



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

September 14, 2022 | 10:00am – 11:30am
Virtually Via Zoom

I. Call to Order: President, Andrew Sorba, called the meeting to order at 10:03 AM PDST

Present:

Andrew Sorba, SR/WA, R/W-AC, President
Murray Brackett, MAI, Treasurer
Dianna Nausley-McKeon, SR/WA, R/W-RAC, Immediate Past President
Tanya Johnson, Education Chair
Charlene Mullis, Professional Development Chair
Jamie Booth, NESAs Chair
Jesse Ray, Membership Chair, Social Chair, & Young Professional Chair
Julie Brown, Communication Chair
Rouke Aboubacar, Appraiser, Cushman and Wakefield

II. Meeting Minutes

Scott Matetich

- Tanya made a motion to approve the May 2021 Executive Board Meeting Minutes and Jamie seconded. The motion passed unanimously.

III. Chapter Financials

Murray Brackett

- Murray provided the Treasurer's Report
 - Current Assets as of August 2022: \$71,306.91
- Complete Transition from BofA to Chase
 - Murray advised this is in process and checks no longer being written from the Chase account. Once all outstanding have cleared, will close BofA account.
 - Add/Remove Signature Cards. Need to add Andrew as signer.
- Jamie still waiting for invoices from golf tournament.
- Murray made a motion to approve the FY 2022-2023 Budget, Jesse seconded, and the motion passed unanimously.

IV. Committee Business

Professional Development

Charlene Mullis

- Provide answers and support to members about credentialing
 - Heidi Jewett – R/W-RAC resume pre-approval
 - Anna Lunday – RWA-TN resume pre-approval
 - Angela Little – RWA-GN & SR/WA-GN questions
- Review and Approve:
 - Jeanne Jorgenson – SR/WA Generalist Declaration sent to HQ for approval 5/18/22
 - Carolyn Banasky – SR/WA Electricity/Utilities Declaration sent to HQ for approval 5/18/22
 - Dawn Miles – RWA application reviewed and sent to HQ for approval 5/25/22
 - Steven Tease – SR/WA Generalist Declaration sent to HQ for approval 6/3/22
 - Angela Little - SR/WA Generalist Declaration sent to HQ for approval 7/6/22
 - Tyra Patterson – SR/WA Application reviewed and sent to HQ for approval 7/7/22
 - Rachel Watson – RW-NAC Application sent to HQ for approval 7/31/22
 - Charlene Mullis – SR/WA Industry Declaration sent to HQ for approval 7/8/22
 - Certification Candidacy
 - Heidi Jewett – R/W-RAC Candidacy approved 8/19/22
 - Jeanne Jorgenson – SR/WA Candidacy approved 8/29/22
 - Carolyn Banasky – SR/WA Electricity/Utilities Candidacy approved 8/29/22
 - Steven Tease – SR/WA Generalist Candidacy approved 8/31/22
 - Angela Little - SR/WA Generalist Candidacy approved 8/31/22
 - Charlene Mullis – SR/WA Industry Candidacy approved 8/30/22
 - Capstone Exam
 - Steven Tease – passed SR/WA Capstone exam 7/5/22
 - Tyra Patterson – passed SR/WA Capstone exam 7/5/22



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- Rachel Watson – passed Negotiation/Acquisition Capstone exam 7/20/22
- Recertifications
- Pree Carpenter – SR/WA recertification 5/31/22
- Tom Paine – R/W-NAC recertification 7/14/22
- Tom Paine – R/W-AMC recertification 7/22/22
- Megan Tuche – SR/WA recertification 7/22/22
- Krista Chambers – SR/WA recertification 7/22/22
- Ongoing Items
 - 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**
 - Special Election for President-Elect
- **Education** **Tanya Johnson**
 - Tanya reported that the number of classes over the summer break fell short and that the number of class being held in September is down from 3 to 2 classes.
 - Previous Activities
 - Setting dates and scheduling instructors for virtual classes
 - Setting dates and scheduling instructors for in-person classes
 - IRWA Course 201 Communications in Real Estate (Virtual) held May 4-6, 2022
 - IRWA Course 505 Advanced Residential Relocation (Virtual) held May 17, 2022
 - IRWA Course 504 Non-Residential Relocation Assistance (Virtual) held June 23-24, 2022
 - IRWA Course 502 Non-Residential Relocation Assistance (Virtual) held June 29-30, 2022
 - IRWA Course 102 Evaluating Your Ethical Awareness (Virtual) held July 8, 2022
 - IRWA Course 100 Principles of Land Acquisition (Virtual) held July 18-19, 2022
 - IRWA Course 219 Introduction to Presentation, Instruction and Facilitation (Virtual) held August 30-31, 2022
 - Upcoming Courses
 - IRWA Course 800 Principles of Real Estate Law (Virtual) scheduled for January 10, 2023
 - IRWA Course 102 Evaluating Your Ethical Awareness (Virtual) scheduled for April 7, 2023
 - On Going Items
 - 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**
 - Chapter Incentives – Ch 4 did not reach growth incentive. If we reach 90% renewal we will receive 1 free conference registration.



