

**WSHSC BOARD MINUTES**  
**12/02/16**  
**Group Health Tukwila and Online**

1. All Board members in attendance!!!
2. Approved minutes from 08/17/16 meeting with one change – Change from agenda to minutes.
3. Membership - Judith
  - a. 2016 payments – all board members are current with dues payments for their organizations
  - b. Board agreed to apply Valley’s membership toward 2017
  - c. Matt has list of members and will update website
  - d. Liz will post a generic online payment option so it doesn’t have to be changed each year.
  - e. We are missing Evergreen, Overlake and Everett Clinics. Marianne will reach out to Evergreen, Bo has connections at Overlake, and Liz will reach out to Everett Clinics.
4. 2017 Board Members
  - a. Everyone agreed to stay on another year in the same Board positions:
    - i. Alex President
    - ii. Russell Vice President
    - iii. Marianne Secretary
    - iv. Liz Treasurer
    - v. Judith Membership
  - b. Pam Cant’s Replacement: Alex and Russ will meet with LNI to see if person is ok with role and responsibility.
5. Web site
  - a. Board list –Susan Leathers’ bio and picture is missing. She will send to Matt.
  - b. [www.wahealthcaresafety.org](http://www.wahealthcaresafety.org) - Please look at your board member bio and information and let Matthew know if changes are needed.
  - c. [www.healthcaresafety.org](http://www.healthcaresafety.org) –Owner is asking \$1483.00 to purchase. He actually raised the price this year, most likely to cover costs to retain the name. We are not interested.
  - d. Reminder – please send pictures to Matthew –Please remember we need to identify people and dates. Obtain permission of non-board members to post their picture. We still need someone to oversee permissions for pictures.
6. Financial status report – Liz
  - a. 2015 Audit of the financial books: Alex had one question about two GoDaddy payments. Matt investigated and reported:

- b. I took a look our account history... looks as though we paid for the interface (SSL), the content hosting, and 3 domain names.
- c. We should be a good until next year for most, 2018 for hosting.

Receipt number	Order date	SKU	Product name	Name	Unit price	Today's price	ICANN fee	Qty	Length	Extra disc.	Subtotal amount	Shipping and handling amount	Tax amount	Order total	Currency	First name
909034240	2015-12-05T12:18:08Z	13605-1	Standard SSL Renewal (2 Years) (annual)	wahealthcaresafety.org	139.98	139.98	0	1	2 year(s)	0	139.98	0	0	139.98	USD	Rob
884942177	2015-10-04T11:54:09Z	52004-1	Hosting - Web - Economy - Linux - US Region - Renewal - 3 years (recurring)	wahealthcaresafety.org	251.64	251.64	0	1	3 year(s)	0	251.64	0	0	251.64	USD	Rob
884942177	2015-10-04T11:54:09Z	10067-1	Bandwidth Renewal (recurring)		0	0	0	1	1 month(s)	0	0	0	0	251.64	USD	Rob
830834435	2015-05-18T09:27:34Z	12013-1	.NET Domain Name Renewal - 2 Years (recurring)	WAHEALTHCARESAFETY.NET	34.34	33.98	0.36	1	2 year(s)	0	34.34	0	9.12	104.14	USD	Rob
830834435	2015-05-18T09:27:34Z	12113-1	.ORG Domain Name Renewal - 2 Years (recurring)	WAHEALTHCARESAFETY.ORG	34.66	34.3	0.36	1	2 year(s)	0	34.66	0	9.12	104.14	USD	Rob
830834435	2015-05-18T09:27:34Z	10102-1	.COM Domain Name Renewal - 2 Years (recurring)	WAHEALTHCARESAFETY.COM	26.02	25.66	0.36	1	2 year(s)	0	26.02	0	9.12	104.14	USD	Rob

7. 2016 balance and report

- a. \$8138.93 for checking and \$9748.42 in cd. Few reimbursements to finish 2016.
  - b. Board voted unanimously to keep 2017 dues the same
8. Review of 10/31/16 Program – first time we tried a Monday and the turn-out was not good. Board felt Mondays are hard to break away and hope to avoid scheduling in 2017. The program itself was well received and we made good improvement over the years to engage members in discussion and problem solving.
9. According to agenda, Board brainstormed topics for 2017 programs. The following are the proposed line up with point persons assigned, dates and locations.

- a. Q1 3/31/17 Emergency Management
  - i. New CMS Standards- Marianne to ask Region X office if there is a local person to present
  - ii. Bo will see if the Florida NightClub shooting presenter is able to fly out and present.
  - iii. Add Hazardous Drug Standard update
  - iv. Provide building post damage assessment resources
  - v. Providence teleconference network (Bo)
- b. Q2 6/30/17 Water Treatment and Management: The UW Story
  - i. Larry will ask Rob Hinton and both will present their unique perspectives of managing the Legionella investigation and managing hospital command
  - ii. Include Interim Hazardous Drug Rule program
  - iii. Group Health teleconference network
- c. Q3 9/29/17 Speed Learning
  - i. In person- Marianne to seek Cherry Hill space
  - ii. Anesthetic/Chemical Monitoring – Russ
  - iii. Doing more with less - Alex
  - iv. NFPA 2012 - Matthew
  - v. Risk Assessment - Marianne to ask Susan Upton
  - vi. Hazardous Waste - Chad

- vii. Workplace Violence Prevention - Jean to secure table host
- viii. Suggested we not only have breakfast but bring in box lunches and encourage networking afterwards - we have the money and it would be a nice treat for members
- d. Q4 10/31/17 Safe Patient Handling and Ergonomics
  - i. Jeanne Ryan- sharing Swedish's correlation with training and injury numbers; how to get staff trained
  - ii. Alex will ask LNI's Rick Doggens
  - iii. Russ will ask Jessica for ergo/lean designs
  - iv. Group Health teleconference network
- e. Marianne will create a Save the Date flyer for Judith to send out after New Years for 2017 dues solicitation

10. 2016 Awards (presented in 2017) – Judith will send out notice with 3/1/17 deadline. Board agreed to keep everything the same from previous years.

#### 11. Open Forum

- a. Board agrees to have Marianne send out thank you for volunteering letters. Marianne to send out Board membership list to make sure direct report and address are correct.
- b. Marianne reminded Board that we need to review/reapprove bylaws. Alex will add to next meeting agenda.
- c. Thank you all for your expertise and great teamwork! We got this all done in 90 minutes!
- d. Happy Holidays!