



DATE: Friday, July 17, 2020
TIME: 12:00 p.m.
LOCATION: Conference Call

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Matt Lowder	
Kendall Tate	Julee Attig	
Josh Mac Avoy		
Ken Casper		
Clark Timothy		
Jared Kenitzer		

NON-ATTENDEES:

Stephanie Winn	Josh Farber	
Jason Horne	Libby Crapo	
Marlin Michaelson	Larry Knowlden	
Brett Dille	Robert Armstrong	

AGENDA TOPICS

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

Meeting Minutes from 6-12-2020: Julee motioned to accept, Kendall seconded, the minutes were accepted.

Committee Updates:

Education: Clark has been in contact with Richard Park with ATG to setup a Webinar on Tuesday, July 28th at 11am on Compliance Management and Technologies during COVID-19. Will get it approved through ASHE for credit. Need a USHE Moderator and technology - USHE to look into getting our own Zoom account. Jared will get pricing and forward to the Board for approval. Clark talked with Rogers Machinery for a possible Webinar on medical air and vacuum pump compressors. Send out a request to other Business partners for potential virtual meetings. ASHE will be doing a lessons learned from COVID-19 webinar that we may also use for a future webinar. Looking into doing 2 Webinars per month – one local and one national was suggested. 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. 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 was decided that we cancel the Fall Conference and lean toward gearing up and focusing on our Winter Conference in February 2021.

Membership: Membership renewal dues for 2021 were discussed and a further discussion and decision will happen at the Full Board Meeting in November. 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: No new costs. Libby is checking on how taxes will be impacted next year and will report next month. Libby is currently working on taxes and will have the Treasurer report next month.

ASHE: Nothing to report. Matt will look into some ASHE contacts for Webinars. ASHE canceled their in-person conference, but still doing the Virtual conference in October. ASHE Award has been submitted.

Communications: Newsletter was sent out. Kendall and Josh are looking for member spotlights. Recognize those facilities managers that have been doing amazing things during the COVID-19. (COVID Champions). Josh will send out a request to Professional Members for a list of those individuals. Julee offered to call and do a phone interview. 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 canceled.

IT: Jared will look into the cost for a USHE Zoom account. Feature webinars on the webpage. 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 7-17-2020: In progress – Due at the August 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 7-17-2020: 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

Matt to reach out to ASHE to schedule the Worker Certification Class for 2021. 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:

- **Need an Education Co-Chair – A Board of Directors Call for Nominations form has been uploaded to the Website – include in the Newsletter.**
- **USHE Leadership Roles changes – The transition usually happens at the Fall Business meeting. Ken suggested we move forward with an informal transition in the fall and do the formal recognition at the Winter Conference. A request for nominations will be sent out in the September Newsletter and nominations will be reviewed by the Board at the October Board Meeting. Once the nominations have been selected the nomination ballot will be sent out to the Membership to vote. The President Elect must have previously served on the Board and be an active ASHE member.**

Josh M. motioned to adjourn, Clark seconded. The meeting was adjourned.

USHE Meeting Calendar:

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