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- Renewals kick off October 2022
- Renewal rate calculated after April 15, 2023
- October Membership Drive:
 - A brief presentation on the value of IRWA membership and its benefits
 - Badge supplies and new name tags will be available
- Andrew recommended removing members that WE KNOW will not be renewing so that the chapter does not get “dinged” for late renewals.

- **Social** **Jesse Ray**
 - Looking forward to Social at Miller Nash offices at the October membership meeting.
 - Rainier’s Night – Jesse summarized a great event and suggested making it an annual chapter event. Still waiting for final invoice.
 - Golf Tournament (Below)

- **Golf Tournament** **Jamie Booth/Jesse Ray**
 - 17 members in attendance at Echo Fall golf course. The course graciously reduced its minimum tournament rate from 40 players to 20 players and also provided two free rounds of golf as the “grand prize” for our tourney.
 - Next Year
 - Jesse and Andrew recommend selecting Echo Falls as the location for next year’s tournament.
 - Andrew mentioned having met with the president of Chapter 3 and discussed potentially combining the event with them, or with Region 7. Jesse expressed concern that joining forces for the event may not increase attendance.

- **Young Professionals** **Jesse Ray**
 - Selection of YP Regional Reps
 - Recurring UP Meetings begin 9/15/2022
 - UP Goals in Development
 - Possible “rebranding” to “Emerging Professionals”. Jesse emphasized inclusion to the industry over age based recognition.
 - YP Hosted education/information presentation
 - Social Media Campaign to identify new YPs. Jesse emphasized desire and methods to bring YPs into regular membership meetings and attendance.

- **Communication** **Julie Brown**
 - Summary of Previous Actions
 - Sent 6 eBlasts for August
 - Sent 2 eBlasts for September
 - Ongoing Items
 - 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
 - Andrew suggested creating a consistent format for EBlasts for ease of members’ review and for Julie’s preparation.

- **Program** **Jamie Booth**
 - Julie said meals need to be firmed up for monthly meetings. Andrew advised that most venues have a set menu that we can choose from. Dianna suggested for locations that do not have regular meals we could order sandwiches from a local shop, such as Jimmy Johns or Gourmando’s.
 - 2022-2023 Meeting Schedule: Jamie requested firming up the schedule by the end of this meeting.
 - September 14, 2022 – Virtual – “State of the Union” – Chapter 4 President, Region 7 Leadership



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- October 12, 2022 – MNGD – “Welcome Back” Membership Drive / Social & Networking Event
- November 9, 2022 – Tacoma Landmark – FHWA – Dianna McKeon, SR/WA, R/W-RAC
- December 14, 2022 – Flat Stick Pub – Holiday Party (Evening Event)
- January 11, 2023 – SnoCo – Sound Transit – Faith Roland, SR/WA
- February 8, 2023 – MNGD – Topic TBD – Matt Hanson and Tara O’Hanlon
- March 8, 2023 – McMenamins Tacoma – Project of the Year – Jamie Booth
- April 12, 2023 – Tulalip Casino – Property Management Homeless Response / Announce Slate of Officers – Joel Schleppe & Brendan Perko
- May 10, 2023 – Eastside – Property Management / Election – Jim Prossick, SR/WA
- June 9, 2023 – Waterways Cruise – Installation & Award Ceremony – Jamie Booth
- Reserved Flat Stick Pub for Christmas Party December 14th, 2022, 6-9 pm
- Coordinated efforts for meeting locations & speakers
- Secured speakers for chapter meetings
 - November 9, 2022 – FHWA – Dianna McKeon, SR/WA, R/W-RAC
 - January 11, 2023 – Sound Transit – Faith Roland, SR/WA
 - February 8, 2023 – Eminent Domain – Matt Hanson and Tara O’Hanlon
 - April 12, 2023 – Property Management Homeless Response – Joel Schleppe & Brendan Perko

V. New Business

Andrew Sorba

- No new business

VI. Ongoing Business

Andrew Sorba

- Begin Planning for 2023 Fall Forum
 - Andrew would like to plan a symposium for the day before the Forum and invite the Bureau of Indian Affairs and the Feds to present on the entire process for acquiring ROW within tribal territory. Andrew said that the local Appraisal Institute might have an interest in participating in the 2023 Fall Forum.
 - October 2023
 - Location? - The Hyatt in Renton could be a possible location.
 - Seminar Ideas?
 - All day presentation by the Department of Interior on Federal and Native Land acquisition, valuation, and relocation.
 - a. Secure licensing CE from all Regional States for Real Estate Brokers, Appraisers, and Lawyers. Anyone else?
- Name Tags – Jesse buying lanyard w/ plastic holder and will print out name cards. Tara was going to check with Amber to retrieve the chapter’s laminator.

VII. Announcements

Andrew Sorba

- Registered - 19
- Fall Seminar and Forum October 6th-7th, 2022 hosted by Chapter 64 Boise, ID

VIII. Recap of Action Items

Scott Matetich

- Sponsorship letters need to go out soon. To be sent by Murray.
- Need someone to host the table for welcoming guests at the next membership meeting.
- Review list of members for any who are NOT expected to renew for the coming year and remove them from list of renewals.

IX. Adjourn Meeting

Andrew Sorba

X. Next meeting – October 12, 2022 MNGD

Executive Board Meeting begins at 10:00 am

Chapter Meeting sign-in at 11:30 am; Chapter Meeting at 12:00 pm