



DATE: Friday, March 13, 2020
TIME: 12:00 p.m.
LOCATION: Spectrum Engineers

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Matt Lowder	
Kendall Tate	Julee Attig	
Larry Knowlden	Josh MacAvoy	
Ken Casper	Clark Timothy	
Robert Armstrong		
Jared Kenitzer		

NON-ATTENDEES:

Stephanie Winn	Libby Crapo	
Jason Horne	Josh Farber	
Marlin Michaelson		
Brett Dille		

AGENDA TOPICS

Agenda: Josh M. motioned to accept, Julee seconded. Agenda was accepted.

Meeting Minutes from 2/07/2020: Ken motioned to accept, Clark seconded, the minutes were accepted.

Committee Updates:

Education: A notice will be sent out to postpone the Spring Conference and we will re-evaluate the situation next month. It was discussed we try to get 2 more conferences this year. Wait until after the risk is eliminated and when members will be available. Maybe push the next conference until the end of June. It was also discussed we move the St. George conference to the Fall and do a lessons learned from COVID-19. Would like to add a speaker form to the website for suggestions or potential speakers requesting to speak. Committee is looking at doing walk throughs at various facilities or mock surveys, code violations for look and learns. These could be done anywhere in the state to gain education hours. Possibly one a month or multiples in one day. Still looking at scheduling a date for the ATC20 Course– No cost for the course as long as there are 25 attendees. Cost would be just the venue and lunch. Clark to work with Julee on logistics - possibly at the University or LDS.

Logistics: The venues for the Spring Conference have been contacted of the conference being postponed.

Spring/Summer conference date and location TBD. Fall Conference location TBD.

Membership: Moving forward. Membership renewals going well. Forward a list of professional members who have not renewed to Ken, Larry and Josh to contact. Put up posters in hospitals. Looking to generate membership interest with the Certification Classes that we offer. Send invitations to ASHE members in the area that are not USHE members to join.

Treasurer: Treasurer report next month. Been working on Sponsorships. Need budgets from the committees – Education committee to submit a budget increase for review by the board.

ASHE: Application near completion. Allowed to use 2019 Engineer of the year award submittal. ASHE Webinar on COVID-19 next week. Chapter annual report was submitted. Chapter award affiliation package due the end of April – Matt will email out a list of items needed. Need to select Regional Leader award. On track for platinum award. Annual Conference is August 2-5 in Chicago.

Communications: Finalizing newsletter to send out next week. Working with Josh on member spotlights.

Awards will be presented to Heather and Amber at an upcoming Conference.

Sustainability: Forward Kendall a recap of material covered at the conference for the Newsletter. One application received so far for the awards program. A link to be set up on the website for the Energy Awards program application. Robert and Marlin will judge the applications.

IT: Updating the website with Conference information, application for the Energy Awards program and speaker forms.

Awards Criteria

Update 3-13-20: The Board voted and accepted the draft. A draft of the criteria to be sent out to the Board to review and accept. Need to set Criteria for future Eagle Awards, Business Partner and Professional of the Year Awards. Mirror the criteria from ASHE.

Board Member Job Descriptions

Update 3-13-20: In progress – Due at the July Board Meeting

Board members were asked to think about their positions and bring a rough draft of their specific job descriptions to create Policies and Procedures. A Sub-Committee to be formed to review the descriptions and compare with the By-Laws. Any changes to the By-Laws to be presented to the membership.

Spring Conference May 14, 2020 (Postponed)

ASHE Chapter Award Status: On track for Platinum

Education Hours: In order to reach Platinum Status, we will need Look & Learns every quarter. Set up a yearly calendar to lay out meetings, look & learns and Webinars in order to reach the required 24 hours for the ASHE Platinum Award.

Newsletters: USHE must issue 4 newsletters per year.

Membership: USHE must either have 25% of its members also be ASHE members or show a continued growth in ASHE/USHE membership. Reach out to ASHE, Non USHE Members to join.

Temp Controls for OR's

Update 3-13-2020: Tabled for now. Different perceptions out there and might run into complications with corporate policies. May change from a sub-committee to a look and learn or a topic at a future conference. A Sub-Committee to be created to put together a letter of standards to be used in all facilities on Temp Controls for OR's, recommended by USHE. Committee Members: Ken Casper, Josh Farber, Matt Lowder, Robert Armstrong and Clark Timothy, Bill Bonn.

ASHE Worker Certification Class

Possibly invite the Las Vegas group to attend if the Conference is being held in St. George in October. Would turn into a 3-day conference if held in Southern Utah. ASHE has rules and regulations that need to be reviewed. About 30 people at the winter conference showed interest in attending. Class offers training from an instructor for the certification. Suggested we hold the class the day before the 2020 Fall Conference – October 14th. The class has been discounted to \$7,500 for no minimum number of attendees for a full day. Start sending out communications to other organizations to get the best turnout. Include Idaho and Colorado Chapters. Need course description.

New Business:

- **Positive feedback on Winter Conference, but doesn't look like we will receive any money back from the venue change Noah's**
- **Looking for an Education Co-Chair – Clark to create a position form/application**
- **ASHE looking at considering the impact of the Virus for number of education hours for Platinum**
- Create a USHE brochure/poster to hand out to potential USHE Healthcare facilities.
- Create a list of all Utah Healthcare facilities to reach out to for membership.
- (2) Complimentary annual ASHE membership certificates to non-ASHE members
- Region 9 Nominations

Julee motioned to adjourn, Kendall seconded. The meeting was adjourned.

USHE Meeting Calendar:

April 10th: Executive Only Board Meeting

May 1st: Full Board Meeting

Jun 12th: Executive Only Board Meeting

Jul 10th: Executive Only Board Meeting

Aug 14th: Full Board Meeting

Sep 11th: Executive Only Board Meeting

Oct 2nd: Executive Only Board Meeting

Oct 15 & 16th: Fall Conference

Nov 13th: Full Board Meeting

Dec 11th: Executive Only Board Meeting