

2014 ASHME Annual Meeting Minutes

Alaska Society of Healthcare Managers and Engineers

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

May 2, 2014 @ 9:00AM

A meeting of the Board of Directors (the "**Board**") of the Alaska Society of Healthcare Managers and Engineers, was held on May 3, 2013 9:00AM Alaska Time at the Providence Hospital Pulliam Conference Room.

Directors Present:

Paul Mitchell – President

Jeff Cutler – Treasurer

Chet Bennett – Secretary

Tony Lazenby – Region 2 Board Member

Directors Absent:

Clint Brooks – President Elect

Dave Thompson – Region 1 Board Member

Call to Order

Paul Mitchell called the meeting to order at 9:00AM Alaska Time and Chet Bennett recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

Report of the President

Paul Mitchell reviewed the agenda and welcomed everyone to the meeting. Next, Paul discussed the current status of the chapter and its progress. Paul discussed the monthly lunch and learns and that they are gaining some traction. Paul asked for volunteers of anyone interested to presenting at one of these lunch and learns. Paul noted that the national conference for ASHE is going to be held in August 2014 in Chicago for any attendees that might be interested.

Financial Review

Jeff Cutler provided a comprehensive update on the organization's financial plan and forecast. Jeff also reviewed the chapter's principal financial operating metrics. Discussion ensued. Jeff noted that the organization has \$9.5K in cash on hand and that copies of the balance sheet are available. Payments

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were made for the website upkeep and for several presenters for the meeting. The organization paid into the scholarship fund. After no other questions were raised a motion to accept the financial report was raised and the motion was approved.

Scholarship

Paul opened the discussion about the Scholarship fund in honor of Ed Peck. Tony Lazenby provided the update. Tony expressed that there is a candidate from Anchorage and Fairbanks. The scholarship plaque will live at AMC Engineers and will get updated each year with the names of the recipients.

Election

Paul opened the discussion and identified the board members and discussed the new positions over the next year. Clint Brooks will be moving into the President position and Paul Mitchell will move into the Past President position. Tony Lazenby will be moving into the President Elect position and that each of these positions are to be 2 year terms. Tony will be working on the By Laws over the next year to make sure that the process for elections are followed and well defined. Paul identified the other board positions that were up for a vote to include the Treasurer, Secretary, and the Regional positions. Ballots were handed out for the voting of the board. Ballots were collected and calculated and all nominations were voted in. Those positions and candidates are Paul Mitchell-Past President, Clint Brooks-President, Tony Lazenby-President Elect, Treasurer-Jeff Cutler, Chet Bennett-Secretary, Seth Vance-South Central Representative, and Dave Thompson-Northern Representative.

Open Discussion

Some discussion about the roles of the board came up after the election. A question was raised about the duties of each of the roles and if there was a job description. Paul expressed that the board was working on getting the job duties defined as well as working on a board hand book. Paul indicated that his vision was for the Past President role to be an educational role and that the regional roles were to serve as an advocacy role for AHSME in their respective areas. Paul did indicate that we should have a champion for the annual meeting.

New Business

Clint Brooks is working on with a graphics artist in Fairbanks on the new ASHME logo. Paul gave some insight into the need for changing the logo and that Clint has a couple of concepts in process and had hopes to narrow down the choices in the next month.

Region 10 ASHE Update.

Keith with Region 10 provided an update on ASHE for the group.

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Approval of Minutes

Paul Mitchell presented to the Board the minutes of the previous meeting of the Board for approval, whereupon motion duly made, seconded and unanimously adopted, the minutes were approved as presented.

*Management was excused from the meeting *

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 10:30AM Alaska Time.

Respectfully submitted,

Chet Bennett, Recording Secretary