



# IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

November 9, 2022 | 10:00am – 11:15am  
Tacoma Landmark Convention Center

- I. Call to Order** **Andrew Sorba**
- 10:26 A.M.
- II. Meeting Minutes** **Scott Matetich**
- Review and approve October 2022 Executive Board Meeting Minutes
    - Scott motioned to approve, Tanya 2<sup>nd</sup>, no discussion, passed unanimously.
- III. Chapter Financials** **Murray Brackett**
- Reports pending, expected delivery on Thursday 11/10/22.
  - Andrew is a signator
  - Square switched from BofA to Chase
- IV. Committee Business**
- **Professional Development** **Charlene Mullis**
    - Provide answers and support to members about credentialling
      - N/A
    - Review and Approve:
      - Carolyn Banasky received SR/WA Designation application and supporting documents for review 10/31/22
    - Certification Candidacy
      - N/A
    - Capstone Exam
      - Carolyn Banasky passed the SR/WA Capstone Exam 10/31/22
    - Certification
      - N/A
    - Recertifications
      - N/A
  - **Ongoing Items**
    - Support members interested in credentialling
    - Process all incoming applications, and certifications
    - Notify chapter members of 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.

They need the complete physical mailing address Or provide instruction to ship them directly to the recipient.
  - **Nominations, Elections & Special Awards** **Jamie Booth**
    - Special Election for President-Elect to be held at today’s monthly membership meeting.
    - Update nomination & award forms and send out eBlast 11/7/2022
      - Send to Andrew to post online. **Did this happen?**
    - Vote for Project of the Year Award values: \$25 for presenters and \$100 to the winner.
      - Tanya motion, Scott 2<sup>nd</sup>. No discussion. Passed unanimously.
  - **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 503 Mobile Home Relocation (Virtual) scheduled for December 14, 2022
    - IRWA Course 800 Principles of Real Estate Law (Virtual) scheduled for January 10, 2023
    - IRWA Course 205 Bargaining Negotiations (Virtual) scheduled for February 2, 2023
    - IRWA Course 501 Residential Relocation Assistance (Virtual) scheduled for February 21, 2023
    - 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
  - 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.
  
- **Membership** **Jesse Ray**
  - Four new members
  
- **Social** **Jesse Ray**
  - Ideas
    - Bowling outing – Previous event at the bowling alley earned the chapter several free games that can be used for a future social event. Members agreed it’s a great idea to bring the current membership and potential new members together.
    - Kraken Game – Andrew reported that Tara O’Hanlon had previously suggested that her law firm might be willing to host a chapter event at its private suite at Climate Pledge Area for a game. Value to be donated to chapter.
    - Rainier’s Game – Jesse and Tanya reported that previous event was a success and recommended a repeat for next baseball season.
  
- **Golf Tournament** **Jamie Booth/Jesse Ray**
  - Need an event coordinator.
  
- **Young Professionals** **Jesse Ray**
  - 1<sup>st</sup> of regular YP meetings was held and ideas were generated for future events.
  - Planning for Denver Conference. “Casino night” at the last conference was a huge hit, in part because the event was held within the hotel that attendees were staying at (no travel required).
  
- **Communication** **Julie Brown**
  - Summary of Previous Actions
  - More frequent eBlasts to market upcoming chapter events. It was suggested a general sequence of 1 month in advance, then 1 week, then the Friday before an event.
  - Ongoing Items
    - A monthly newsletter template was created, to send Fridays after chapter meetings.

- Request to provide all necessary details for an announcement, event, or other notice needing to be included in the Eblast. (Everyone is awesome about this so far)
- Expense report for Constant Contact being submitted at the end of each month for reimbursement. Was there discussion about this?

▪ **Program**

**Jamie Booth**

- 2022-2023 Meeting Schedule
  - December 14, 2022 – Flat Stick Pub – Holiday Party (Evening Event)
  - January 11, 2023 – SnoCo – FHWA – Dianna McKeon, SR/WA, R/W-RAC
  - February 8, 2023 – MNGD – Topic TBD – Matt Hanson and Tara O’Hanlon
  - March 8, 2023 – Tacoma Landmark – 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 – Puget Sound Energy Bellevue – Property Management / Election – Jim Prossick, SR/WA
  - June 14, 2023 – Waterways Cruise – Installation & Award Ceremony – Jamie Booth

**V. New Business**

**Andrew Sorba**

- Discussion regarding having a hybrid option for meetings.
  - Merits of “in-person only” vs including a “virtual option” were discussed. Concern about folks taking the virtual option over in-person due to busy schedules. Alternative view expressed that attendance might be greater with w/virtual option. Additional concern about virtual option resulting in reduced “in-person” attendance. General consensus is that benefits of in-person networking eclipse attendance via computer as participation plummets for those attending virtually.
  - General agreement is to continue with in-person meetings only.

**VI. Ongoing Business**

**Andrew Sorba**

- Planning for the 2023 Fall Forum
  - October 12-13, 2023
  - Location – Bellevue TBD
  - Seminar Ideas?
    - All-day presentation by the Department of Interior on ROWs of Federal and Native Land
      - a. Secure licensing CE from all Regional States for Real Estate Brokers, Appraisers, and Lawyers. Anyone else?

**VII. Announcements**

**Andrew Sorba**

- Registered - 35
- Spring 2023 Region 7 Forum – Save the Date – Anchorage, AK
  - April 20-21, 2023
- 69<sup>th</sup> Annual Education Conference – Denver, CO
  - June 25-28, 2023
  - Registration Open
  - Call for Speakers
  - Call for Volunteers

**VIII. Recap of Action Items**

**Scott Matetich**

**IX. Adjourn Meeting**

**Andrew Sorba**

- 11:26 A.M.

**X. Next meeting – December 14, 2022**

**Holiday Party**  
 Flat Stick Pub, South Lake Union  
 6-9pm