



*To enhance the skills of facility management professionals within the health care industry and to further the profession overall.*

## **HCI Board Meeting Agenda**

November 12, 2016

Location: George Brown Convention Center, Houston TX

- Call to Order & Welcome
- Roll Call
  - Mike Wood, Glenn Fischer, Bill Howden, Jeff Kent, Fred Lastar, Kathy Roper, Walt Vernon, Megan Headley, Todd Wilkening, Jim Venker, John Perry of IFMA;
  - Absent: Bill Foulkes, Toni Gatz, Christopher Roberts.
- Review & Revise Agenda for today
- Routine Business:
  - HCI is seeking nominations for two open board of director positions; three names were received by Wood during the HCD conference following the Board meeting. Wood to follow-up with proposed names.
  - Finance Report –Bill Howden
    - We are on track for this time of year and period. We are maintaining a balance of \$55 to \$60k with revenues & expenses as expected.
    - **Megan is to ask Janice** about creating a section on the website for board member access only, for access to financial reports and other information.
    - Bill is looking to update the HCI Budget & Forecasting tools (QuickBooks) and reporting.
  - Benchmarking Report Status – M. Wood & Existing Board
    - Jim Venker and Fred Lastar are to co-chair a restart of this project.
    - Co-chairs to work with IFMA to explore ways to collect healthcare-specific data via IFMA’s existing benchmarking tools. Jim and Fred are scheduled to meet with IFMA Research on Tuesday Nov. 15<sup>th</sup>. They will report out once the meeting is concluded.
    - Challenges:
      - How to make this available as a member benefit without high cost.
      - FMs’ roles vary significantly from system to system.
      - Multiple organizations are asking for benchmarking data. Is there any way to consolidate those requests?
      - Latest IFMA survey was very extensive. Any way to shorten that survey?
  - Membership & Sponsors Report – Megan Headley / Glenn Fischer
    - Since October 15:

- 7 new members through HCI National portal
  - 8 new members through IFMA registration
  - 8 members lost through non-renewal
  - HCI is presently at 272 total members
- Emails being sent out via Midwest, Chicago, to non-renewals to encourage rejoining
- Board members are encouraged to make a strong effort to attend events for regional chapters and, when possible, present at these events. Goal: to have a national board member as a local chapter contact.
- Chicago Council to hold its [annual networking event](#) Dec. 2<sup>nd</sup>, 4 to 6 pm
- **Megan:** To update master regional event list on [national site](#)
  - **Jeff Kent:** Florida Group Formation
    - Jeff reports great interest from FMs in the rapidly growing Orlando, Jacksonville market. Strong IFMA chapter in Orlando but not healthcare focused. Lunch meeting with Rania Sadrack is set for Sunday, Nov. 13<sup>th</sup>. Jeff to lead, Glenn, Mike, Toni to attend and find out how to assist.
    - **Toni** has expressed interest in helping launch new chapters. Goal: to create streamlined process for launching new chapters.
    - No motion passed, but interest is expressed in going forward with this chapter.
- IFHE Update – W. Vernon
  - Encouraging sharing research across country borders to get better information for topics all countries are addressing such as, for example, healthcare ventilation.
  - Spoke about how HCI, via IFHE, can add more value to the membership base.
  - Spoke to us re: Global Greenhouse Gas Report; US/India Energy Management solutions that are industry and publicly funded via programs such as the LBNL (Lawrence Berkley National Labs)
  - International Task Force was formed, consisting of Walt, Jeff, Bill and Todd.
- Research Committee Update – Kathy Roper
  - BIM-FM Consortium guide has been to HCI site at [http://hcinstitute.info/news\\_2016-11-14.html](http://hcinstitute.info/news_2016-11-14.html)
  - Seeking to fill an open position to expand on BIM research: Todd and Fred to assist.
  - Combine these efforts to those underway with FM Systems & Autodesk. Need to hold small group conference call to explore.
- Education Update – Glenn Fischer
  - HCD: 1 Workshop (Saturday) and 11 Sessions (Sunday-Tuesday), [http://hcinstitute.info/events\\_conferences.html](http://hcinstitute.info/events_conferences.html). Met our goal of getting 15 registrations via HCI. Registrants granted HCI membership as part of promotion. **Megan** to add that list to membership report.
  - Video: Raw footage delivered of all sessions at Chicago event and 10 interviews of healthcare leaders with Eileen McMorro, editor of McMorro Reports. Megan has extracted all interviews, and working on editing them to post on HCI website.
  - In 2017, events in 11 regions planned:

