



DATE: Friday, June 14, 2019
TIME: 12:00 p.m.
LOCATION: Spectrum Engineers

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Larry Knowlden	
Heather Knighton	Jared Kenitzer	
Robert Armstrong	Josh MacAvoy	
Ken Casper	Jackie McGill	
Clark Timothy		
Libby Crapo		

NON-ATTENDEES:

Bill Bonn	Julee Attig	Rebecca Weidler
Josh Farber	Matt Lowder	Brett Dille
Marlin Michaelson	Amber Craighill	
Lauren Fessler	Jessica Chappell	

AGENDA TOPICS

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

Meeting Minutes from 5/3/2019: Josh M. motioned to accept, Ken seconded, the minutes were accepted.

Committee Updates:

Education – Clark presented a detailed form for potential speakers to submit and be reviewed by the Board. Speaker contract will remain the same. Reaching out to a couple of motivational speakers for the Fall Conference. Also, working on other speakers. Working on setting up a Lunch and Learn - Possibly Farmington U of U Facility or Sugarhouse Clinic,

Logistics – Fall Conference will be held at Noah’s in South Jordan. Golf in the Fall will be held at Top Golf. Jackie to set up Registration on the website. Looking into locations for Winter Conference.

Membership – Working on including a member highlight in newsletter. Reaching out to Professional and Associate members. Reaching out to Utah Hospital Association, need a letter from Ken and Larry on USHE and the benefits of joining the organization. Also, reach out to care centers/assisted living centers. Membership fees may need to be increased in 2020 to cover costs of conferences and add value (suggested fees - professional \$90, associate \$250).

ASHE – Matt forwarded a report from the second quarter webinar. ASHE is offering a \$100 discount for all USHE members to attend the upcoming ASHE Conference in Baltimore in July – Matt, Larry and Ken to attend the Leadership Meeting. Marlin and Clark will also be attending the conference. USHE to help with some of the costs for the Leadership. Ken and Larry talking to Corporate Sponsors (Grainger and CAT). Will talk to more vendors at the ASHE Conference.

Communications – About 50 percent of people are opening communications. Working on the next newsletter to send out next week and include a re-cap of the Spring Conference – Jared uploaded photos to the website. Heather to contact members and write an article about the conference, including Vendor Spotlight, Awards presented and any highlights. Feedback from the conference has been requested. Heather to change the format of the newsletter to try and get more people to read it. Add more ASHE info when posting to Facebook to gain interest.

Sustainability – Waiting for results of the chapter challenge. Sent out an email to hype up next year's challenge. Present a couple of energy to care reports at the Fall Conference. USHE Energy awards were suggested to incentivize members to participate in sustainability projects. Recognize energy savings and present an Award and/or Certificate. Larry motioned to accept the program. Libby seconded. Robert to set guidelines and criteria to present to the Board at the July Board Meeting. Once accepted, the program will be rolled out to the membership.

Treasurer – Reviewed quarterly budget.

ASHE Leader/Professional of the Year 2019

Update 6-14-19: Professional of the Year award was presented to Clark Timothy and the Business Partner of the Year award was presented to Jackie McGill and Libby Crapo at the Spring Conference.

Awards Criteria

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

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.

Spring Conference Feedback – Have not received many comments back. A physical form will be handed out at the next conference to try and get more feedback on making future conferences the most valuable.

Fall Conference – October 17th and 18th

Location: Noah's in South Jordan, Golf at Top Golf

Theme: The Connected Hospital – IT in hospitals

****The Education committee is working on speakers**

Board Member Job Descriptions

Update 6/14/2019: A couple of job descriptions were submitted, will continue to discuss at the July Board Meeting.

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 at the Fall Conference.

Old Business:

- **Ken suggested a DMV Course or JC Course that would be helpful in preparing for a visit.**
- **Follett/Ice Machines Water Filtration System presentation suggestion – Ken to reach out to Jim at Follett for an August Look & Learn**

New Business:

- **The Meeting Minutes will be added to the website under Resources Tab.**

Libby motioned to adjourn, Robert seconded. The meeting was adjourned.

USHE Yearly Calendar: Capture all Meetings, Conferences, Deadlines

July 12th: Executive Only Board Meeting

August 16th: Full Board Meeting

September 13th: Executive Only Board Meeting

October 11th: Executive Only Board Meeting

October 17th and 18th: Fall Conference

November 15th: Full Board Meeting