



**ATTACHMENT C**

**CALIFORNIA SOCIETY FOR HEALTHCARE ENGINEERING, INC.  
BOARD OF DIRECTORS MEETING**

Holiday Inn on the Bay  
1355 North Harbor Drive  
San Diego, CA 92101  
(619) 232-3861  
Wednesday, April 18, 2007  
5:00 ~ 7:00 p.m.

**MINUTES**

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Present: Bruce Peterson, state chair  
Thomas Schipper, vice chair  
Martin Schoonderwoerd, state secretary  
Patrick Silvestri, state treasurer  
Timothy Rielly, immediate past chair  
Mitch Greer, Central Coastal president  
Chuck Peek, Central Valley president  
Mark Nelson, Inland president  
Bud Rogers, Inland vice president  
John Babb, Kings River president  
Gary Sparks, Los Angeles president  
Darryl Wilson, Los Angeles, vice president  
Dan James, Northeastern, president  
Charles Witcher, Northeastern, vice president  
Joseph Henry, Orange County, president  
Rick Barker, Redwood, president  
Tom Minard, Redwood, vice president  
Raul Franco, San Diego, president  
David McIntosh, San Diego, president  
Joyce Jones, CSHE Program Manager

**TOPIC**

**DISCUSSION**

**ACTION**

**DATE**

Call to Order

Peterson called the meeting to order at 5:05 p.m.



<u>TOPIC</u>	<u>DISCUSSION</u>	<u>ACTION</u>	<u>DATE</u>
Proof of Meeting Notice		Sent April 11, 2007	
Establishment of Quorum		Established	
Approval of Agenda	Agenda was approved as presented.	Approved	
Board Minutes December 7, 2006	The December 7, 2006 minutes were approved as presented.	Approved	
CSHE Officers Election Results	Peterson reported the results from the executive committee election: Thomas Schipper, CSHE State Chair Martin Schoonderwoerd, CSHE Vice Chair Patrick Silvestri, CSHE State Secretary Michelle Malone-Keith, CSHE State Treasurer	At the CSHE Annual Banquet on Thursday evening, Jerry Metcalfe, CSHE Past State Chair will swear in the new officers for 2007 ~ 2008.	4/18/07
Financial Report			
<ul style="list-style-type: none"> <li>Year-end 2006 Financial Report</li> </ul>	Silvestri reviewed the 2006 Financial Report with the board. The organization is financially stable and continues to work toward the board approved 1 ½ times annual operating budget in reserves.	The report was approved as reported	
<ul style="list-style-type: none"> <li>First quarter 2007</li> </ul>	Silvestri reported that the first quarter revenue would be high prior to institute expenses being paid.	Financials on track with proposed operating budget.	
<ul style="list-style-type: none"> <li>CSHE 2007 Budget</li> </ul>	CSHE 2007 operating budget was accepted pending review and possible amendment.	WHAT WAS TO BE REVIEWED???	
<ul style="list-style-type: none"> <li>CSHE 2007 Chapter Budgets</li> </ul>	The 2007 Chapter Budgets were reviewed and discussion and confusion ensued regarding a possible formatting problem.	Silvestri & Peterson agreed to review and report at the next meeting if there were any inconsistencies.	
Committee Activities Reports			
<ul style="list-style-type: none"> <li>Education Chair</li> </ul>	Nelson reported the activities of the education committee:		



- The first Northern CA Mid-Year Seminar will take place in Concord on 10/18/07. Two educational tracks will be offered with the Management and Technical Hands-On. The brochures have been sent and additional marketing will be done via email and mailers.
- MECH Study Group has concluded and 19 will be taking the test at institute on Friday.
- CHFM Study Group will commence on April 26 with ten candidates.
- Potential chapter programs are being developed to assist officers with their educational programs.

Peterson expressed appreciation to Mark and his committee for setting up the Northern CA conference in Concord and encouraged chapters to promote the \$80 educational event.

- Publications

Peterson reviewed the News scheduled and reminded the directors that articles were due to the office by May 18<sup>th</sup>.

#### Staff Report

- Membership

Jones reported that membership as of 3/31/07 was 787 down from March 2006. Teri Frost, database administrator, has inactivated members who have not renewed within sixty days. With removal of 60 day delinquent members, the database reflects a more accurate membership numbers.

Chapters were encouraged to implement a program to contact members via email/phone or fax regarding failure to renew.

- Gold/Silver Sponsor Status Report

Coast Environmental has become a gold sponsor. RealEnergy and NEEC have discontinued their sponsorship.

- Program Manager Quarterly Report

Program Manager first quarter report was in the packet

- Legislative Update

Mr. Richter will report the legislative update during his presentation on Friday morning.

#### Annual Institute

- 2007 San Diego Institute

The registration for institute is 275 including exhibitors with sixty table tops. The banquet and awards ceremony will be held at the hotel. The USS Midway will be closed to the public and attendees will be able to board at 6:30 p.m.

Peterson encouraged all the board members to visit each booth at the exhibit show.



- 2008 Burlingame Chair Selection

The contract has been signed with the Embassy Suites in Burlingame. Peterson asked for nominations for the 2008 institute chairmanship.

Rick Barker, president Redwood Chapter will chair the 2008 institute.

#### ASHE Update

- ASHE Region 9 Report
- Selection of 2007 Complimentary Registration

- Schoonderwoerd reported that Leo Gehring, ASHE President, will speak at the Friday morning session of the institute.
- The new ASHE leadership will be focused on members and chapter relationship in 2007.
- ASHE will be announcing this summer the CHFM "tickets" to chapters for free testing. Marty will disseminate the information to the CSHE Education Committee.
- ASHE & JCAHO have requested an interpretation from NFPA on concurrent satisfaction for two and four hour load testing. Marty will keep the board updated on and possibly a News article regarding the outcome.

#### Robert Mack Scholarship Report

Metcalf, CSHE Past President and Robert Mack Scholarship Trustee Chair, gave the board a history of the Mack Foundation. He urged the board to distribute applications which will be sent in the fall. Applications for the four scholarships will be selected in early 2008 for presentation at the institute.

Metcalf reported on the financial status of the foundation and that the foundation incurs annual operating expenses of \$3K, with approximately \$100K in CD's. He informed the board that their only source of revenue is CSHE and implored the board to be generous with their contributions to the trust.

Tim proposed that the contribution to the foundation should be according to the approved formula. After much discussion and because the approved formula could not be remembered and had not been utilized, the board voted and approved to donate \$10K to the Robert Mack Scholarship Fund.

The board requested that Jones locate the board approved Mack Scholarship formula.



#### Old Business

- Robert Mack CSHE Reimbursement Award

The criteria for the CSHE Reimbursement Award will be returned to the Robert Mack Trustees for approval. The first award is scheduled for April 2008. The News will carry an article regarding application criteria later in 2007. Peterson

#### Adjournment

Prior to adjournment, the board approved a bonus for Jones to be presented at the annual banquet.

Meeting adjourned at 6:57 p.m.

Minutes respectfully presented:

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Martin Schoonderwoerd, CSHE State Secretary