



**CALIFORNIA SOCIETY FOR HEALTHCARE ENGINEERING, INC.**  
**Fairmont Newport Beach**  
**4500 MacArthur Boulevard**  
**Newport Beach, CA 92660**

**Board of Director's Minutes**  
Wednesday, April 14, 2010  
8:00 to 11:00 a.m.

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**Attendees:**

Martin Schoonderwoerd, state president  
Patrick Silvestri, vice president  
Mark Nelson, state secretary  
Dan James, state treasurer  
W. Thomas Schipper, immediate past president  
Chuck Peek, president, Central Valley  
Mike Cooper, vice president, Central Valley  
John Babb, president, Kings River  
Bruce Peterson, vice president, Kings River  
Bud Rogers, president, Inland  
Tim Hersey, vice president, Inland  
Charles Witcher, president, Northeastern  
Dave Lockhart, vice president, Northeastern  
Joseph Henry, president, Orange County  
Santiago Chambers, vice president, Orange County  
Rick Barker, president, Redwood  
Tom Minard, vice president, Redwood  
David McIntosh, president, San Diego  
Jonathan Huls, vice president, San Diego  
Mike Rijavec, president, San Francisco  
Ray Long, vice president, South Bay Counties  
Roger Richter, executive director, via speaker phone  
Joyce Jones

	<b><u>Item/Subject</u></b>	<b><u>Discussion</u></b>	<b><u>Action</u></b>	<b><u>Outcome</u></b>
I	Call to Order <ul style="list-style-type: none"><li>Quorum Established</li></ul>			Schoonderwoerd called the meeting to order at 8:10 a.m. A quorum of the board had been established.



<ul style="list-style-type: none"> <li>• Approval of Board Agenda</li> </ul>	<p>Agenda approved with noted additions.</p>			
<p>II Consent Agenda**</p>	<ul style="list-style-type: none"> <li>• Proof of Meeting Notice</li> <li>• Membership Statistics 3/31/2010</li> <li>• Gold/Silver Sponsor Status Report</li> <li>• Publication Schedule 2010</li> <li>• Quarterly Operations Report 3/31/2010</li> </ul>	<p>Schoonderwoerd asked the board if they had reviewed the consent agenda and requested any comments.</p>	<p>Marty invited the board to contribute news articles by the deadline.</p>	
<p>III Executive Committee Report</p>	<p>Schoonderwoerd stated that the executive committee had reviewed the board agenda and added the following:</p> <ul style="list-style-type: none"> <li>• Institute Chair 2011</li> <li>• ATS Committee assignments</li> </ul>			
<p>IV Reports for Approval</p>	<ul style="list-style-type: none"> <li>• Board Minutes, February 12, 2010**</li> <li>• First Quarter 2010 Financial Report**</li> <li>• 2010 Chapter Budgets**</li> </ul>	<p>Minutes for the February 12, 2010 board meeting were approved as presented.</p> <p>James reviewed the first quarter financial packet highlighting the Balance Sheet; Profit &amp; Loss Statement, and Certificate of Deposits for the Society.</p> <p>James reviewed the chapter expense budgets for 2010. Los Angeles Chapter report had not been received.</p>	<p>CSHE is financially stable and the executive committee will meet regarding the September maturity date for the CD.</p> <p>Since the LA Chapter had not reported potential expenses for 2010, the board determined that 2009 expenses would serve the chapter for 2010</p>	
<p>V Committee Reports</p>	<ul style="list-style-type: none"> <li>• KR/CV Joint Education Conference</li> </ul>	<p>Peterson reported on the March 9<sup>th</sup> Kings River/Central Valley Joint Educational Conference in Fresno. Curt Douglas, CHA and Cameron Bruce of Cameron Bruce</p>	<p>After the report, Bruce presented to the board his determination to continue the education program for CSHE members in the central</p>	<p>The amount of \$2,500 be allocated to the Kings River/Central Valley Joint Educational (KV/CV) acct.</p>



- 2010 Annual Institute Update

Associates presented at the UCSF Medical School Auditorium. There were 75 attendees and the event was free to hospital engineers. The expenses were underwritten by three levels of sponsorships.

Henry reported the annual institute committee had worked diligently to develop an educational event for management and technical members. Paul Coleman, OSHPD, will present Thursday, and George Mills, TCJ, will be on a panel presentation and the closing speaker on Friday afternoon.

Fifty-nine exhibitors with 21 gold sponsors will be exhibiting on Thursday. Thanks to Rick Barker for obtaining approximately \$12K in sponsorships. Henry asked that the board visit and thank the exhibitors. On Friday, seven MECH candidates will test.

