



IRWA Puget Sound Chapter 4 Executive Board Meeting Agenda

March 8, 2023 | 10:00am – 11:15am

Tacoma Landmark Convention Center – Tacoma, WA

I. Attendees:

Andrew Sorba, President
Tara O'Hanlon, President-Elect
Jamie Booth, Vice President
Murray Brackett, Treasurer
Scott Matetich, Secretary
Dianna McKeon, Immediate Past President
Tanya Johnson, Education Chair
Charlene Mullis, Professional Development Chair
Jesse Ray, Membership, Social, and YP Chair

II. Meeting Minutes

Scott Matetich

- Review and approve February 2023 Executive Board Meeting Minutes
 - Murray motioned to approve the minutes as written.
 - Tanya seconded the motion.
 - No discussion
 - Approved Unanimously

III. Chapter Financials

Murray Brackett

- Combined Bank Balance \$75,300.42 as of February 28, 2023
 - BofA - \$66,162.11
 - Chase - \$9,138.31
- P&L shows \$4,062.12 July 2022-February 2023
- Chapter Sponsor Letters are to be sent in June for the next fiscal year.
- Transfer funds from BofA to Chase and Close Account
- Andrew to send Murray reminder email for RWIEF Monday Night Sponsorship

IV. Committee Business

Charlene Mullis

- **Professional Development**
 - Provide answers and support to members about credentialling
 - Review and Approve:
 - Glenn Price **R/W AC Appraisal Certification** request sent to HQ for processing 2/10/23
 - Ashley Zacharia **SR/WA Application** sent to HQ for processing 2/28/23
 - Capstone Exam
 - Glenn Price passed exam for **R/W AC Appraisal Certification** 2/06/23
 - Amy Hoover passed exam for **SR/WA Comprehensive** 2/15/23
 - Ashley Zacharia passed exam for **SR/WA Comprehensive** 2/15/23
 - Certification
 - Angela Little **RWP-GN, Right of Way Professional Certification – Generalist** approved 2/7/23
 - Glenn Price **R/W AC Appraisal Certification** approved 2/27/23
 - Recertifications
 - Declarations
 - Recertifications
- **Ongoing Items**
 - 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

NOTE: IRWA – HQ will again start shipping SR/WA plaques and lapel pins for the new SR/WA chapter members back to the PDC Chairs for proper presentation at the next chapter meeting/function, instead of shipping them directly to the recipient because of Covid-19.

- **Nominations, Elections & Special Awards** **Jamie Booth**
 - Need to send out Eblast for 2023-2024 Elections by 3/10/2023
 - Nomination forms for Employer, Professional & Project of the Year
 - Sent 3rd Eblast 2/15/2023
 - Sent 4th Eblast on 2/24/2023
 - Jesse Ray & Tara O’Hanlon volunteered to help on committee
 - Received 3 project of the year nominations by deadline 2/28/2023
 - Presentations
 - Miller Nash - Sound Transit East Link Project - Surrey Downs CC&R Acquisitions
 - Epic – High Dune Trail - Ocean Shores
 - PSE - EV Up and Go Public Charging
 - 2 Professional of the Year Nominations Received
 - 1 Employer of the Year Nomination Received

- **Education** **Tanya Johnson**
 - Summary of Activities for Prior Month
 - Setting dates and scheduling instructors for virtual classes
 - Setting dates and scheduling instructors for in-person classes
 - Working on 3 year plan for classes
 - Upcoming Classes
 - IRWA Course 102 Evaluating Your Ethical Awareness (Virtual) scheduled for April 7, 2023
 - IRWA Course 201 Communication in Real Estate Acquisition (Virtual) scheduled for April 12, 2023
 - IRWA Course 209 Negotiating Effectively with a Diverse Clientele scheduled for 5/18/23
 - IRWA Course 218 Right of Way Acquisition for Electrical Transmission Projects scheduled for 6/1/23
 - IRWA Course 504 Computing Replacement Housing Payments scheduled for June 8, 2023
 - Ongoing Items
 - Setting up virtual and in-person classes for the 2022-2025 educational periods
 - 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.
 - Planning a short training session for chapter course coordinators.

- **Membership** **Jesse Ray**
 - New members:
 - Jennifer Corrigan
 - New member introduction/welcome emails
 - Membership renewal reminders!

