



DATE: Friday, May 7, 2021
TIME: 12:00 p.m.
LOCATION: Zoom Meeting

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Clark Timothy	
Larry Knowlden	Larry Knowlden	
Kendall Tate	David Emery	
Ken Casper	Elizabeth Currey	
Josh MacAvoy	Matt Lowder	
Libby Crapo	RoLynne Hendricks	

NON-ATTENDEES:

Robert Armstrong		
Marlin Michaelson		
Julee Attig		

AGENDA TOPICS

Agenda: Larry motioned to accept, Josh seconded. Agenda was accepted.

Meeting Minutes from 4-9-2021: Clark motioned to accept, Josh seconded, the minutes were accepted.

Committee Updates:

Education: All speakers are lined up for the Spring Conference. Agenda has been finalized and forwarded to Kendall. Keynote Speaker – Lindsey Brackett - Empower yourself and others through a difficult time (hoping attendees will be able to take something from the presentation to utilize in everyday life). Conference Topic is Leadership – Work/Life Balance. Education Committee is working to line up speakers in advance for future Look and Learns/Webinars. Clark suggested we start holding In-Person Look and Learns as well as the Webinars that would add more Education Hours. Education Committee to start working on Theme/speakers for the Fall Conference that will be In-Person on September 30th. Speakers lined up for Look and Learns/Webinars for June and collecting information for July and August. Larry recommended having the President of ASHE to come and speak at the next in-person conference. David stated that speaker costs are rising (especially Motivational) and that the Education Budget may need to be increased in order to cover speaker costs over the year. We will re-visit as we plan future

Conferences. 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 logistics - possibly at the University or LDS.

Logistics: Julie has decided to leave the Board and proposed RoLynne Hendricks from Spectrum as her replacement. RoLynne attended the meeting and introduced herself. Ken motioned to approve RoLynne as the Logistics Chair, Larry seconded, no one opposed. The Board was all in favor and welcomed RoLynne to the Board of Directors. The next Board Meeting will be held at Spectrum Engineers on June 11th. It was decided that the Fall Conference will be In-Person and will be held on September 30 and Golf on October 1. RoLynne to start looking at venues.

Membership: Nothing new to report.

Josh to send Ken a list of the new members to welcome. It was suggested that we include new member names in the Newsletter. Ken to call and welcome them and inquire how they heard about USHE to give out any referral tickets for the President's Challenge. Professional members have extended out for 2021 with the complimentary one-year extension. Those who had already paid, were extended through 2022. 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. 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 professional member gets a ticket in a raffle. Also, a ticket would be given for Board Member nominations. The drawing would then happen at the fall conference for a nice prize.

Treasurer: Libby needs the Speaker Contract and W-9 from Keynote Speaker for the Spring Conference.

Committees to notify Libby if an increase is needed. Discussed a budget for the Facilities Week Gift Baskets for 2021 (Promotions budget – approx. \$6,000).

ASHE: ASHE Conference August 8-11 in Nashville. Ken checking on Waivers from ASHE. Need 3 attendees at the Leadership Meeting on Sunday. Ken, Larry, Matt and possibly Clark to attend. September 15-17 will be virtual for those who cannot travel. Promoting Education opportunities by ASHE.

Communications: Sent out communications for the Conference. Send out a separate email for each notification from ASHE for Communications points. Kendal and Liz to meet to start preparing the next Newsletter. Kendall proposed considering non-members to attend the Webinars at a small charge to increase membership. The Board approved and we will test it out on the next Webinar. 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.

Sustainability: No new updates.

2021 Energy to Care Awards may still resume. The Chapter Challenge remains cancelled. Robert would like to show the new Dashboard to the membership at a future conference or a possible Energy Star/Energy to Care Look and Learn. Find a location to host a Treasure Hunt sponsored by USHE. 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.

IT: Still looking for a replacement for Jared.

Kendall and Julee have access to the website and Star Chapter. Kendall and Julee to tag team the website until we can get a new Board Member for IT Support and Historian. Edited the website for members only to view past webinars and

conferences. Link to download presentations. 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 5-7-2021: 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 5-7-2021: 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 5-7-2021: Nominations needed for IT Support/Historian, Education Co-Chair, Sponsorship Co-Chair, ASHE Liaison Assistant Co-Chair, Membership Co-Chair and Logistics Committee.

By-Laws Updates

Update 5-7-2021: By-Laws review and update to occur when we can meet in person. 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.

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

USHE Meeting Calendar:

May 13th: Virtual Spring Conference

June 11th: Executive Only Board Meeting (Spectrum Engineers)

July 16th: Executive Only Board Meeting

August 13th: Full Board Meeting

September 10th: Executive Only Board Meeting

September 30th, October 1st: Fall Conference

October 15th: Executive Only Board Meeting

November 12th: Full Board Meeting

December 10th: Executive Only Board Meeting