



## IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

February 9, 2022 | 10:00am – 11:00am

Online Zoom Meeting

- **Call to Order: President Dianna Nausley-McKeon, SR/WA, R/W-RAC, called the meeting to order at 10:06 AM PST**
  - **Present:**
    - Dianna Nausley-McKeon, SR/WA, R/W-RAC, President
    - Andrew Sorba, SR/WA, R/W-AC, President-Elect
    - Julie Neibauer, Communications Chair
  
- **Meeting Minutes**
  - January 2022 Executive Board Meeting Minutes
  - Could not approve did not have a quorum
  
- **Chapter Financials** **Murray Brackett**
  - Chapter Budget uploaded into QuickBooks
  - Reviewed January financials
  - Reviewed Chapter Accounts:
    - BofA checking balance as of 1/31/2021 - \$71,899.77
    - Chase – no activity yet – need to order checks and Rakhshan is working on access to QuickBooks - in process
  - Financials:
    - January BofA Stmt Balance: \$71,899.77 – see attached
    - January Reconciliation - see attached
    - January Balance Sheet Total Assets: \$71,999.77 – see attached
    - January P/L - Net Income: \$934.45 – see attached. Expense reimbursements sent early February so not reflected yet.
  - Sponsorship renewal solicitations - ongoing
  - Conversion to Chase Bank – waiting on Rakhshan
  - Close of BofA account – will follow once Chase up and running
  
- **Committee Business**
  - **Professional Development** **Charlene Mullis**
    - Provide Support to members interested in credentialling
      - Jennifer Ash – RWA-GN pending signed application
    - Review and Approve:
      - Thomas Lorz – SR/WA application 1/5/22
      - Amy Hoover – RWP application 1/24/22
    - Certifications
      - Angela Little RWA Certification 1/1/2022
      - Maxine Guenther RWA Certification 1/1/2022
    - Recertifications
      - None
    - Certification Candidacy
      - Brianna Vazquez – Scheduling RAC Capstone exam
    - Support members interested in credentialling
    - 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**
    - No nominations received

▪ **Education**

**Tanya Johnson**

- Setting dates and scheduling instructors for virtual classes
- IRWA Course 213 held on February 3, 22 with 14 attendees
- IRWA Course 902 Property Description (Virtual) schedule for March 8, 2022
- IRWA Course 801 United States Land Titles (Virtual) scheduled for April 21-22, 2022
- IRWA Course SR/WA Review Study Session and Exam (Virtual) scheduled for April 25-27, 2022
- 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.

▪ **Membership**

**Jesse Ray**

- Review and Approve Pending Members:

|   |
|---|
| Kelly Pankiewicz (Puget Sound Energy)     |
| Tara O’Hanlon (Miller Nash Graham & Dunn) |

- Transfer Members:

|      |
|------|
| None |
|------|

- Membership Drive – Potential Event
  - Thunderbirds Hockey Game – Potential dates March 26<sup>th</sup> or April 9<sup>th</sup>
    - Exclusive Suite: \$60/ticket
      - 15 people = \$900 + Food and Beverage
      - 20 people = \$1,200 + Food and Beverage
    - Club seats on suite level – buffet optional (lesser cost than Exclusive Suite)
    - Regular tickets - \$20/person starting – discussed if \$20/per was acceptable – decided to discuss via email to involve all board members

▪ **Social**

**Jesse Ray**

- Tacoma Rainiers Baseball Game – Saturday, June 18<sup>th</sup>
- Package comes with 4 parking tickets
- Cost per member will be \$10 - \$20 per ticket – decided on \$15 and will be open to family and friends – need to send out an email blast
- Murray provided check to Jesse and he sent in the deposit – final payment is due by May 18<sup>th</sup>

▪ **Golf Tournament**

**Jamie Booth**

- Working to contact courses for scheduling and costs

▪ **Young Professionals**

**Jesse Ray**

- No update

▪ **Communication**

**Julie Neibauer**

- Bi-Monthly E-blasts
- Working on checking Chapter 4 emails in comparison to Constant Contacts (Please let me know if someone is not receiving them)

- If an email needs to be updated or added direct them to – Chapter 4 website and sign up for email blasts – Located at the bottom of the page. See Below.

## SUBSCRIBE

Sign up for Chapter News and Announcements

 

- There has been 1 Eblast sent out for February for – Cemetery Condemnation Law
- Continuing efforts sending out eblast as they are provided to me.
- Will work on having credit card information changed to mine.

- **Program**

**Andrew Sorba**

- February 9<sup>th</sup> - Cemetery Law and Condemnation – Tanya Marsh
- March 9<sup>th</sup> – Andrew to look for presenter since on project of the year submittals
- 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, Kinnon Williams – Elections
- June 1<sup>st</sup> – Installation & Awards Banquet – Waterways Cruise – Dianna to check with cruise line to make sure we have the correct date
- Presentation ideas:

- **New Business**

**Dianna Nausley-McKeon**

- 2022 Educational Conference
- Registration – chapter will cover President, President-Elect and registration for Education Chair
- Volunteers

- **Ongoing Business**

**Dianna Nausley-McKeon**

- Change of banking from Bank of America to Chase
- Purchase of Owl technology so all members to join the meetings virtually

- **Announcements**

**Dianna Nausley-McKeon**

- RSVP's – 39 registered

- **Recap of Action Items**

**Dianna Nausley-McKeon**

Andrew to look for March presenter  
Dianna to check with Waterways Cruise to make sure we have June 1<sup>st</sup> booked

- **Adjourn Meeting**

**Dianna Nausley-McKeon**

- **Next meeting** – March 9, 2022 - Online via ZOOM

Executive Board Meeting begins at 10:00 am