



DATE: Friday, December 13, 2019
TIME: 12:00 p.m.
LOCATION: Spectrum Engineers

USHE BOARD MEETING MINUTES

ATTENDED BY:

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

NON-ATTENDEES:

Amber Craighill	Brett Dille	
Lauren Fessler	Marlin Michaelson	
Jason Horne	Josh Farber	
Clark Timothy		

AGENDA TOPICS

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

Meeting Minutes from 11/15/2019: Julee motioned to accept, Josh M. seconded, the minutes were accepted.

Committee Updates:

Education: Theme for Winter Conference: Team Building and Leadership Development. Keynote speaker: Colby Jenkins, former Green Beret US Army. Tracy Stocking - Team building and collaboration on a challenging project. Dave Lockhart - ASHE Region 9 President. Looking for a Leadership Development /Continuing Education speaker. More team building and leadership development. Larry to reach out to possible speakers. Look into Look and Learns for 2020.

Logistics: Layout has been finalized for the Winter Conference at Noah's. Follow up with Josh on survey results. Spring 2020 Conference will be held at Dixie and The Ledges on May 14 & 15. Fall 2020 Conference Location TBD.

Membership: Getting ready for next year renewals - rolling 12 month membership. Star Chapter will send reminders. Looking to generate membership interest with the Certification Classes that we offer. Suggested rate

increase fees – Professional \$100, Associate \$300. Possible discounts for smaller facilities. Cost increase to provide further educational courses for added value, also locations and food prices have been on the rise. Reach out to students/professors and offer memberships at a minimal charge, possibly trade off with their knowledge/speaking.

Treasurer: Need budgets from the committees. Need speaker contracts and W-9's from Bill.

ASHE: Matt attended the Quarterly ASHE Liaison Meeting that was combined with Sustainability/Energy to Care Liasons. Matt to put together a writeup for the newsletter. On track for platinum award. Annual Conference is August 2-5 in Chicago. PVC Conference is March 22-25 in San Antonio.

Communications: Finalizing the newsletter and will get it out next week. USHE Facebook stats and USHE Website stats were presented. Suggestion was made to move from FaceBook to LinkedIn. Suggested putting up posters in facilities. Drawings and contests to gain interest. Kendall Tate, the new Communications Chair attended the meeting. Still looking for a Co-Chair. Forward Heather information for the December newsletter. Heather and Amber will be leaving the board at the end of the year.

Sustainability: Summary of ASHE training to Communications. Post the Energy Awards Program on Facebook and include in newsletter. Robert will roll out the program and report on the Energy to Care website at the Winter Conference. There will be some positive changes with the new challenge. The new Annual Energy Awards program will be rolled out at the Winter Conference and the Awards to be presented at the Spring Conference. Robert and Marlin to judge the Applications. A link to be added to the website.

IT: Added a calendar to the USHE Home page.

Awards Criteria

Update 12-13-19: Ken, Larry and Josh have been discussing and will have something by next meeting.

Update 7-12-19: Josh, Ken and Larry to discuss at the ASHE Conference.

Need to set Criteria for future Eagle Awards, Business Partner and Professional of the Year Awards. Mirror the criteria from ASHE. Larry and Josh F. to review the current criteria for Professional of the Year Award and modify. Larry, Ken and Josh to come up with criteria for Eagle Awards. Jackie and Libby to create criteria for Business Partner Award.

ASHE Chapter Award Status: Received a Gold Elite Award from ASHE

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.

Winter Conference: February 21, 2020

Location: Noah's in South Jordan

Theme: Team Building and Leadership Development

Keynote Speaker: Colby Jenkins, former Green Beret US Army

Partnership on a challenging Project: Tracy Stocking

ASHE Region 9 President: Dave Lockhart

Looking for a Leadership Development speaker

Board Member Job Descriptions

Update 12-13-19: In progress

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.

Temp Controls for OR's

Ken will send out a calendar invite to the Sub-Committee to discuss OR temperatures and humidity. Differences in what the codes require and what the surgeons require. Start in January. 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

Larry contacted Avis for information. 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. Need course description.

New Business:

- Josh Farber suggested Code Blue and nurse call, not a lot of guidance in FGI. Would like to find a speaker to address this.
- Bill looking into the ATC-20 Course – Post Earthquake Safety Evaluation of Buildings.
- Waivers for CHFM Class – Larry asking for 6

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

USHE Meeting Calendar:

January 10th: Executive Only Board Meeting

February 7th: Full Board Meeting

February 21st: Winter Conference

March 13th: Executive Only Board Meeting

April 10th: Executive Only Board Meeting

May 1st: Full Board Meeting

May 14th & 15th: Spring Conference

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