



DATE: Friday, July 12, 2019

TIME: 12:00 p.m.

LOCATION: Spectrum Engineers

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Larry Knowlden	
Josh MacAvoy	Jared Kenitzer	
Bill Bonn	Matt Lowder	
Ken Casper		
Josh Farber		
Libby Crapo		

NON-ATTENDEES:

Jackie McGill	Julee Attig	Robert Armstrong
Heather Knighton	Brett Dille	
Marlin Michaelson	Amber Craighill	
Lauren Fessler	Clark Timothy	

AGENDA TOPICS

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

Meeting Minutes from 6/14/2019: Josh M. motioned to accept, Ken seconded, the minutes were accepted.

Committee Updates:

Education – Theme for the Fall Conference has been changed to Nuts and Bolts, Fluids and Filters – Non -Structural seismic bracing, Farr Filters, Bio Med, IT Security are topics that are being pursued. Looking for a motivational type speaker, Josh F. will send info to Bill on a possible contact. Suggestion was made to ask Hilti to be the Vendor Spotlight. Create a flier to get out to gain interest, Ken suggested some companies that speak on Joint Commission and/or DMV. 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, Feb 21st. The Spring 2020 Conference will be May 14th & 15th. Fall 2020 will be Oct. 15th & 16th.

Membership – Lauren is back from maternity leave. We have 190 active current members. 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 – ASHE Conference this week. Matt, Larry and Ken will be attending the Leadership Meeting. Important information is received from ASHE at the conferences, need to look for the best way to communicate this information to the membership. It was suggested that Matt forward out the highlights. Ken and Larry talking to Corporate Sponsors (Grainger and CAT). Will talk to more vendors at the ASHE Conference.

Communications – Newsletter was sent out, 73 people opened the email. About 50 percent of people are opening communications. 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 – Need to get W9 from all speakers to include with Speaker Contracts. Preparing the annual report to be presented at the Fall Conference.

IT– Jared added the meeting minutes to the Website.

Awards Criteria

Update 7-12-19: Josh, Ken and Larry to discuss at the ASHE Conference.

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.

Conference Feedback – 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: Nuts & Bolts, Fluids & Filters

Topics: Non-Structural Seismic Bracing, Farr Filters, Bio Med, IT Security, Motivational Speaker

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

Board Member Job Descriptions

Update 7-12-19: In progress

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.

New Business:

- Jim from Follett reached out to Ken and would like to do a presentation on ice machines. Sent over a power point to Ken either at a conference or as a look and learn. Ken to forward the presentation to Bill for review.
- We will be receiving the Gold Award, Larry to pick up at the ASHE Conference.
- The Education Committee will be sending out a 'call for speakers' to the membership ahead of time for future conferences.

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

USHE Yearly Calendar: Capture all Meetings, Conferences, Deadlines

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