



## IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

December 8, 2021 | 10:00am – 11:30am

Online Zoom Meeting

**I. Call to Order: President Dianna Nausley-McKeon, SR/WA, R/W-RAC, called the meeting to order at 10:05 AM PST**

**Present:**

Dianna Nausley-McKeon, SR/WA, R/W-RAC, President  
Andrew Sorba, SR/WA, R/W-AC, President-Elect  
Murray Brackett, MAI - Treasurer  
Tanya Johnson, Education Chair  
Charlene Mullis, Professional Development Chair  
Jamie Booth, NESAs Chair

**II. Meeting Minutes**

**Amber Novack**

- Review and approve October 2021 Executive Board Meeting Minutes
- *Murray motioned to approve November meeting minutes as written. Jamie seconded. Motion passed unanimously.*

**III. Chapter Financials**

**Murray Brackett**

- Treasurer's Report
- Input budget into QuickBooks
  - i. Coordinating access with HQ, as access was terminated.
- Coordinate Sponsorships Renewals
  - i. To be sent by end of year
  - ii. Murray to create a list of previous sponsors
- Working on Reimbursements
  - i. Dianna and Andrew waiting on Fall Forum reimbursements.
- Chapter Uploads
  - i. Individual reports need to be created for each month. Chapter should be current through November 2021.

**IV. Committee Business**

▪ **Professional Development**

**Charlene Mullis**

- Provide Support to members interested in credentialing
- Review and Approve
- Certifications
- Recertifications
- Certification Candidacy

▪ **Nominations, Elections & Special Awards**

**Jamie Booth**

- Advertise awards and encourage submittals
- Need Volunteer
- New NESAs Forms
  - Andrew to coordinate share drive access for Jamie
  - Jamie to coordinate with Julie regarding an eblast for submissions

▪ **Education**

**Tanya Johnson**

- Setting dates and scheduling instructors for virtual classes
- Confirmed IRWA Course 502 Non-Residential Relocation Assistance, virtual class scheduled for April 13 - 14, 2022 with Tanya Johnson as instructor.
- Confirmed IRWA Course 505 Advanced Residential Relocation Assistance, virtual class scheduled for May 17- 18, 2022 with Leslie Findlay as instructor.
- Setting up virtual classes for the 2021-2022 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.
- Board action may be required. Faith Roland does not charge for her instruction but has asked that a donation be made in her name to the education foundation. No specific dollar amount has been determined but a minimum amount of \$500.00 will be donated. Amount may increase pending class size.

**Membership**

**Jesse Ray**

- No Pending new members
  - Discussion regarding the new approval process.

▪ **Social**

**Jesse Ray**

- Rainier’s Baseball Game Discussion – reschedule
  - Last year was expensive - party deck with food, drink and private patio
    - Approx. 30 attendees
      - Open to members + guests and family
      - \$15 per member, guests free
  - Discussions re alternative deals
    - \$20 ticket+ hot dog package (lower tier than party deck)
  - How to gauge interest?
    - Send survey to member
      - Interested in attending
      - Month/time preference
      - Preference between packages
    - Survey Results Pending
  - Jesse to prepare questions, Amber to prepare survey
  - Need volunteer

▪ **Golf Tournament**

**Jesse Ray**

- 2022 Golf Tournament Plans
  - Jesse to research venues, Jamie Assisting
    - Focus on Friday 10am-11am Shotgun Start
    - August Dates
  - Need volunteer to chair tournament

▪ **Young Professionals**

**Jesse Ray**

- New website on irwaonline.org

▪ **Communication**

**Julie Neibauer**

- E-blasts
- Coordinating as needed re website and monthly Zoom Meeting
- Timely program advertising and notification to membership
- I have updated the Constant Contact information to be all my information, including have website access sent to my phone number.
- Will work on have credit card information changed to mine
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▪ **Program**

**Andrew Sorba**

- December 8<sup>th</sup> – Holiday/Social Event - Virtual
- January 12<sup>th</sup> – How PR Missteps Can Tank Your Project – Brian Daskam
- TBD – Membership Drive – Jesse Ray to Plan
- February 9<sup>th</sup> - Cemetery Law and Condemnation – Tanya Marsh
- March 9<sup>th</sup> – Project of the Year Presentations
- April 13<sup>th</sup> – Tulalip – Presentation TBD – Announce Slate of Officers
- May 11<sup>th</sup> – Presentation TBD – Elections
- June 8<sup>th</sup> – Installation & Awards Banquet
- In person meetings - look at purchase of Owl technology to all members to join the meetings virtually

**V. New Business**

**Dianna Nausley-McKeon**

- Survey for Interest in Rainier’s Baseball Event

**VI. Ongoing Business**

**Dianna Nausley-McKeon**

- Change of banking from Bank of America to Chase
- Membership Roster – Contact Info updates
- Email Contacts for Committee Chairs
- Purchase of Owl technology so all members to join the meetings virtually
- NESAs nominations and Region 7 submittals

**VII. Adjourn Meeting**

**Dianna Nausley-McKeon**

**President Dianna Nausley-McKeon, SR/WA, R/W-RAC, adjourned the meeting at 11:07 AM PST.**

**VIII. Next meeting – January 12, 2022 - Online via ZOOM**

Executive Board Meeting begins at 10:00 am