



**DATE:** Friday, June 12, 2020  
**TIME:** 12:00 p.m.  
**LOCATION:** Conference Call

## USHE BOARD MEETING MINUTES

**ATTENDED BY:**

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

**NON-ATTENDEES:**

Stephanie Winn	Josh Farber	
Jason Horne	Clark Timothy	
Marlin Michaelson		
Brett Dille		

**AGENDA TOPICS**

**Agenda:** Libby motioned to accept, Larry seconded. Agenda was accepted.

**Meeting Minutes from 4/17/2020:** Julee motioned to accept, Kendall seconded, the minutes were accepted.

**Committee Updates:**

**Education:** Waiting to see when the state opens back up. Potential speakers have been contacted and they are ready to go once we can confirm a date. Virtual Look & Learns? Josh F. will share YouTube videos of preparations that have taken place at the VA. Josh also forwarded the Ashrae 170 COVID-19 Guidelines to share. Josh M. to reach out to Doug Bonner for a possible virtual assessment. Hospitals keeping up with regulatory compliance. Clark and Jared to work together to put together virtual look & learns or post videos. 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. It was also discussed we move the St. George conference to the Fall and do a lessons learned from COVID-19. 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:** It is still too early to tell if we will be able to hold the Fall Conference. We will need to make a decision at our August Board Meeting in order to coordinate venue, speaker and catering.

**Membership:** There have been a couple of new members join recently. Kendall and Josh looking for member spotlights. 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:** Libby is currently working on taxes and will have the Treasurer report next month.

**ASHE:** ASHE Award has been submitted. Annual Conference in Chicago has been moved to October and may have virtual portions since travel might still be an issue.

**Communications:** Working on the next Newsletter, need the President's message. Forward any information to Kendall for the Newsletter, to post to FaceBook and send out to the membership. Working with Josh on member spotlights. Awards will be presented to Heather and Amber at an upcoming Conference.

**Sustainability:** The Energy Awards program winner is the facility in Cedar City. The award will be presented at the next conference. The 2020 Chapter Challenge has been cancelled.

**IT:** Jared will work with Clark on posting any videos for education hours. Speaker Application and Board of Directors Call for Nominations form have been uploaded to the Website under the Resources tab.

## **Board Member Job Descriptions**

**Update 6-12-2020:** 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.

## **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 6-12-2020:** 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**

**Most likely will be postponed to Winter or Spring of 2021.** 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. The class has been discounted to \$7,500 for no minimum number of attendees for a full day. Send out communications to other organizations early to get the best turnout. Include Idaho and Colorado Chapters. Need course description.

### **New Business:**

- **Virtual Meetings and Webinars were discussed. Julee to get with Clark and submit information to ASHE on Earthquake Observations by Reavely Engineers for CEU. Once approved, a date will be scheduled. This will be the first virtual Look and Learn and then it was discussed that we hold one every month to gain education hours and provide value to our members.**
- **Need an Education Co-Chair – A Board of Directors Call for Nominations form has been uploaded to the Website**

Larry motioned to adjourn, Ken seconded. The meeting was adjourned.

### **USHE Meeting Calendar:**

**Jul 17<sup>th</sup>:** Executive Only Board Meeting

**Aug 14<sup>th</sup>:** Full Board Meeting

**Sep 11<sup>th</sup>:** Executive Only Board Meeting

**Oct 2<sup>nd</sup>:** Executive Only Board Meeting

**Oct 15 & 16<sup>th</sup>:** Fall Conference

**Nov 13<sup>th</sup>:** Full Board Meeting

**Dec 11<sup>th</sup>:** Executive Only Board Meeting