



ATTACHMENT C

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

Date: October 20, 2004

Time: 7:30 a.m. – 8:30 a.m.

Present: Tim Rielly, chair; Bruce Peterson, vice chair; Patrick Silvestri, secretary; Tom Schipper, treasurer; Tony Moddesette, immediate past chair.
Board Members: Ted Beshwate; Ken Gomes, Dan James, Michelle Malone-Keith, Vince Scoccia and Gary Sparks. Randall Ritter for Martin Schoonderwoerd

Absent: Rick Barker, Manual Bravo, Martin Schoonderwoerd and Brian Madsen

Staff: Joyce Jones and Roger Richter.

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>ACTION</u>	<u>F/U DATE</u>
Call to Order	Tim Rielly called the meeting to order at 8:30 a.m.		
Proof of Meeting Notice	Confirmed.		
Establishment of Quorum	Established		
Approval of Agenda	Approved.	Motion passed to approve agenda	
Approval of Board Minutes	Minutes of the July 30, 2004 meeting were approved as presented	Motion passed to approve minutes	
Executive Committee Report	<ul style="list-style-type: none"> Tim Rielly appointed Bruce Peterson to chair the 2005 board retreat planning committee. The ad hoc committee will develop an organization plan for the next two years with emphasis on developing strategies to increase attendance at educational programs, and offering programs for beginning healthcare engineers. 	Selected for the committee were Ted, Dan, Tom, and Michelle. Bruce will develop agendas and schedule planning meetings.	



<p>Financial Report</p>	<p>Tom Schipper reported on the third quarter financial reports, Balance Sheet and Profit and Loss. Currently, the organization has accumulated a profit. The Certificates of Deposit mature in September for the next five years.</p>	<p>Accepted as presented.</p>	
<p>Committee Activities Report</p> <ul style="list-style-type: none"> • Bylaws • Nomination Committee • Publications 	<p>Ted Beshwate reported that the Policy and Procedure Manual is being updated to reflect current procedures. Tony Moddesette reported that the slate is complete with qualified candidates, and he will have the formal acceptance complete before the election. Bruce Peterson reviewed the list of articles for the last issue of the CSHE Engineering News. He asked if there were additional articles.</p>	<p>Election of board officers will take place at the board retreat.</p> <p>Michelle Malone-Keith will be submitting an article regarding the South Bay Counties Chapter meeting.</p>	
<p>Staff Report</p> <ul style="list-style-type: none"> • Membership • 2006 San Francisco • Board of Directors Insurance • Regulatory/Legislative 	<p>Joyce Jones reported that members have increased by 11 since the last quarter. She requested that the chapter presidents continue the personal contacts to delinquent members.</p> <p>The 2006 Annual Institute will be held at the Crowne Plaza in downtown San Francisco.</p> <p>The Policy & Procedure Manual (page 13) stated that directors are to be covered by liability insurance.</p> <ul style="list-style-type: none"> • Roger Richter reported on the certification for Underground Storage Tanks must be completed by December 31, 2004. • The governor's CPReview report will be received in early 2005. • CHA/CSHE Design Task Force on Best Practices will present a draft to the Building Safety Board. It has been well received by architects and structural engineers for consistency of design. • Hospital Administrators understand the role of the IOR. TIO monitoring 	<p>On going retention efforts to continue.</p> <p>Contract to be requested and signed. Motion passed to purchase the director's liability coverage.</p> <p>Mr. Richter will continue to apprise the board of any changes.</p>	



<ul style="list-style-type: none"> • CHPAC 3rd Quarter Report 	<p>John Gillengerten has taken the #2 position, under Kirk Shaffaer at OSHPD.</p> <p>Roger Richter stated that the September report from CHPAC showed CSHE's contribution for the year was \$1,197. He asked for discussion regarding removing CSHE as a contributor.</p>	<p>CHPAC contributions will be added to the board retreat agenda.</p>	
<p>Chapter Reports</p> <ul style="list-style-type: none"> • Chapter Officer Elections • 2005 Chapter Budgets • Los Angeles Seminar 9-23-04 	<p>Tim Rielly reminded the president's that chapter elections need to be completed and the results to the office before December 31, 2004.</p> <p>Chapter budgets for 2005 need to be into the office no later than December 31, 2004</p> <p>Gary Sparks reported that the LA 14th Annual Seminar was a success with a profit of over \$3,000. He was disappointed that facility member attendance was down from last year.</p>	<p>Deadline for budgets December 31, 2004 to the office.</p> <p>Bruce to add facility attendance to the Retreat Planning Meeting Agenda.</p>	
<p>2005 Institute – Newport Beach</p> <ul style="list-style-type: none"> • Draft Program Agenda • HAZMAT Speaker • Facility Registration Fee Analysis 	<p>Joyce Jones reported that a draft of the educational sessions has been completed.</p> <p>Roger Richter reported that Paul Penn from HAZMAT for Healthcare would be willing to speak at annual institute gratis, if allowed to offer an all day presentation prior to the annual institute.</p> <p>The executive committee requested earlier in the year that Joyce Jones develop a financial analysis of costs per participant at institute. The board reviewed the report in regards to possibly lowering the registration fee to attract additional facility members. Discussion ensued regarding keeping the institute profitable, as well as, offering quality speakers.</p>	<p>Draft to be forwarded to the board for their review.</p> <p>Mr. Richter to contact Mr. Penn regarding Continuing Education Units for participants.</p> <p>No action taken.</p>	
<p>ASHE Region 9 Update</p> <ul style="list-style-type: none"> • Schoonderwoerd elected • ASHE Annual Institute – 2005 Anaheim 	<p>Tim Rielly congratulated Martin Schoonderwoerd on his election to ASHE Region 9.</p> <p>With CSHE in California, we will be asked to volunteer in July. Joyce Jones will serve on the ASHE Planning Committee.</p>	<p>Meeting in Chicago October 24-24, 2004</p>	



Old Business Educational Session North/South	Tim Rielly requested that the educational North/South be added to the Retreat Agenda.	Develop new strategies for future educational sessions.	
New Business	Tim Rielly reported no new business.		
Adjournment	Tim Rielly adjourned the meeting at 8:30 a.m.		

These minutes represent the writer's understanding of the items discussed.

Patrick Silvestri
CSHE State Secretary