



**DATE:** Friday, January 8, 2021  
**TIME:** 12:00 p.m.  
**LOCATION:** Zoom Meeting

## USHE BOARD MEETING MINUTES

**ATTENDED BY:**

Linda Blair	Robert Armstrong	
Clark Timothy	Larry Knowlden	
Kendall Tate	Julee Attig	
Ken Casper	Matt Lowder	
Josh MacAvoy	David Emery	
Libby Crapo		

**NON-ATTENDEES:**

Elizabeth Currey		
Marlin Michaelson		
Jared Kenitzer		

**AGENDA TOPICS**

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

**Meeting Minutes from 12-11-2020:** Robert motioned to accept, Larry seconded, the minutes were accepted.

**Committee Updates:**

**Education:** David Emery was introduced and welcomed as the new Education Chair. Three speakers have been secured for the upcoming Winter Virtual Conference. Future Look and Learns are being planned, including a big one on April 30<sup>th</sup>. Previous Look and Learns have been posted on the website to view. Clark motioned to approve offering a \$25 gift card at each of the Virtual Look and Learns to keep interest, All Board Members were in favor. Larry suggested giving Sponsors the opportunity to sponsor each event to gain recognition. Provide lunch during the Conference? 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 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:** Julee offered to help support the Virtual Conference in February and help to finalize the Agenda by Jan 22<sup>nd</sup>. Notification to be sent out next week to save the date.

**Membership:** Josh presented the outline of a letter that has been created for the 2021 USHE Renewal rates. A complimentary one-year extension of USHE membership to all Professional Members, a one-time 50% discounted renewal rate to all 2020 Business Partners and a 50% reduction to 2020 Sponsors to renew for 2021. New Professional Member rate would be \$45 for the year. New Business Partners could join at the standard rate. Josh motioned to approve this letter, Julee seconded, no one opposed. The Letter was approved by the Board and will be sent out to the membership. 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 has been working on the Audit. Libby reported the bank account balance is \$113,930. Total bills out were \$421 (Annual Fees). Working on sponsorships and will be contacting sponsors.

**ASHE:** Matt will send out requests for information needed for the Awards package. Update on awards program: Avis is working on how to help Chapters get the points they need by offering bonus points. Need 24 hours for Education. Regional leader award – need a submission before April 1.

**Communications:** Newsletter was sent out December 22<sup>nd</sup>. Kendall is working on preparing an email to send out to the Membership, including the Nomination for Clark Timothy as President Elect for membership vote (A voting pole to be setup on the website). 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:** Time of year to remind facilities to get in an application for Energy projects. The Energy Award will be presented to Cedar City Hospital during the Virtual Winter Conference. Larry is hoping to receive the Energy to Care Awards soon so they can also to be presented to the IHC Facilities during the Virtual Winter Conference. ASHE teaming up with Healthcare without Harm - aimed at healthcare facilities in rural areas that may not have the funds for Energy to Care program. More information to follow. Suggested USHE sponsor a future treasure hunt at a facility that wants to host.

**IT:** Ken to reach out to Jared about a Voting button and a Zoom Virtual practice prior to the Conference. 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 1-8-2021: 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 1-08-2021: 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 1-08-2021: David Emery was introduced and welcomed to the Board as Education Chair. Kit Caldwell did not attend the meeting but was welcomed to the Education Committee. Nominations still needed are Education Co-Chair, Sponsorship Co-Chair, ASHE Liaison Assistant Co-Chair, Membership Co-Chair and Logistics Committee.**

## **By-Law Updates**

It was decided that the By-Laws should be revisited and updated to add wording that includes Virtual meetings. Ken recommended the Board review the By-Laws and bring any suggestions to the next couple of Board Meetings for discussion/approval. Josh to reach out to other organizations regarding By-Law language. Ken to ask Matt to reach out to Avis at ASHE for recommendations.

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

## **USHE Meeting Calendar:**

**Feb 12<sup>th</sup>: Full Board Meeting**

**Feb 25<sup>th</sup>: Winter Conference (Virtual)**

**Mar 12<sup>th</sup>: Executive Only Board Meeting**

**Apr 9<sup>th</sup>: Executive Only Board Meeting**

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