



## IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

April 13, 2022 | 10:00am – 11:30am

Meeting- Tulalip Venue

### I. Call to Order: President Dianna Nausley-McKeon, SR/WA, R/W-RAC, called the meeting to order at 10:13 AM PDT

#### Present:

Dianna Nausley-McKeon, SR/WA, R/W-RAC, President  
Andrew Sorba, SR/WA, R/W-AC, President-Elect  
Jesse Ray, Immediate Past President  
Jamie Booth, NESAs Chair  
Julie Neibauer, Communications Chair

### II. Meeting Minutes

- Review and approve March 2022 Executive Board Meeting Minutes
  - *Jesse motioned to approve the meeting minutes as written. Jamie seconded. Motion passed unanimously.*

### III. Chapter Financials

Murray Brackett

- . Reviewed March financials
- I. Reviewed Chapter Accounts:
  - BofA checking balance as of 3/31/2021 per Treasurer's Email - \$69,441.48
  - Chase –activity with deposits only at this point – need to order checks and Rakhshan is working on access to QuickBooks - in process
- II. Financials:
  - February BofA Stmt Balance: \$TBA
  - February Reconciliation - TBA
  - February Balance Sheet Total Assets: TBA
  - February P/L - Net Income: TBA
- III. Sponsorship renewal solicitations - ongoing
- IV. Conversion to Chase Bank – waiting on Rakhshan for QuickBooks access
- V. Close of BofA account – will follow once Chase up and running

### IV. Committee Business

#### Professional Development

Charlene Mullis

- Provide Support to members interested in credentialing
  - Heidi Jewett – Resume review
- Review and Approve:
  - Brianna Vazquez -RAC application, passed confirmation for capstone exam and completed the required courses
  - Rachel Watson – RW-NAC declare candidacy, resume, and request for capstone exam
  - Cyndi Whelpley – R/W-RAC and R/W-URAC exams requested and R/W-URAC declare candidacy
- Certifications
- Recertifications
  - James F. Prossick – SR/WA Recertification 3/14/2022
- Certification Candidacy
  - Rachel Watson – RW-NAC declare candidacy approved 3/24/2022
- **SR/WA Recognition & Awards Luncheon** will be held on Monday, June 6, 2022, at 11:30am during Conference in Cleveland Ohio - *Members who have been awarded their SR/WA Designation from May 1, 2021 to April 30, 2022 are eligible to attend this event*
- Support members interested in credentialing

- Process all incoming applications, and certifications
- Notify chapter members upcoming recertification expiration dates
- Invite new SR/WA members to chapter meetings for free lunch, encourage to bring potential new members

- **Nominations, Elections & Special Awards**

**Jamie Booth**

- Held election process meeting with Andrew and Jesse
- Coordinated efforts with Okigolf for tournament information
- Ordered plaques for awards ceremony
- Nominations – Deadline April 30<sup>th</sup>
  - Project of the Year – one application from Puget Sound Energy – Community Solar Project
    - Mailed \$25 Amazon gift card & thank you note
  - Employer of the Year – no applications
  - Professional of the Year – no applications
- Elections Process
  - April 13<sup>th</sup> Chapter Meeting
    - Announce Slate of Officers
  - May 11<sup>th</sup> Chapter Meeting
    - Elections
  - Special Meeting – May XX, 2022
    - Project presentations
  - June 1<sup>st</sup> – Installation & Awards Banquet
    - Install officers and present awards

- **Education**

**Tanya Johnson**

- Setting dates and scheduling instructors for virtual classes
- Setting dates and scheduling instructors for in-person classes
- IRWA Course 902 Property Description (Virtual) held on March 8, 2022 with 22 participants attending
- IRWA Course 502 Non-Residential Relocation (Virtual) scheduled for April 13-14 with 20 participants registered
- IRWA Course 801 United States Land Titles (Virtual) scheduled for April 21-22, 2022 with 17 participants registered
- IRWA Course SR/WA Review Study Session and Exam (Virtual) scheduled for April 25-27, 2022 with 17 participants registered
- IRWA Course 201 Communication in RE (Virtual) scheduled for May 4-6, 2022 with 7 participants registered
- IRWA Course 505 Advanced Residential Relo (Virtual) scheduled for May 17, 2022 with 0 participants registered
  - Preparing email blasts for course 201 and 505 in an effort to get more participation
  - Working on locations and instructors for in-person classes
  - Working to identify more coordinators – If anyone knows of someone looking to attend the SR/WA Review Study Session and Exam and they are interested in coordinating this class, please have them contact me as soon as possible. This is an excellent opportunity for someone who is ready to get their SR/WA designation
- Setting up virtual classes for the 2022-2023 educational period
  - Work with HQ and their current virtual classes to be run by our chapter.
  - Locate venue for in person classes
  - Contact and confirm instructors for both in person and virtual classes
  - Contact and confirm course coordinator for both in person and virtual classes
  - Submit CSMA to headquarters

