



DATE: Friday, June 11, 2021
TIME: 12:00 p.m.
LOCATION: Zoom Meeting

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Clark Timothy	
Larry Knowlden	Matt Lowder	
Kendall Tate	David Emery	
Ken Casper	Robert Armstrong	
Josh MacAvoy		
RoLynne Hendricks		

NON-ATTENDEES:

Elizabeth Currey		
Libby Crapo		

AGENDA TOPICS

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

Meeting Minutes from 5-7-2021: Larry motioned to accept, Josh seconded, the minutes were accepted.

Committee Updates:

Education: Fall Conference Theme will be Career Development. Education committee reaching out for speakers. Clark to contact Dave Lockhart to speak. Also reaching out to a motivational speaker. Challenges facing – speakers not committing. Hybrid Conference for Fall was discussed to include people who cannot attend in person. Spring Conference Feedback was good. Looking for Look and Learns for July. Larry suggested Hunt Electric for Arc Flash Training. Ken suggested Fire Door Solutions.

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. 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 and RoLynne will be meeting next week so Julie can download the Logistics Chair responsibilities to RoLynne. RoLynne also suggested holding a Hybrid Conference for the Fall Conference. RoLynne to look into a professional AV Company to handle the presenting. Marshall Industries or IDEACOM was suggested since they are members of USHE. RoLynne looking at venues. The Board unanimously approved holding the golf for the Fall Conference at Top Golf and the Spring Conference will be at a Golf Course as normal.

Membership: New members have joined and Josh will forward their information to Ken, Larry and Clark to contact them and welcome them to USHE. We now have more Professional members than Associate Members which is very positive.

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.

Treasurer: No new updates.

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: USHE received Platinum for 2020, Platinum Elite was not offered in 2020. Matt reported from the ASHE Meeting - Code updates benefit all Professional Facility Members. Education opportunities from ASHE on website under Learning Center. ASHE offers various Webinars. ASHE is creating a Handbook for best practices. ASHE offers many resources. Received 2 vouchers for the upcoming ASHE Conference on August 8-11 in Nashville. 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.

Communications: Kendall is working on the next Newsletter for the end of the month. Kendall to include the President's Challenge information in the Newsletter. Kendall will order shirts for new Board Members. Kendall updating the Org Chart. The conferences have been uploaded to the website. Kendall is updating information on the Website and doing an awesome job at staying on top of all the information updates. 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: New features on the Energy to Care website and will forward information to Kendall for the Newsletter. Next ASHE Conference theme is Sustainability.

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 has been updating the website until we find 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 6-11-2021: 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..

ASHE Worker Certification Class

Matt to reach out to ASHE to schedule the Worker Certification Class for 2022. 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 6-11-2021: Kendall to include a request for nominations in the Newsletter. Nominations needed for IT Support/Historian, Sponsorship Co-Chair, ASHE Liaison Assistant Co-Chair, Membership Co-Chair and Logistics Committee.

By-Laws Updates

Update 6-11-2021: By-Laws review scheduled for the November 12th Full Board Meeting. 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, Josh seconded. The meeting was adjourned.

USHE Meeting Calendar:

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 (Review By-Laws)

December 10th: Executive Only Board Meeting