



Missouri Society for Healthcare Engineering 2011 Board Meeting Minutes

Board Meeting was held on November 10, 2011, at the Missouri Hospital Association Annual Conference, Tan-Tar-A Resort, in the Magnolia Room.

MOSHE Board Members present: Martin Grabanski, Mike Bock, Chris Viviano, Brad Taylor, David Jones, Linda Marie Grawl, and Barbara Warneke.

Business Meeting – Martin Grabanski called the meeting to order. The minutes from the Board Meeting on October 19, 2011, were approved by a motion from Chris Viviano, second by Linda Marie Grawl.

Treasurers Report – Doug Ruble, not present

The financial reports were attached for the Board to review. Martin initiated discussion of 2012 budget needs. The Board members present discussed Barb's time. Barb prepared a summary of responsibilities and hours to date for the year. Based on her history and the anticipated growth in 2012 with the number of programs doubling, the Board approved her hours increasing from 32 to 50 hours per month with a 5% increase in the hourly rate.

The Board directed Barb to contact MHA on the following:

- Accounting definition of all the expense categories used in the budget
- Find out if MOSHE can code the invoice expenses
- Send monthly statements to Doug and Barb with an itemized list of all MOSHE income and expenses
- Checks for all events will be sent directly to Barb. After including the check information on a spreadsheet, the checks will be sent to MHA, registered mail, return receipt requested

Barb will develop receipts to hand out at events for those paying at the door either by cash or check.

Barb will open a PO Box number and include the current MOSHE President as name on account. Since all the Committee Chairs were not present, the discussion will continue at the next Board meeting to finalize the 2012 budget.

Committee Reports

Membership – Jerry Bender, not present

Martin reported a 31% growth in membership this year. We are currently at 193 members.

Golf – Fred Waldrop – not present

We are receiving proposals from other golf facilities for next year. A decision needs to be made soon on where the event will be held. Committee members need to be chosen. We have not received sponsor fees from all sponsors for this year's golf outing. There are still golfers that have not received their shoes. Barb will get a list from the Country Club and follow up. Invoice for shoes will not be paid until everyone receives their shoes.

Education – Chris Viviano

Chris reviewed the preliminary schedule for next year. Effective next year, we will begin enforcing a fee to anyone attending programs that are not members. This information will be included in the next newsletter.

Scholarship – Mike Bock

The Board approved three scholarships for next year and agreed not to contribute any dollars to ASHE conference related expenses.

Advocacy – Dave Jones

David will have a committee meeting next week at which time, the committee will determine how to proceed.

Nominating – Gary Thompson, not present

No report

Communication/Marketing

Martin has agreed to continue at the Chair for the Communication/Marketing Committee. We need to continue to recognize our partners on the website for their support. We will set up a time frame based on the dollar value for our Partners to appear to have their logo and website link on our website as well as recognized at the Education Programs.

Member Survey

A draft of the member survey was distributed. Everyone will review and comment at the next Board meeting.

Open Forum

The development of a Sponsorship Committee was discussed but nothing was decided at the time.

We received two Complimentary Annual Conference waivers for the President and President Elect to attend the conference, three Complimentary Membership Application Forms and CHFM Waiver Request from ASHE. An email will be sent to members for members to send their names into a lottery drawing which will be done in December.

The next Board meeting is scheduled for December 21, 2011, from 9:00 to 10:30 am at SSM St. Joseph's, St. Charles, MO.

Respectfully submitted,
Barbara Warneke
MOSHE Secretary