This report summarizes the Secretary’s activities from September 2018 to September 2019, including activities as Executive Liaison to the Communication and Membership Committees.

I was honoured this year to be able to attend a CHES Quebec Education session in Montreal in January on behalf of our President as well as attend the CHES Ontario Conference in June. These were both well attended by chapter members. Congratulations to both for delivering successful educational experiences and networking opportunities.

Communications Committee

The communications committee formally met 4 times this year, starting with the in-person meeting in St. John’s, NL in September 2017 and 3 times by conference call. Subcommittees also met by conference call as required.

- Committee Chair: Larry Erwin (Ontario Chapter)
- Vice Chair: Mark McNeil (Maritime Chapter)
- The CHES Journal was published 4 times. Chapters and members are encouraged to reach out with articles or article ideas for the upcoming year.
- NHFEW is October 20-26, 2019.
  - This year materials and templates have been updated and are available on the CHES website.
  - SWAG is available to members to assist with their celebrations, Members can request these items in person at the AGM or online.
- CSA
  - Changes to the CSA subscription are coming in 2020.
  - A subcommittee was formed to better understand upcoming changes and impact to membership.
- Social Media
  - Social media is used to promote CHES activities such as Chapter and National Conferences, share knowledge and promote professional development.
  - Connect with us on LinkedIn
    - Canadian Healthcare Engineering Society (CHES) – from 79 to 152 Connections
    - CHES National Office – from 219 to 382 Connections
  - Follow us on Twitter @CHES_SCISS. #CHES2019, #NHFEW – 225 Followers
- A Communications and Marketing Plan was approved by the Board.
The purpose is to outline communications means and tools while adhering to the Mission and Vision of the Society so to promote CHES and add value to the members while also building the CHES brand and growing membership.

The National Communications Committee is responsible to promote and enhance all communication efforts to support the work of the Society as per Policy C-1.1 Communications Committee Terms

- Subcommittees are currently updating the Bilingualism Policy and developing an accessibility/privacy policy.

**Membership Committee**

The membership Committee met 4 times this year, once in person in St. John’s, NL in September 2018 and 3 by conference call. Other conference calls were held throughout the year in order to assess Award nominations and other business. Subcommittees also met by conference call as required.

- Committee Chair: Gordon Jackson (Maritime Chapter)
- Vice Chair: Arthur Buse (BC Chapter)
- Award Terms of References were updated this year to better communicate requirements and scoring. A submittal checklist was also created.
- President’s Award scoring template and Terms of Reference was updated.
  - closing date aligned with the fiscal year and will be March 31 of any year, submissions to be received at National Office by May 31 of any year.
  - Scoring template more automated and secure
- A Lifetime Member Policy was updated.
- A Membership Recognition Program is being. This would acknowledge members (associate and regular members) who have achieved milestone years of 20, 25, 30 and 35 annually at the National Conference.

Thank you to all the Award Sponsors and well done to all the nominees this year. Congratulations to this year’s award recipients, to be announced at the 2019 Gala Banquet on September 23, 2019 in Saskatoon.

This is my last report as your National Secretary. I have enjoyed this role greatly over the last 2 years and proud to be part of this great team and organization. A special thank you to the CHES Executive, Board and Donna Dennison for the personal support as I “learned the ropes” on the National Board.
I am also extremely grateful for the work of all members of both Communications and Membership Committees. Your dedication and commitment to CHES and its members is outstanding. It’s been a pleasure being your Liaison. Congratulations to Reynold Peters, your incoming Secretary and Executive Liaison.

Thank you to Craig Doerksen for his commitment as Treasurer role over the last 4 years and I will do my best to fill his shoes. The opportunity to continue to serve members as I move into the National Treasurer role is appreciated

Congratulations to the new CHES Executive, with whom, alongside the Board and our members, I look forward to working over the next two years.

Kate Butler
Secretary – CHES National Board