



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

December 14, 2022 | 4:30pm – 5:30pm
Flatstick Pub – Southlake Union

- I. **Meeting opened** at 4:54pm at Starbucks across from Flatstick Pub **Andrew Sorba**
- II. **Meeting Minutes** **Scott Matetich**
 - Review and approve November 2022 Executive Board Meeting Minutes
- III. **Chapter Financials** **Murray Brackett**
 - Report was emailed this morning.
 - Discussion about needing debt card from checking account to pay for event expenses for future program chairs.
- IV. **Committee Business**
 - **Professional Development** **Charlene Mullis**
 - Provide answers and support to members about credentialing
 - Brianna Vazquez requested information between the old and new SR/WA Declaration 11/7/22
 - Terry James-Barksdale inquiring information on SR/WA Declaration 11/11/22
 - Kelly Pankiewicz inquiring information on SR/WA Declaration of Candidacy 11/30/22
 - Claire Christian
 - Sarah Nicora met virtual to discuss the SR/WA path 11/18/22
 - Anna Rosenkranz reviewed and submitted Resume for R/W RAC Relocation Assistance to HQ 11/18/22 – HQ requested more details on her experience. Pending response from Anna
 - Review and Approve:
 - **Rachel Watson RWA -GN Application** and supporting documentation reviewed and submitted to HQ for processing 11/8/22
 - **Cyndi Whelpley R/W-RAC Relocation Application** reviewed and submitted to HQ for processing 11/8/22
 - **Cyndi Whelpley R/W-URAC Capstone Exam request**, sent to HQ for processing 11/8/22
 - **Carolyn Banasky SR/WA Application** and supporting documentation reviewed and submitted to HQ for processing 11/8/22
 - **Heidi Jewett RW RAC Application** reviewed and submitted to HQ for processing 11/18/22
 - **Jamie Booth RWA Application** reviewed and submitted to HQ for processing 11/21/22
 - **Brianna Vazquez SR/WA Declaration of Candidacy request** sent to HQ for processing 11/30/22
 - Capstone Exam
 - **Cyndi Whelpley passed** the Relocation Assistance Capstone Exam 11/1/22
 - **Heidi Jewett passed** the Relocation Assistance Capstone Exam 11/1/22
 - Certification
 - **Crystal Stephens received SR/WA 11/1/22**
 - Recertifications
 - N/A
 - Declarations
 - **Rachel Watson SR/WA Declaration of Candidacy approved for 5 years.** 11/8/2022 – 12/31/2027
 - **Brianna Vazquez SR/WA Declaration of Candidacy approved for 5 years.** 11/30/2022 – 12/31/2027
 - **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

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 2022-2023 for President-Elect at the November 9, 2022, in person meeting at Tacoma Landmark – elected Tara O’Hanlon
- Nomination forms for Employer, Professional & Project of the Year sent in Eblast 11/14/2022
 - Received 1 nomination for Employer of the Year from PSE
 - Received 2 nominations for Professional of the Year – Bryan Petr
- Need volunteers for nominations & awards committee & election committee. Need at least 2 people per bylaws to perform these tasks.

- **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
- Total of 11 classes have been scheduled
 - **** Classes Added Since November Chapter Meeting**
 - 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 406A 15 Hour National USPAP scheduled for 2/7/23
 - IRWA Course 501 Residential Relocation Assistance (Virtual) scheduled for February 21, 2023
 - **IRWA Course 700 Introduction to Property/Asset Management scheduled for 3/23/23
 - 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 schedule for 6/1/23
 - **IRWA Course 504 Computing Replacement Housing Payments scheduled for 6/8/23
- Ongoing Items
 - Setting up virtual and in-person classes for the 2022-2025 educational periods
 - Discussion about adding in person classes. Generally, many favor in person. Hybrid option was also discussed.
 - 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

- Summary of Activities for Prior Month
 - IRWA HQ reviewing CHIP for free conference registrations – we did not qualify
 - Corrected HQ’s membership chair contact information
 - Picked up leftover membership materials from Amber Novack (October)
- Ongoing Items
 - New Chapter 4 Members since May, 2022:
 - Ian Bilson - 5/13/2022. ian@bilsonappraisals.com
 - Thomas Gaston Gray - 9/28/2022. tomggray.tg@gmail.com
 - Cealan Clifford - 10/6/2022. cealan.c.clifford@gmail.com
 - Richard Rice - 10/4/2022. Rich@csrow.com
 - Jinelle Casten – 12/12/2022. Jinelle.casten@piercecountywa.gov
 - New member introduction/welcome emails
 - Membership renewal reminders!

- **Social**

Jesse Ray

- Rainier’s Game – Cost for group: April \$1780, May would be \$2180 Party deck option vs Bull Pen lounge. Group Recommended early May date.
- Bowling – no discussion.

- **Golf Tournament**

Jamie Booth/Jesse Ray

- Will contact Echo Falls in January – reiterated.
- The Home Course in Du Pont was also suggested.
- New contact suggested Whitehorse Golf Course in Kingston

- **Young Professionals**

Jesse Ray

- Summary of Activities for Prior Month
 - Unable to attend last month’s update
 - Young Professionals proposing session for Annual Education Conference in Denver
 - In collaboration with Eminent Domain & ROW Club
 - Conference event in planning process
- Ongoing Items
 - 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. Winner could be offered speaking slot at Saturday before conference, receive travel assistance, featured in magazine, etc.
 - 1 YP rep from each individual chapter to be included in monthly calls

- **Communication**

Julie Brown

- Summary of Previous Actions
 - Send eBlasts as requested – Good Job so Far!!!
- 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
 - 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 9, 2023 – Waterways Cruise – Installation & Award Ceremony – Jamie Booth
- Discussion & vote about cruise contract on June 14th for appetizers \$7,087.16 6 -8 pm or buffet \$8,117.64 6-9 pm. Difference is \$1,030.48 and we get an extra hour and food, not including drinks. **Group agreed to book the extra hour and dinner for next event.**
- Miller Nash has offered to donate tickets to an upcoming Kraken game on April 13th approximately 20 tickets available. Discussion on raffle tickets prices: General agreement on 1 ticket for \$20 and 3 for \$50. Andrew has already printed out raffle tickets. Board Agreed.

V. New Business

Andrew Sorba

- RWIEF Fund Raiser

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 - 38
- Spring 2023 Region 7 Forum – Save the Date – Anchorage, AK
 - April 20-21, 2023
 - 4/20 is one day course on conflict management (213)
 - 4/21 is forum.
- 69th Annual Education Conference – Denver, CO
 - June 25-28, 2023
 - Registration Open
 - Call for Volunteers

VIII. Recap of Action Items

Scott Matetich

IX. Meeting Adjourned at 5:23pm

Andrew Sorba

**X. Next meeting – January 11, 2022
Snohomish County
10-11:15 am**