The banquet buses will leave from the front of the hotel at 5:15 and return at 9:00 p.m. for the Marconi Auto Museum.

Henry reviewed the list for speaker introductions.

Peek reported there are 102 golfers registered for tournament, and several hole sponsors. The buses will leave from the front of the hotel at 11:30 a.m.

- 2011 Annual Institute Chair

The 39<sup>th</sup> Institute will take place in San Francisco, and Mike Rijavec will chair.

- LA Seminar 9/23/2010

Neither Wilson nor Sparks were in attendance and there was no LA Seminar report.

part of CA. The board discussed the possibility and it was determined that the future meetings would have available seed funds of \$2,500 for future events.

Marty thanked Henry for all the committee efforts and congratulations on a successful institute.

Mike will develop his institute planning team for next year



- NCA Seminar 10/21/2010

Barker reported that the NCA 4<sup>th</sup> annual seminar brochures were mailed with the March issue of the CSHE News. The title of the seminar will be "Going Green: Concept versus Reality". At the facility there will be room for 20 vendors and the Buchanan Golf Course has been secured for after event 9 holes of golf.

Northern CA Chapter presidents need to promote attendance at the October Seminar.

## VI Legislative/Regulatory Update

- Legislative Report

Richter reported on SB 499 (Alquist). Tony Moddesette is chair of the HBSB task force. CHA will offer a webinar, which CSHE co-sponsored, in June to educate regarding completing of the OSHPD survey.

Roger requested that the board complete the HC Engineering Advocacy Survey and return to Joyce which will inform him of their real time experience.

Carl Scheuerman, HBSB Committee, and Coleman are seeking hospital input on regulation opportunities for the HBSB Committee.

## VII ASHE Update

- Complimentary Memberships (2)
- Complimentary Annual Conference Registrations (2)

Schoonderwoerd reported that with the ASHE Chapter affiliation benefits, CSHE has two complimentary memberships and annual conference registrations. Silvestri had two employees that would benefit from the ASHE Membership and James and Nelson would be granted the registrations

James and Nelson to be given annual conference registrations.

ASHE is seeking recommendations on NFPA 110 and Marty requested volunteers to participate.

James, Lockhart, Cooper, Long Witcher and Schoonderwoerd



## VIII New Business

- Telephone Conference Calls

Schipper requested the board to compare the verbiage in the board packet for possible updating of the CSHE Bylaws regarding telephone conference calls. It was found that the telephone conference in the current Bylaws did not need expansion or clarification.

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- Special Meetings

Schipper presented verbiage to replace the current CSHE Bylaws requirements for calling a special meeting. The board discussed and accepted the change with one revision.

The approved verbiage will replace the special meetings requirements with the change.

- CSHE Contribution Oversight Committee

Silvestri discussed the past differences between CSHE and the RMSF and that these were mended due to changes in the RMSF policies and procedures. CSHE has developed the following contribution requirements.

- Scholarships would be given only to those in the field of healthcare.
- RMSF scholarship voting must be by blind selection.
- Avoidance of private inurement.

CSHE established a CSHE Contribution Oversight committee to provide recommendations to the board for financial contributions to organizations.

The CSHE Contribution Oversight Committee participants were Barker, Sparks, Henry, James and Peterson) reviewed the proposed 2008 and 2009 contribution to the RMSF.

The committee recommended that funds be distributed to the RMSF in the amount of \$8,411 (\$5,332 for 2008 and \$3,079 for 2009). The board approved the funds to RMSF.



RMSF requested the following from CSHE:

- Solicitation forms would be included with the membership annual renewal.
- A webpage link is developed between CSHE and the RMSF home pages.
- Table at institute to solicit funds for the RMSF.

- Executive Committee Elections

The fall of 2010 will be the nominations and elections for the CSHE Executive Committee 2011-2012. Schipper requested the policies for the nomination committee be forwarded. Tom requested that Bruce Peterson, CSHE Past President, be on the nomination committee. The task of the CSHE Nomination Committee will be to review eligible chapter presidents, (no vice presidents) and evaluate the candidates and present a slate at the last board meeting of 2010.

Tom requested those board members interested in participating on the executive committee contact him.

IX

Next Meeting

Schoonderwoerd requested that Jones schedule the next board meeting in July.

X Adjournment

Schoonderwoerd adjourned the meeting at 10:34 a.m.

Respectfully submitted,  
Mark Nelson  
CSHE Secretary