



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

February 8, 2023 | 10:00am – 11:15am
Miller Nash offices, Seattle, WA

I. Meeting Minutes

Scott Matetich

- Tanya made a motion to accept the minutes for last month's meeting, as amended. Tara seconded and the motion passed unanimously.

II. Chapter Financials (Murray was not present)

Murray Brackett

- Andrew reported that the chapter is on budget for the year.
- Goal for this month is to close second bank account (BoFA).
- Still working on sponsorship solicitations.
- Bank Balance as of 1/31/2023 is \$76,150.63
- QuickBooks Balance Sheet shows \$76,350.63 -January 2023
- QuickBooks P&L shows \$1,799.35 Through 1/31/2023

III. Committee Business

Professional Development

Charlene Mullis

- Provide answers and support to members about credentialling
 - Kimberly Merritt assist with the "old" SR/WA program and provided her with the proper forms 1/17/23
- Review and Approve:
 - Bailie Elder, submitted "Old" **SR/WA Declaration of Candidacy** sent request sent to HQ for processing 1/27/23
- Capstone Exam
- Certification
 - Jason Knutson, **RWA-GN Right of Way Agent Generalist Certification 1/12/23**
 - Jamie Booth, **RWA-GN Right of Way Agent Generalist Certification 1/12/23**
 - Carolyn Banasky, **SR/WA – EU, Senior Right of Way Professional – Electric & Utilities 1/13/2023**
- Recertifications
 - Kent Melton, **SR/WA Recertification** approved 1/24/2023 effective 1/1/2023
- Declarations
 - Cealan Clifford, **SR/WA Declaration of Candidacy approved for 5 years 1/3/23 – 12/31/27**
 - Garrett Fife, **SR/WA Declaration of Candidacy approved for 5 years 1/3/23 – 12/31/27**
 - Linda Olson, **SR/WA Declaration of Candidacy approved for 5 years 1/4/23 – 12/31/27**
 - Brenda Stuart, **SR/WA Declaration of Candidacy approved for 5 years 1/17/23 – 12/31/27**
- Recertifications
 - Robert W. Gambill, **SR/WA Recertification** approved 12/1/2022
 - Brad K. Thomas, **SR/WA Recertification** approved 12/2/22

- **Declarations**
 - Jase K Testerman SR/WA Declaration of Candidacy approved for 5 years 12/13/22 – 12/31/27
 - Kelly Pankiewicz SR/WA Declaration of Candidacy approved for 5 years 12/7/22 – 12/31/2027
 - Terry James-Barksdale SR/WA Declaration of Candidacy approval for 5 years 12/9/22-12/31/2027
 - Kathy Holtby SR/WA Declaration of Candidacy approval for 5 years 12/14/22-12/31/2027
 - Brett Bolton SR/WA Declaration of Candidacy approval for 5 years 12/19/22-12/31/2027
 - Awet Kassa SR/WA Declaration of Candidacy approval for 5 years 12/19/22-12/31/2027
 - Jamie Booth SR/WA Declaration of Candidacy approval for 5 years 12/19/22-12/31/2027
 - Lisa Cox SR/WA Declaration of Candidacy approval for 5 years 12/29/22-12/31/2027
 - Malisa Mercado SR/WA Declaration of Candidacy approval for 5 years 12/29/22-12/31/2027
 - Susanne Chan SR/WA Declaration of Candidacy approval for 5 years 12/30/22-12/31/2027

- **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.

They need the complete physical mailing address Or provide instruction to ship them directly to the recipient.

- **Nominations, Elections & Special Awards**

Jamie Booth

- Two nominations received for professional of the year and one for employer of the year. Deadline for submittals of POTY is 2/27. Deadline for employer/professional of the year is April 30th.
 - Sent 2nd Eblast 1/27/2023
 - Will send 3rd Eblast on 2/15/2023
 - Jesse Ray & Tara O’Hanlon volunteered to help on committee

▪ **Education**

Tanya Johnson

- Searching for course coordinators in the coming months.
- 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 600 Environmental Awareness (Virtual) scheduled for February 17, 2023
 - IRWA Course 501 Residential Relocation Assistance (Virtual) scheduled for February 21, 2023
 - IRWA Course 900 Principals of Engineering (In Person - HDR) March 2-3, 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
 - 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.

▪ **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
- Upcoming task: food selection (food menu in process of being updated)
- Reimbursement request submitted for deposit

▪ **Golf Tournament**

Jamie Booth/Jesse Ray

- Jamie called Echo Falls regarding pricing for shotgun tournament. Pricing at Willows is TBD. Several other courses came up such as the Seattle Public courses, west seattle, Jefferson and Jackson. Riverbend, willows run and others. Recommended getting Mark Anderson involved to assist.
- Some discussion about inviting other chapters, i.e. ch 3.
- Will contact Echo Falls and Willows for Pricing

▪ **Young Professionals**

Jesse Ray

▪ **Summary of Activities for Prior Month**

- Conference Young Professional Event: Casino Night (so popular we are making it an annual event)
- YP's will offer professional headshots in the Exhibit Hall for \$35, with the option for additional services

▪ **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
 - February 8, 2023 – MNGD – Case Study – 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

IV. New Business

Andrew Sorba

- IRWA Copyright Policy Memo – there have been some law suits involving use of copyrighted images and/or logos and it was emphasized the importance of obtaining permission to use copyrighted images or just use images in the public domain.

V. Ongoing Business

Andrew Sorba

- RWIEF Fund Raiser
- Planning for the 2023 Fall Forum
 - October 12-13, 2023
 - Location – TBD
 - Hotel Interurban - Southcenter
 - Seminar Ideas
 - Home Grown Seminar?
 - Course Offering?
 - a. Secure licensing CE from all Regional States for Real Estate Brokers, Appraisers, and Lawyers. Anyone else?

VI. Announcements

Andrew Sorba

- Registered - 22
- Spring 2023 Region 7 Forum – Save the Date – Anchorage, AK
 - April 20-21, 2023
 - 4/20 is the course
 - 4/21 is the forum
- 69th Annual Education Conference – Denver, CO
 - June 25-28, 2023
 - Registration Open
 - Call for Volunteers

VII. Recap of Action Items

Scott Matetich

- Nominations for employer/professional of the year and POTY.
- Ideas for the Fall Forum
- Solicitations for Sponsors

VIII. Adjourn Meeting

Andrew Sorba

IX. Next meeting – March 8, 2023
Tacoma Landmark