



HCI Board Meeting Agenda

August 17, 2016

Location: Grainger World Headquarters, Lake Forest, IL
 Room: Group Room, TBD
 Time: 1:00 to 5:00pm CDT

- Call to Order & Welcome 10 min.
- Roll Call 3 min.
 - Attending: Mike Wood, Chris Roberts, Toni Gatz, Kathy Roper, Glenn Fisher, Jeff Kent, Megan Headley, Bill Howden, Kym Orange of Grainger
- Review & Revise Agenda for today 10 Min.
- Routine Business: 30 min.
 - Finance Report –Bill Howden
 - Bill reported a 2nd quarter balance of \$64,568. Pending Transactions include a BuiltWorlds Payment \$5,000; RSP Architects Sponsorship: \$1000; Jump Start Enterprises: \$1003
 - *Benchmarking Report Status* – Leo Gehring (hold in abeyance)
 - *Membership & Sponsors Report* – Toni Gatz / Glenn Fischer
 - Minnesota & Chicago Group Updates – Toni Gatz
 - In total, the group has 275 members, 7 captured via new form starting July 27
 - Discussion of sponsorships. Chicago group to use www.hcimidwest.com/sponsorship as a template. At the national level, **Glenn, Toni and Chris** have been tasked with building a thorough benefit sheet on the value that HCI can offer and on which it can deliver. This high priority task is set to be completed within 1 month.
 - *IFHE Update* – M. Wood (hold in abeyance)
 - Research Committee Update – Kathy Roper
 - The BIM for Facility Management white paper produced with FM Systems is near finalized. Once complete, **Glenn/Megan** will distribute it to HCI/IFMA members.
 - Education Update – Glenn Fischer
 - HCD – HCI’s track includes 11 sessions and a workshop, all of which are now posted on HCI’s website. **Glenn/Megan** are creating an email campaign publicizing these sessions starting Aug. 25.
 - Discussion of who will staff the trade shows booth and training staff on the exhibit booth regulations/shipping etc. Toni volunteered to assist Glenn.
 - SquareFootage events – six have been completed. Total registration of 658, with an average of 110 and a high of 139 attendees in Seattle. Expecting 200+ in NYC.

The Los Angeles event will be on Dec. 7 in partnership with Southern Cali Hospital Association.

- Media Report – Megan Headley & Glenn Fischer
 - YouTube video has been produced by BuiltWorlds. **Glenn/Megan** are responsible for pushing this out to media and membership by 8/26.
 - **Megan** has contacted video editors to excerpt speaker interviews with Eileen McMorrow to build video content on the website. Will push out 1-2 of these videos by 9/18.
 - Social media:
 - Twitter: doubled now at 307 followers.
 - [LinkedIn](#): 502 members. Huge boost from inviting event attendees, 60+.
 - Megan has requested board assistance in building discussions and will be sending follow-up reminders.
 - HCD conference blasts being scheduled via Twitter/LI. Blasts scheduled promoting speakers at each SquareFootage event
 - Megan is nearly complete with first in white paper series produced with BIM for Healthcare Owners Group. Topic: Why healthcare facility managers need to pay attention to BIM today – overview.
- HCD Contract status– Mike
 - Contract between HCI and HCD completed for 2016/2017. Can renegotiate details early in 2017. Primarily unchanged format from Vendome to Emerald with exceptions in reimbursement (income to HCI) and Non-Compete clause for Squarefootage. Positive outcome.
 - HCI members receive a 10% discount until early registration is closed on Oct. 2
 - Preserved the HCI Track at HCD
 - Preserved the support of HCI functions and space at HCD
- Discussions: 0 min
 - *Research Committee* – hold in abeyance
 - *Benchmarking Report* – none at this time
- Other Business – IFMA / HCI Working Session 3 hours
 - Review of current conversations with IFMA - Mike, Kathy, Jeff
 - Review of By Laws – Kathy
 - Group has updated principles of partnership for working with IFMA
 - Review of Bank Status/ Accounts / Budget – Bill
 - Successfully changed bank to Wells Fargo; moved funds from Amegy.
 - Membership – et. al – Toni, Glenn, Group
 - Needs to be a focus going forward. Goal is 500 by end of 2017
 - Restatement/Recrafting of the HCI Mission, Vision, Goals – all
 - HCI presented achievements to representatives of the IFMA Board, including:
 - Exclusive track at HCD Conference
 - Regional groups and access to local healthcare professionals in Midwest & Chicago
 - Membership additions via HCI site
 - Participation in SquareFootage.net events around the country
 - Generating new content through news blog and participation in industry articles

- Creation of white papers and research papers including upcoming series on BIM in operations
 - Production videos to be released this month
 - Drive to boost social media presence and HCI promotion on LinkedIn & Twitter (audience of 800+)
 - Relationships with North American, Western World healthcare FM leaders
 - Relationship & joint activities with BIM for Healthcare Owners group
 - *Seeking to add a healthcare focused track at World Workplace
 - HCI updated its mission to simplify its goals. The mission is: *To enhance the skills of facility management professionals within the health care industry and to further the profession overall.*
-
- Next Meetings Hold until 8/18
 - Bi-weekly conference calls, 9am PDT, every 2nd Friday – Via Conf. Call
 - Nov. 12, 2016, 1:00pm CST, Houston, TX, HCD Conference, in-person
 - Thank You's & Adjournment 5:00pm CDT

Reconvene:

**HCI Board Meetings, cont'd
Thursday, August 18, 2016**

Location: Grainger World HQ, Lake Forest, IL

Times: 0730am – 11:30am

- Meeting start was delayed to approx. 0845 am by late arrival of IFMA Board guests
- Introductions 10 min
- Working Session #2 2.5 hours
 - Pick up from Wednesday's work by HCI Board, reviewed Mission, updated a few goals
 - Working Conversations
 - Presentation by IFMA Board representatives
 - Presentation by HCI Board representatives
 - Dialogue and conversation concerning IFMA membership, staff issues, benefits of both organizations between one another, agreement to work a go-forward plan and details re: HCI presentation to IFMA Board at WWP in early October
 - Summary, Action Items & Conclusions
 - See Working Conversations, item 3
 - **Kathy Roper & Jeff Kent** to develop & share outline of HCI presentation for early October by Sept. 15. Board to hold conference call review for editing
 - **Kathy/Jeff/Mike** to submit HCI presentation and materials to Linda Pate of IFMA by Sept. 22nd

- **Kathy Roper & Mike** to present to IFMA Board on behalf of HCI on October 4th at the IFMA Board meeting in San Diego.
- Next Meetings 15 min.
 - Conference Call, to be set up for Sept. 16th
 - Limited HCI Board presentation to IFMA Board, October 4th
 - Scheduling of 2016 Board Meeting at HCD, November 12, 2016
 - HCI Reception at HCD – Toni
- Thank-You's & Adjournment Conclude nlt than 11:30am

- **Additional Note:**
 - The HCI Board was engaged with Grainger Healthcare Senior Leadership for the balance of the day, August 18th. Engaging and collegial conversations by both parties. Perhaps set up support of HCI going forward?