Los Angeles	Pacific	1st Quarter 2017
Denver	Rocky Mountain	1st Quarter 2017
Houston	Southwest	1st Quarter 2017
Minneapolis	Midwest	2nd Quarter 2017
Chicago	Midwest	2nd Quarter 2017
Boston	Northeast	2nd Quarter 2017
Philadelphia	Mid Atlantic	2nd Quarter 2017
Seattle/Portland	Pacific	3rd Quarter 2017
New York	Northeast	3rd Quarter 2017
St. Louis	Midwest	3rd Quarter 2017
SF Bay Area	Pacific	4th Quarter 2017

- Encouraging new board members to assist with presentations & to attend local events.
  - Media Report – Megan Headley & Glenn Fischer
    - **2 BIM white papers**
      - 87 downloads to date
      - PR on BIM run by Medical Construction & Design, Health Facilities Today, McMorro Report, and a blog by Pepper Construction
      - Medical Construction & Design has requested article based on the papers for its Jan/Feb issue
    - **Video – Creating Medical Buildings That Exceed Patient Expectations**
      - PR on video sent out Oct. 6 and run by FacilitesNet.com, Health Facilities Today
      - 105 views to date
    - **Social Media Statistics**

Twitter	Followers
1/1/2016	124
9/30/2016	337
10/14/16	347
11/10/2016	361

LinkedIn	Followers
1/1/2016	364
9/30/2016	546
10/14/16	568
11/10/2016	587

- On LinkedIn: Board encouraged to make a habit of clicking on weekly digest from HCI's LinkedIn Group and commenting on posts to help grow the conversation and add real value to this group.
- HCD Contract Update – Mike Wood

- Will be meeting with Emerald later this week to discuss renewal and adjustments based on our 2016 experience to date.
  - The more people we get to register using HCI access code, the greater HCI's income.
  - **Note:** Mike, Glenn, Jeff, Toni met with Kevin Gaffney of Emerald on Monday Nov. 14<sup>th</sup>. Discussed adjustments to timing of HCD notification to HCI members, availability of discount code earlier in the process and collaborating on the messaging for 2017. Briefly discussed continuance of HCI in the 2017 HCD presentation submissions, no changes planned for 2017 at this time.
- Discussions:
  - Research Committee – Restart / New Initiatives & Goals – see above notes.
  - Benchmarking Report – go Forwards for 2017/2018 – see notes above.
  - BIM Initiative – Go Forward & Collaboration – see notes above.
- Other Business – IFMA / HCI Collaboration
  - Review of current conversations with IFMA - Mike, Kathy, Jeff, John
    - **Kathy** was appointed as HCI Board Liaison to IFMA to notify IFMA of HCI meetings, etc. Jeff to assist.
    - Working to provide info for healthcare professionals via IFMA:
      - To upload articles to IFMA knowledge base.
      - Goal to replicate/adapt HCD presentations for World Workplace in October 2017
    - Launching membership drive (20% over next 3 years)
    - Seeking to have original membership structure reinstated and waiving IFMA fees for first year of HCI membership.
    - **Kathy:** Requesting access to IFMA's full membership list to see how many members of IFMA are in healthcare but not members of HCI for future membership drives.
  - Bylaws Updating – Kathy
    - Encourage board members to ensure they have updated bylaws on hand, review for final round of updates by May board meeting so IFMA can see finalized copy by their June board meeting.
    - Needs to firm up term limit dates. With this, can ensure current board members want to continue or make plans for succession. Goal: to create a smooth framework for easy transition of board members.
  - Updating of HCI Goals – 2017 + 5
    - Establish more regional groups; discussion of 1 per year, more if we get the process smoothed out.
    - To secure no more than 5 National and as needed Regional sponsors
    - Grow membership by 20% each year over next 3 years.
    - Establish monthly Board conference calls. Mike to send a proposed schedule with invitations.
- Next Meetings
  - Monthly conference calls, 9am PDT, 2<sup>nd</sup> Friday of each month. Schedule with group – Via Conf. Call. Mike to send out the invitation(s);
    - April 6<sup>th</sup>, 2017 in concert with IFMA Facility Fusion in Las Vegas, NV. Note as of 11/28/16 – the time will be 1 to 5pm, local time. Mike will work to secure more time per our discussion for a working day and update the Board ASAP.

- **Toni and Glenn** to help find a Sponsor
- There was discussion re: coordinating a 2<sup>nd</sup> Working Board Meeting 8/10/17 in Indianapolis, August 10<sup>th</sup>, immediately following the ASHE Annual Conference. Location TBD.
- Not on our Must Do List, but please note that [IFMA WWP](#) takes place in Houston, October 18-20, 2017.
  - Nov. 2017 – HCD 2017, Nov. 11-14, Gaylord Palms Conv. Ctr., Orlando, FL
- Thank You's & Adjournment