- Strive to obtain CE credit for classes that potentially can be approved by the state
- As confirmation of instructors and course coordinators and headquarters acceptance of the CSMA, advertising will begin to help facilitate a good turn-out.

▪ **Membership**

**Jesse Ray**

- Review and Approve Pending Members:
  - Peyton Tamayo joined the IRWA on 4/8/2022 (Puget Sound Energy)
    - *Andrew motioned to approve new members, Dianna seconded. Members approved unanimously.*
- Previously Approved Members (2021-2022):
  - Kelly Pankiewicz (Puget Sound Energy)
  - Tara O’Hanlon (Miller Nash Graham & Dunn)
  - Cerrissa Montez (LaBonde Land)
  - Rachael Soumis (Thurston County)
- Membership Drive event coordination:
  - Bowlero South Seattle Bowling: 100 Andover Park W, Tukwila
    - May 4<sup>th</sup> - \$80.00 per person
    - Total Cost - \$2,043.68
    - 25 total players (w/Shoe rental)
    - 5 dedicated/reserved lanes for our group
    - 50 non-premium drink tickets (2 per person)
    - 10 pizzas, 60 BBQ wings, 60 Buffalo wings, Snack Sampler (fries, tots, onion rings)
  - *Andrew to update the website and open registration, member cost \$20, guests (potential members) free – Andrew to send Julie direct registration links for eBlasts*

▪ **Social**

**Jesse Ray**

- Tacoma Rainiers Baseball Game – Saturday, June 18<sup>th</sup>
  - Bullpen Lounge Total Cost: \$2,683 (max 50 people)
  - \$10/ticket – registration to be available via chapter website (open to guests)
  - *Andrew to update the website and open registration. Cost \$10 per person – Andrew to send Julie direct registration links for eBlasts*

▪ **Golf Tournament**

**Jamie Booth**

- Venue selection/pricing
  - Snoqualmie Falls, Legion Memorial, Echo Falls, Okigolf –select venue
  - *Jamie to pursue Renton – Maplewood Option*

▪ **Young Professionals**

**Jesse Ray**

- No update

▪ **Communication**

**Julie Neibauer**

- Bi-Monthly E-blasts
- Checking Chapter 4 emails in comparison to Constant Contact
- Continuing efforts sending out eblast as they are provided to me.
- Updated Constant Contact information to Communication Chair contact information

▪ **Program**

**Andrew Sorba**

- Secured speakers for Chapter meetings

- April 13<sup>th</sup> – Tulalip – Environmental Challenges in Right of Way - Fred Walasavage
  - Announce Slate of Officers
- May 11<sup>th</sup> – Civil Rights Implications in Land Acquisition, Kinnon Williams – Elections
- June 1<sup>st</sup> – Installation & Awards Banquet- Waterway Cruise
- Coordinated efforts for Tulalip Casino for April meeting

**V. New Business**

**Dianna Nausley-McKeon**

- None

**VI. Ongoing Business**

**Dianna Nausley-McKeon**

- . Change of banking from Bank of America to Chase
- I. Travel for Board Members
  - . Spring Forum – Missoula MT
  - I. 2022 Educational Conference
    - Registration/volunteers
    - Monday Night Sponsorship – Wristband level - \$5,000
    - *Jesse to follow up/coordinate with Murray to send the check to RWIEF*
    - *Dianna to follow up with HQ regarding the CHIP program for Education Chair incentives.*

**VII. Announcements**

**Dianna Nausley-McKeon**

- RSVP's – 31 registered online

**VIII. Recap of Action Items**

**Andrew Sorba**

**IX. Adjourn Meeting @ 11:23am**

**Dianna Nausley-McKeon**

**X. Next meeting – May 11, 2022 – Virtual**

Executive Board Meeting begins at 10:00 am