hugie requested that David Baker be appointed Chair of the Education Committee in his place.</p> <p>Baker reported that webinar presenters have been determined through June 2017. He asked that the board members forward potential topics/presenters to him for the remainder of the 2017 webinar schedule.</p> <p>Cooper reported that some great ideas for increasing membership came out of the Southern California Seminar. He hopes to add to these at the Northern California Seminar next week.</p>	<p>David Baker accepted the appointment.</p> <p>Members discussed how to increase participation at the webinars.</p> <p>Members discussed concerns about the balance of membership between affiliate and facility members. Further discussion and direction will come out of the strategic plan once it is finalized.</p>	<p>David Baker will serve as Chair of the Education Committee.</p> <p>Future webinar notices will be sent far and wide. Will also find a way to make the invites stand out from other CSHE emails.</p> <p>Several suggestions were given for how chapters can handle in the interim:</p> <ul style="list-style-type: none"> <li>Monitor vendor solicitation at events.</li> <li>Ask affiliate members to assist in recruiting new facility members.</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> </ul>	<p>Peek reported that the tournament was hailed out. The golf course kept a list of registered players and invited them to come back. Good outcome for the event, considering.</p> <p>Lockhart reported that the event was a big success. Great attendance and venue. The post-event survey had good results.</p> <p>Vandervelden reported that the golf tournament at Turkey Creek in Lincoln was a good event. They are already working on next year's tournament.</p> <p>Rijavec reported that the SF Golf Tournament in Dublin was a good event. It was their 3<sup>rd</sup> year there, and they met their financial goals.</p> <p>Peek reported that the tournament at Rancho Bernardo was smaller than expected, but they still succeeded financially. Everyone had a good time.</p> <p>Gibson reported that the venue was great. They changed the course and that made all the difference. A huge thanks to John Burkhart for all of his help.</p> <p>Peek reported that the Southern California Seminar went well. The speakers and program were great, and the venue worked out well. Attendance was a little small for that area, though, with only 140 attendees including vendors.</p> <p>Barker reported that everything is on track for the Northern California Seminar. Looking at an</p>		<p>- Reach out directly to facility members to encourage participation at events.</p>
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	<ul style="list-style-type: none"> <li>CSHE 46<sup>th</sup> Annual Institute, 3/29-31/2017</li> </ul>	<p>OK turnout, and it should be a good program.</p> <p>Jones reported that all of the contracts are signed for the tournament and hotel. There will be a conference call next Friday to finalize the educational sessions. The brochure is scheduled to go out in late October. We are hoping to break through a lot of numbers.</p>		
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>Nelson reported that the next conference call is in December. He will be on that call, with Pat Silvestri, to transition into his new role as ASHE Liaison.</p> <p>Hugie reported that the hot topic on the last call was the 2012 Life Safety Code. California has engaged an engineering firm to review the code and conduct a gap analysis between Title 19, Title 24 and the California Codes and Standards.</p> <p>Hugie reported that the 2016 ASHE Conference was well attended and contained a lot of good educational sessions. Upcoming ASHE events include:</p> <ul style="list-style-type: none"> <li>-PDC, March 2017, Orlando, FL</li> <li>-Annual Conference, July 2017, Indianapolis, IN</li> </ul> <p>Hugie reported that he was re-elected to ASHE Region 9.</p> <p>Last week, Hugie conducted a presentation on succession planning to Brigham Young University. Hugie also reported on ASHE's intern program, stating that they have the kind of talent that hospitals in California need.</p>	<p>Silvestri requested that the PowerPoint from the previous meeting be posted on the CSHE website.</p>	<p>Jones will post the PowerPoint from the previous meeting on the CSHE website.</p> <p>Hugie will find out California's vote turnout to support a current CSHE member.</p>

VII	Legislative & Regulatory Update	<p>Hummel reported on the following:</p> <ul style="list-style-type: none"> <li>• California End of Session</li> <li>• CMS Emergency Preparedness Conditions of Participation</li> <li>• Energy to Care Program</li> <li>• California Air Pollution Control Officers Association (CAPCOA)</li> <li>• Consultant who was lined up to speak at the Northern California Seminar next week is now unable to speak.</li> </ul>		<p>Updated legislation tracker available on CSHE website.</p> <p>Summary will be released to CSHE membership.</p> <p>CHA working with law firm on the new regulations, as well as Prop 65 changes, to develop educational webinars.</p> <p>Hummel will work with Peek to follow up on this.</p>
VIII	<p>New Business</p> <ul style="list-style-type: none"> <li>• Robert Mack Scholarship Foundation</li> <li>• CSHE Scholarship Winners</li> </ul>	Barker stated that he had nothing new to report.		
IX	<p>Old Business</p> <ul style="list-style-type: none"> <li>• Strategic Plan Southern CA, 9/14/16, Update</li> <li>• Strategic Plan Northern CA, 10/5/16</li> </ul>	Barker reported that the Southern California strategic planning session was dynamic and included a good group of people. Next week, will start brand new at the Northern California strategic planning session. Once both sessions are complete, the discussion points will be assembled and taken to the Board for prioritization and goal setting for 2017 and 2018.		
X	Next Meeting : December, 2016	The next meeting was scheduled for Friday, December 9, 2016		Meeting notices will be forwarded to the board and vice presidents.

XI	Adjournment	Barker adjourned the meeting at 8:54 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