

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

Date: February 18, 2004

Time: 9:40 A.M.

Present: Ted Beshwate, Tim Rielly, Martin Schoonderwoerd, Vince Scoccia, Tony Moddesette, Bruce Peterson, Dennis Campbell, Patrick Silvestri, W. Thomas Schipper, Manual Bravo, Rick Barker, and Mike Lewis.

Absent: Charles Riddle, Gary Sparks, and Duane Oberquell.

Staff: Joyce Jones and Roger Richter.

| TOPIC | DISCUSSION | ACTION | F/U DATE |
|-----------------------------------|---|--|-----------------|
| CALL TO ORDER | Tim Rielly called the meeting to order at 9:40 A.M. | Informational. | |
| PROOF OF MEETING NOTICE | Confirmed. | Informational. | |
| ESTABLISH QUORUM | Established. | Informational. | |
| APPROVAL OF AGENDA | Approved. | Motion passed to approve. | |
| APPROVAL OF MINUTES | Meeting October 1, 2003. | Motion passed to approve. | |
| EXECUTIVE COMMITTEE REPORT | The Energy Policy has been developed by the consultant and approved by CSHE and CHA. The policy has been sent to all member hospitals. | Informational. | |
| TREASURER REPORT | a) The treasurer report was reviewed and approved. Current balance sheet as of December 31, 2003 reflects \$166,214.17. b) 2004 budget worksheet was reviewed. Total revenue expected is \$196,360.00 with a net profit of \$31,160.00. | Motion passed to approve. | |
| EXECUTIVE DIRECTOR REPORT | Roger Richter gave an updated on the following subjects: a) Update on AB390. b) Fire Life Safety. c) NFPA 5000. d) Plasma Arc Waste Disposal. e) Alcohol vs. Non-Alcohol Based Soap. f) Air Quality Management. g) CQMD. h) CHA-OSHPD Report. | a-h) Informational. | |
| MEMBERSHIP REPORT | Membership rose from 700 in August 2003 to 730 in February 2004. This is a gain of 30 members. | Chapter Presidents to address each loss individually to determine reasons. | |

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

| | | | |
|---|--|--|--|
| NEWSLETTER | Newsletter schedule for 2004 was distributed to all board members. | Informational. | |
| ANNUAL INSTITUTE | a) Annual Institute, scheduled for April 29-30, 2004, is ready to go. Sign-ups for participating is lacking somewhat at this time. 25 of the 45 vendor slots have been filled. b) Discussion was held regarding 2005 Annual Institute to be held in New Port Beach. | a) Informational. b) Informational. | |
| GOLD SPONSORSHIP | Currently have 7 Gold Sponsors. | Board and staff. | |
| SILVER SPONSORSHIP | Currently have 4 Silver Sponsors. | Board and staff. | |
| OLD BUSINESS | | | |
| None | N/A | N/A | |
| NEW BUSINESS | | | |
| 1. MECH Certification Program | Chip Riddle was unable to attend but submitted a written report on the current status. Discussion held regarding the validity of this testing since it does not include California regulations. | Informational at this time. Will be discussed further at next board meeting. | |
| 2. Inland Chapter Elections | The elections are being held in March 2004, a few months behind schedule. The new officers will be identified to the CSHE Office as soon as the election is complete. | Chip Riddle to notify State Office of the names of the new officers. | |
| 3. Board of Directors Insurance | Discussion held regarding the need for Board of Directors insurance. A presentation was also given by a legal consultant about the potential need for this type of insurance. | CSHE staff to secure premium cost for coverage. | |
| 4. Non-Profit Bulk Mailing | The Board agreed to pursue obtaining an USPS Bulk Permit for CSHE. | CSHE staff to prepare documentation and submit request for permit. | |
| 5. CHA/OSHPD Meeting | An ADHOC Committee of CSHE is meeting with OSHPD through a facilitator. Currently dealing with non-argumentative items. | Tony Moddesette to report status at next meeting. | |
| 6. CSHE Educational Programs, North/South | Investigating 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. | |

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

| | | | |
|---|---|---|--|
| NEW BUSINESS (cont'd) 7. New CSHE Website | New website has been updated. Board of Directors reviewed and approved its content. | Informational. | |
| ADJOURNMENT | No further business discussed. Meeting adjourned at 2:30 P.M. Next meeting to be scheduled for April 28, 2004. Board to be notified of time and location. | Joyce Jones to notify all Board Members with details of next meeting. | |

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

Patrick Silvestri
CSHE State Secretary