



Annual Business Meeting Minutes
Friday, September 16, 2005

- I. Call to Order.** Meeting called to order at 840am by Greg Smith, Chairman.
- II. Approve Minutes of 2004 Annual Business Meeting.** Motion Nelson, 2nd Logas. The 2004 minutes were approved unanimously.
- III. Treasurer's Report.** Keith Carlson, Secretary/Treasurer reported on the audited balance as of 1/25/05. Motion Steiert, 2nd Weber. All ayes.
- IV. Chapter Reports**
- Arrowhead Chapter: Keith Carlson*
- Added seven new members.
 - Held education session with HRSA MDH and IAQ reps on Isolation Capacity/Negative Pressure Rooms.
 - Sponsored a presentation on DuroLast Roofing and a factory tour.
 - Awarded Chapter post-secondary education scholarship.
 - Hosted Open Forum Roundtable Discussion session.
 - Planning for Spring and Fall Seminars in Hinckley
- Midwestern Chapter: Gary Boesen*
- Sponsored Asbestos Training with Northern Chapter.
 - Hosted meeting with Andy Striefel/U of M
 - Held meeting with OSHA Training.
 - Busy recruiting new members.
- Northern Chapter: Gary Davis*
- Recruiting new members.
 - Meeting attendance has been up.
 - Participated in OSHA Consultation Session with Midwestern Chapter.
 - Held meeting with MDH/Bemidji Office.
 - Hosted training sessions with Deputy State Fire Marshal Kastella as well as a training session on B & G pumps.
 - Active with Isolation Capacity issues with MDH and Andy Striefel.



Southern Chapter: Greg Smith

- Have been busy with hosting Fall Conference.
- Held 5 regular meetings covering topics including Terrorism, Steam Traps/Water Treatment, Construction IC, Maintenance of Brick.
- Participated in the ASHE Region 6 Spring Conference and sponsored three members to attend.
- Sponsored 8 hour Asbestos Recertification session.
- Toured Schell Brewery in New Ulm.

Twin Cities Chapter: Dave Fashant

- Chapter membership now exceeds 150 and trying to balance regular versus associate membership.
- Held nine meeting this past year which included an educational component.
- Hosted a special meeting in June to cover the HRSA Isolation Capacity issues with MDH.
- Once again held the annual Support Staff Seminar.
- Received the ASHE Gold Award which was presented in Anaheim, CA. Strongly encourage other chapters to pursue this award.
- Mike Logas, Twin City Chapter member, received the Regional Leader Award.
- Congratulations to Gary Hempeck on his 2005 State Health Care Engineering Award.

V. ASHE Region 6 Update: Roger Friesen

- Offered thank you for support in the election for ASHE Region 6 Director.
- Completed the unfinished term of Darrell Lamb.
- ASHE membership is up.
- The Planning, Design and Construction (PDC) Conference will be held in San Diego this year with AIA.
- Construction Certification for Contractors will be held in Minnesota this year.
- Region 6 has always been a strong region and we have strong leadership in Minnesota but we need continued support.
- E Learning utilizing the Angel Software will be the future model to watch for.



VI. Scholarship Awards

Three \$500 Scholarship Awards were drawn from the seven qualifying applications.

* Kathryn Sandgren, Jessica Mattson and Ryan Belen are the 2005 Scholarship recipients.

Update reports were given on the following past scholarship recipients:

* Blaire Dressen: currently pursuing degree in Landscape Design at South Dakota.

* Kris Engesmoe: attended Moorhead State University for general studies and will be attending South Dakota in Nursing Program.

* Ben Andreae: currently in Medical School.

* Stacy Belen: pursuing degree in Criminal Justice.

VII. ASHE Scholarship

* No scholarship was awarded at the Spring Conference held in conjunction with the ASHE Region 6 Conference in Mankato.

VIII. Old Business: None

IX. New Business

* Scholarship Amount. Motion by Steiert, 2nd by Klein to increase the monetary amount of the three scholarship awards to \$800 each. After much discussion, motion carried. Unanimous

* ASHE Scholarship. Motion by Freisen, 2nd by Weber to increase the number of ASHE Scholarships from 1 to 2 and increase the amount of each scholarship awarded to \$1500.00. Motion carried. One nay.

* Hurricane Relief Donation. Motion by Kaspner, 2nd by Thesing to donate \$1500.00 to an organization affiliated with Health Care Engineering in the Gulf Coast Region at the discretion of the Secretary/Treasurer. Motion carried. Unanimous.

* Conference Planning. Information only. Dressen reported on options to facilitate continuity in the planning and operation of the Annual Seminar. More investigation needs to be done before a proposal is made. Will look at the Wisconsin Health Care Engineering model.



* MHCEA Membership Information Brochure. Weber requested we prepare an informational bulletin on the association and potential membership benefits for use in the recruitment of new members for all chapters. Secretary/Treasurer to research and develop sample. No action taken.

* Retired Member Seminar Registration Fee. Motion by Dressen, 2nd by Carlson to waive the registration fee for the Annual Seminar for those members of the association that have retired from their employment with a health care facility but remained as an active chapter member as determined by the individual chapter. Motion carried. Unanimous.

* Financial Audit. Motion by Kaspner, 2nd by Steiert to appoint Mike Logas and Gary Hempeck to audit the financial records of the association. Motion carried. Unanimous.

* Thank you. Information only. On behalf of the association membership, Klein offered his thanks to the Southern Chapter for all their hard work on another successful State Health Care Engineering Seminar.

X. Adjournment

There being no further business, the meeting was adjourned at 9:55am.

Minutes respectfully submitted by Keith Carlson, Secretary/Treasurer, MHCEA