Alberta Chapter (CHES) – AGM Minutes

1.0 ADOPTION OF AGENDA

.1 Ken Herbert called the meeting to order.
.2 The agenda was distributed for review. Agenda was amended as follows:
   .1 6.1 National Report
   .2 6.2 HEAA Report
.3 Motion to accept agenda as amended: Motion by Brian Cleland, seconded by Paul Teterenko. All in favour and carried.

2.0 APPROVAL OF THE 2010 AGM MINUTES

.1 The previous meeting minutes of June 5, 2010 were reviewed on the screen viewer.
.2 Motion to approve the minutes: Motion by Phil Creteau and seconded by Randy Badry. All in favour and carried.

3.0 CHAIR PERSON’S REPORT (PREPARED BY KEN HERBERT)

.1 Another challenging year due to a re-organization in 2011, those highlights include:
   .1 CHES Construction course in Red Deer with over 90 attendees.
   .2 Hosting another course April 19-20, 2012 in Edmonton.
   .3 CHES Alberta is regularly posting on CHES website.
   .4 Mentorship is over 140 paid members.
   .5 Successful Clarence White 2010.
   .6 Healthcare Facility Journal – Winter 2011 Issue featured an article on the Orthopedic Surgery Centre at the Royal Alexandra Hospital.
   .7 Attendance at National CHES Conference in Winnipeg was over 20 with large support from Covenant Health and Alberta Health Services.
   .8 Attended previous two National Conferences also attended two National Board meetings in person and five meetings via teleconference. Attended three Partnership and Advocacy meetings and three governance meetings.
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.9 Reminder that 2012 will be an election year. Nomination forms will be on the CHES website. Elections for Secretary and Treasurer positions plus will seeking names for sub-committees.

.10 Goals for the Upcoming Year:
    .1 Two site tours / meetings
    .2 Spring Education / golf day

.11 Ken named and thanked his fellow executive and committee members with special thanks to Tammy Brady.

.2 See attached report for more details.

4.0 FINANCIAL REPORT (HENRY DOORNBERG)

.1 Reviewed the financial statements on the screen viewer. Henry reviewed the current budget and the proposed budget for the upcoming fiscal year. No questions after presentation.

.1 Motion to approve the financial statements: Motion by Phil Creteau and seconded by Randy Badry. All in favour and carried.

5.0 COMMITTEE REPORTS

5.1 Partnership in Advocacy (Ken Herbert and Steve Rees)

.1 See attached Executive Report for detailed report. Highlights include:
    .1 CHES, ASHRAE & IFMA working together on the release of Benchmarking II.
    .2 Review the 2008 Survey and 2009 Benchmarking report on the CHES website.
    .3 Forward any suggestions or recommendations so that they may be considered in the revision.
    .4 New Benchmarking survey to be released as early as 2012.
    .5 Facilities in Canada-USA-Europe, and Japan have been participating.
    .6 Reminder that Z8000 is now out.

5.2 Communications (Randy Badry)

.1 CHES Website has been updated and is user friendly.

.2 Everybody is encouraged to visit the site and forward any comments to Randy Badry.

5.3 Professional Development / Education Committee Report (Prepared by Jeff Smith)

.1 Medical Gas course has been well received.

.2 Webinar series is nearing completion 3 out of 4 sessions have been held.

.3 Accreditation will happen…?

.4 Preparing to establish the 2013 planning committee for the National Conference in 2015.

.5 Looking for new participation in the 2013 Clarence White conference. Forward your name if you are interested in the committee.

.6 Looking for facility to submit a write-up on their project or facility that would be published in an upcoming Healthcare Facility Journal.

5.4 Membership Report (Glenn Stowkowy)

.1 CHES Alberta Chapter has 146 paid members and 46 unpaid members.

.2 Members are to review the CHES Website to confirm / update member information and to determine if you are current.

5.5 Board Governance (Ken Herbert)

.1 See Ken Herbert’s report.

6.0 NATIONAL REPORT (JJ KNOTT)
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1. Medical Gas course is going well and would like to thank Jeff Smith for his involvement.
2. Reminded attendees of the webinars there is only one remaining at a cost of $30.00. Next year there is an opportunity to get all four at a cost of $100.00.
   .1 Upcoming are Construction and Infection Prevention Control course.
   .2 Now standard that is being worked on is Z8000.0 Preventative Maintenance in Healthcare Facilities.
3. Recognized the Coalition for Green Healthcare for the involvement and participation in healthcare in Canada.
4. Information on membership, 40% of membership in CHES are Associate members.
5. CHES National is looking for stories on hospitals throughout Canada. JJ Knott encourage participation if there was a story that you felt was worthy.
6. Remainder of the National Conference which will be held in Montreal in 2012.

#### 7.0 HEAA REPORT (RANDY BADRY)

1. Randy gave background of North and South Chapters going into hibernation.
2. Both Chapters had funds remaining:
   .1 South $14,165.65
   .2 North $16,366.49
   .3 This money will be transferred in stewardship of CHES-Alberta.
   .4 Looking for interested people to sit on a committee to create terms of reference of creating an educational or bursary program for the use of this money. See Randy Badry for participation.

#### 8.0 BYLAW UPDATE

1. Alberta will follow once National is updated – currently in process.

#### 9.0 ADJOURNMENT

1. Motion to adjourn the meeting: Motion by Bruce Andrusiak and seconded by Randy Badry. All in favour and carried.