

**California Society for Healthcare Engineering, Inc.
Board of Directors Meeting
Sacramento, California**

Date: April 28, 2004

Time: 5:30 PM

Present: Ted Beshwate, Tim Rielly, Martin Schoonderwoerd, Vince Scoccia, Tony Moddesette, Bruce Peterson, Dennis Campbell, Patrick Silvestri, W. Thomas Schipper, Manual Bravo, Rick Barker, Charles Riddle, Brian Madsen, Gary Sparks, Dan James, and Ken Gomez.

Absent: Mike Lewis and Duane Oberquell.

Staff: Joyce Jones and Roger Richter.

TOPIC	DISCUSSION	ACTION	F/U DATE
CALL TO ORDER	The meeting was called to order at 5:30 P.M., by Tim Rielly.	Informational.	
PROOF OF MEETING NOTICE	Confirmed.	Informational.	
ESTABLISH QUORUM	Established.	Informational.	
APPROVAL OF AGENDA	Approved.	Motion passed to approve.	
APPROVAL OF MINUTES	Meeting February 18, 2004.	Motion passed to approve.	
EXECUTIVE COMMITTEE REPORT	Elections – all elections have been held with the exception of South Bay Counties.	CSHE Board to identify potential officers for this chapter.	
TREASURER REPORT	<ul style="list-style-type: none"> a) The treasurer report was reviewed and approved. b) For the entire year of 2003, CSHE made \$37,772.19. c) Year to date for 2004, CSHE has made \$17,736.18. d) Discussion was held on whether we should have 3 years or 5 years worth of CDs. e) The Redwood Chapter held a mini-golf tournament to raise funds for the Bob Mack Foundation and CSHE. Total donations were \$1,444.80; CSHE received \$269.80; Bob Mack Foundation received \$1,175.00. 	<ul style="list-style-type: none"> a) Motion passed to approve. b) Informational. c) Informational. d) Motion passed to approve for 5 years worth of CDs. e) Informational. 	
EXECUTIVE DIRECTOR REPORT	Roger Richter gave an update on the following subjects: <ul style="list-style-type: none"> a) CPAC promotion through CSHE. b) Glutaraldehyde exposure limits are going to be reduced from .2 PPMs to .05 or .015 PPMs. c) TB Fit Testing will become an annual requirements per OSHA regulations. 	<ul style="list-style-type: none"> a) Informational. b) Informational. c) Informational. 	

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MEMBERSHIP REPORT	Membership as of December 2003 was 743; membership as of April 2004 is 748.	Chapter Presidents to continue to address each loss individually to determine reasons.	
NEWSLETTER	Newsletter schedule for 2004 was distributed to all board members.	Informational.	
ANNUAL INSTITUTE	<ul style="list-style-type: none"> a) 2004 Institute to start tomorrow, April 29th. b) Discussion was held regarding 2005 Annual Institute to be held in New Port Beach. c) Discussion was held regarding 2006 Annual Institute to be held in either San Diego or San Francisco. 	<ul style="list-style-type: none"> a) Informational. b) Will be discussed at next Board Meeting. c) Will be discussed at next Board Meeting. 	
ASHE REPORT	<ul style="list-style-type: none"> a) Martin Schoonderwoerd is running for the Region 9 Representative position. b) The "Green" Building Design was discussed. c) USP 797 Pharmacy Manufacturer Specifications was discussed. 	<ul style="list-style-type: none"> a) CSHE will recommend supporting Martin Schoonderwoerd in his election bid. b) Informational. c) Informational. 	
GOLD SPONSORSHIP	Have 1 new Gold Sponsor (Siemens).	Board and staff.	
OLD BUSINESS			
1. MECH Certification Program	Chip Riddle has developed a redesigned program that he will be testing with a "test group" of engineers to determine its viability.	Chip Riddle to advise Board of results when testing is complete.	
2. Inland Chapter Elections	New officers elected. State Office notified of the election results.	Informational.	
3. Board of Directors Insurance	State Office still soliciting bids.	CSHE staff to secure premium cost for coverage.	
4. CHA/OSHPD Meeting	Current status: OSHPD is stream-lining their approval process and the TIO process.	Tony Moddesette to report any updated status at next meeting.	
5. CSHE Educational Programs, North/South	Board is still discussing the possibility of holding yearly educational sessions in the north and south sections of California. Subjects under discussion are OSHPD Training and Infection Control Issues.	Board will further discuss at next meeting.	
NEW BUSINESS			
1. Mercury Abatement	Board discussion held to potentially identify a Mercury Abatement speaker for the Chapters or for the next Annual Institute.	Staff to investigate potential speakers.	

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ADJOURNMENT	No further business discussed. Meeting adjourned at 7:00 P.M. Next meeting to be scheduled for July 30, 2004 at 8:00 A.M. (conference call).	Joyce Jones to notify all Board Members with details.	
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These minutes represent the writer's understanding of the items discussed.

Patrick Silvestri
CSHE State Secretary