- **Social** **Jesse Ray**
 - Night out for Baseball with Tacoma Rainiers: May 12th – 7:05pm Fireworks Night
 - Upcoming task: food selection (food menu in process of being updated)

- Cost to attend
 - The board reached a consensus to charge \$15 per person for attendance of this event
 - Open Registration
 - Bowlero Bowling Night?
- **Golf Tournament** **Jamie Booth/Jesse Ray**
 - Will contact Echo Falls and Willows for Pricing
 - Mark Anderson is helping with the tournament.
 - The cost for 32 players is \$3,200 before food costs and prizes
 - The tournament date is August 18, 2023
 - Board agreed that the registration fee should be set at \$100 per player
- **Young Professionals** **Jesse Ray**
 - **Summary of Activities for Prior Month**
 - Conference Planning – Casino Night on Saturday @ Conference in Denver, CO
 - **Ongoing Items**
 -
 - Young Professionals proposing session for Annual Education Conference in Denver
 - Conference event in planning process
 - Young Professionals have secured a presentation at the Annual Education Conference – TBD
 - Strategic Goals for FY 2022-2023:
 - Renaming / Rebranding Committee from Young Professionals to *Emerging* Professionals.
 - Host Virtual College Outreach Night – direct marketing towards specific schools/programs
 - Host YP/EP Open Form / Workshop / Symposium. Could be in collaboration with RWIEF
 - YP Grant Program – Develop application for college students to pursue grant/scholarships funded by YP’s.
 - 1 YP rep from each individual chapter to be included in monthly calls
- **Communication** **Julie Brown**
 - Summary of Previous Actions
 - Send eBlasts as requested
 - Updated eBlast template address and links
 - Ongoing Items
 - A monthly newsletter template was created, to send Fridays after chapter meetings.
 - Sending Eblasts that are provided to me.
 - Please provide me with all the necessary details needing to be included in the Eblast. (Everyone is awesome about this)
 - Expense report for Constant Contact being submitted at the end of each month for reimbursement
- **Program** **Jamie Booth**
 - 2022-2023 Meeting Schedule
 - April 12, 2023 – Tulalip Casino – Property Management Homeless Response / Announce Slate of Officers – Joel Schleppe & Brendan Perko
 - May 10, 2023 – Puget Sound Energy Bellevue – Property Management / Election – Jim Prossick, SR/WA
 - June 14, 2023 – Waterways Cruise – Installation & Award Ceremony – Jamie
 - Items Needing Board Action
 - Menu options for Tulalip meeting
 - Need to update website with food choices for Tulalip meeting.
 - Consider a new option for awards and installation ceremony event due to cost

- V. New Business** **Andrew Sorba**
- Discussed IRWA image/copyright policy
 - Chapters are responsible for claims
 - Discussed the need for more education conference volunteers
 - Travel Fund Requests
 - Requests were made by several members for financial assistance to attend the 69th Annual Education Conference.
 - Dianna McKeon, International Director will be attending and will not need chapter financial assistance.
 - Andrew Sorba, International Director will be attending and will need financial assistance; however, financial assistance will be mitigated by IPEC and IVC financial contributions to travel. Four days of lodging, per diem, and transportation will be covered by IPEC and IVC. The chapter will cover 3 days of lodging and per diem.
 - Tanya Johnson, Education Chair - \$1500
 - Jamie Booth, Vice President - \$750
 - Crystal Stephens, Member - \$750
 - Scott Matetich - \$750
 - A motion was made by Tara O’Hanlon to approve the travel funding requests of Tanya, Jamie, Crystal, and Scott. Charlene seconded the motion.
 - There was no discussion
 - The motion passed unanimously with Tanya and Jamie abstaining
- VI. Ongoing Business** **Andrew Sorba**
- RWIEF Fund Raiser
 - Over \$1,000 raised
 - Planning for the 2023 Fall Forum – Joint Forum with Region 9
 - October 12-13, 2023
 - Location – HDR Bellevue – Lobby Conference Room
 - Region 9 will plan the seminar/class/symposium for October 12
 - Chapter 4 will plan the remaining events
 - Thursday night social event at the Forum Social House -\$50
 - Friday Forum - \$180, Breakfast provided at the hotel, lunch on your own
 - Friday Dinner @ 13 Coins -\$65
 - Lodging - Hilton Garden Inn Bellevue
- VII. Announcements** **Andrew Sorba**
- Registered - 47
 - Spring 2023 Region 7 Forum – Save the Date – Anchorage, AK
 - April 20-21, 2023
 - 69th Annual Education Conference – Denver, CO
 - June 25-28, 2023
 - Registration Open
 - Call for Volunteers
- VIII. Recap of Action Items** **Scott Matetich**
- IX. Adjourn Meeting** **Andrew Sorba**
- X. Next meeting** – April 12, 2023
Tulalip Casino