

**WESTERN WASHINGTON CHAPTER Meeting Minutes  
WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES  
March 28, 2014**

Attendees: Barbi Donovan, Past President; Lisa Fox; Michelle Mallari; Anna Dorata;  
 Guest: Dianna Howard; CE Speaker Kimberly Washburn  
 Called to Order: Fri 03/28/2014 12:15 pm by Barbi Donovan, Past President  
 Business Meeting Adjourned: Fri 03/28/2014 12:30 pm by Barbi Donovan, Past President

	<b>Issue:</b>	<b>Action taken:</b>
Minutes	Minutes November 15, 2013	Moved to approve minutes with no changes; seconded and unanimously carried.
Chapter Announcements	Ms. Donovan thanked Anna Dorata, Elizabeth (Brown) Witte and Amerigroup for hosting today. Ms. Donovan informed attendees their CE certificate would be emailed.	Informational.
Treasurer's Report	Ms. Donovan presented treasurer's report on behalf of Joe Elder. It was noted the Bank of America CD was closed with intent to transfer the funds to a higher interest rate account in the future.	Moved to approve treasurer's report; seconded and unanimously carried.
<b>OLD BUSINESS</b>	<b>Issue:</b>	<b>Action taken:</b>
Job Descriptions	Job descriptions for Western Chapter President, Western Chapter President-Elect, Western Chapter Past President, Western Chapter Secretary, and Western Chapter Treasurer were reviewed. The job descriptions will be discussed at the Board's strategic Planning Retreat on May 2, with the hope that Western and Eastern Chapters will have fairly standardized job descriptions.	Tabled until next meeting.
Western Chapter Breakfast	Ms. Donovan explained details of the Annual conference budget in May 2014 and that the Breakfast the Western Chapter had voted to host would run closer to \$1500. Donovan cited the Eastern Chapter had agreed to the increase and made a motion to increase the hosting expense from \$500 to \$1500.	Moved, seconded and unanimously carried
Election winners	Announcement of new chapter officers as of June 1, 2014 was forgotten but listed in the minutes for documentation. Lisa Fox, CPCS – President Elect Barbara York, CPMSM, CPCS – Treasurer Rachel Ward – Secretary	N/A

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<b>NEW BUSINESS</b>	<b>Issue:</b>	<b>Action taken:</b>
Western Chapter Gift Basket for Annual Conference	Donation of a gift basket with a downtown Seattle/Pike Place Market theme was requested by Ms. Donovan. Lisa Fox agreed to responsible for creation of the basket and a cap of \$150 expense was voted upon.	Moved, seconded and unanimously carried.
Call for Volunteers	<p>Ms. Donovan called for volunteers for the Annual Conference in Lake Chalen;</p> <ul style="list-style-type: none"> <li>• Manning registration desk</li> <li>• This is your life panel speakers to cover hospital, health plans &amp; medical practices</li> <li>• Raffle helper to work with Diane Witsel who is coordinating baskets</li> <li>• Individuals for time keepers &amp; speaker introductions</li> </ul>	Interested volunteers please contact Barbi Donovan.
Next CE Opportunity	<p>Western chapter summer meeting to be held in August most likely at UW Southlake Union. Colleen McDonald is coordinating the speaker while Elizabeth (Brown) Witte is out on maternity leave.</p> <p>May 28-30, 2014: WAMSS Annual Educational Conference, Campbell's Resort, Chelan, WA</p> <p>October 4-8, 2014: NAMSS 38th Annual Conference, The Hilton New Orleans Riverside</p>	Facilities interested in hosting upcoming meetings should contact Ms. Witte.
Lunch payment	And executive decision was made by Barbi Donovan to cover the lunches (3) with chapter funds because 2 did not show and it seemed gracious to cover the third salad for attendee.	Informational
Open Forum	No comments during open forum.	N/A
Educational Seminar	<p>Effective Communication Skills</p> <p>Kimberly Washburn, MM/HRM, SPHR, CHHR            Director, HR at Snoqualmie Valley Hospital District            President, Washington State Healthcare Human Resources Association</p>	Informational.