



DATE: Friday, November 13, 2020
TIME: 12:00 p.m.
LOCATION: Zoom Meeting

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Robert Armstrong	Marlin Michaelson
Clark Timothy	Larry Knowlden	Larry Knowlden
Kendall Tate	Julee Attig	
Ken Casper	Elizabeth Currey	
Josh MacAvoy	Libby Crapo	
Jared Kenitzer	Matt Lowder	

NON-ATTENDEES:

AGENDA TOPICS

Agenda: Julee motioned to accept, Libby seconded. Agenda was accepted.

Meeting Minutes from 10-09-2020: Julee motioned to accept, Kendall seconded, the minutes were accepted.

Committee Updates:

Education: Look and Learn scheduled for next week – Case Study TOSH Campus Programming & Imaging Expansion, Jessica to Host. Discussed a possible ‘Open Invite’ to a Look and Learn every quarter to help gain interest in USHE. A December Look and Learn is being planned. Working on speakers for the Winter Conference that will be virtual. The theme will be “Lean Planning and Design”. Discussed having four 45-minute sessions with breakout groups in between that would include vendor spotlights. Also, Trivia/Raffle during the conference to hold interest. Provide lunch? It was suggested we offer a meal voucher to all who register for the conference by the deadline. Lunch sponsorships will be available to the business partners. Still looking for an **Education Co-Chair**. 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 our Winter Conference will be virtual.

Membership: USHE sent out 56 baskets that included a Letter and USHE Poster to healthcare facilities during Hospital Engineering Week. They were well received – 14 people renewed and a new person joined. Our total membership is up from last year. A thank you letter will be sent to Professional Members at the end of the year along with a call for renewal clarifying the value and why to get involved in USHE. A mask with the USHE logo will also be sent out to the membership. We will need an updated contact list to be able to send them out. A USHE Letter will be sent to ASHE members in the area, inviting them to join USHE to grow our ASHE/USHE membership. Ken proposed a President's Challenge - each member that brings on a new member gets a ticket in a raffle. Also, a ticket would be given for Board Member nominations. The drawing would then happen at the conference for a nice prize.

Treasurer: Libby working on the Audit. Finished up the taxes. Working on sponsorships and will be contacting sponsors soon.

ASHE: Matt to put together numbers for tracking Platinum Elite.

Communications: Elizabeth was welcomed to the Board as the Communications Co-Chair. Kendall and Liz to meet and set a game plan to start on Newsletter and get it out mid-December. Joint Commission puts out monthly articles and Ken will forward to Kendall to pull something out to share with the members. Larry will forward to Kendall all ASHE Communications to send out to the general membership. Awards will be presented to Heather and Amber at an upcoming Conference.

Sustainability: Robert reported on the Sustainability Liaison meeting – items discussed were all related to Energy to Care. Suggested USHE sponsor a future treasure hunt at a facility that wants to host. First annual energy award still needs to be presented to the Cedar City facility. IHC facilities received Energy to Care Awards that Larry and Robert will deliver and will also be recognized at the Winter Conference.

IT: Test run the capabilities for the Zoom Conferences. Need to push up the limit to over 100 participants for the Conference. Next Board Meeting will do a Webinar Test. Will look into a raffle option. 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 11-13-2020: In progress – Josh has completed his job description. Clark sent his to Ken for review.

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 Elite

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.

ASHE Communications: USHE must have 24 points from distributing ASHE Communications. Points are given for emailing out any announcement from ASHE to the USHE Membership. ASHE will be sending out 5 topics a month. For every email sent out to the general membership, a point is given.

Temp Controls for OR's

Update 11-13-2020: 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

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.

USHE Leadership Role Changes

Update 11-13-2020: We currently have Several Board position openings. Need to push nominations for President Elect so ballots can be sent out to the membership for a vote. Nominations must be an ASHE/USHE member and have served on the Board. Other nominations needed are Education Co-Chair, Sponsorship Co-Chair and ASHE Liaison Assistant Co-Chair.

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

USHE Meeting Calendar:

Dec 11th: Executive Only Board Meeting

Jan 8th: Executive Only Board Meeting

Feb 12th: Full Board Meeting

Feb 25th: Winter Conference (Virtual)

Mar 12th: Executive Only Board Meeting

Apr 9th: Executive Only Board Meeting

May 14th: Full Board Meeting