



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

May 10, 2023 | 10:19am – 11:14am
Puget Sound Energy, Bellevue, WA

I. Attendees:

Andrew Sorba, President, International President,
Jamie Booth, NESA Chair, Program Chair
Scott Matetich, Secretary
Tanya Johnson, Education Chair

II. Meeting Minutes

Scott Matetich

- It was noted that the April 2023 executive board meeting did not have a quorum and thus, no records retained. Reviewed and approved March 2023 Executive Board Meeting Minutes. Scott made a motion to approved the minutes to March 2023 board meeting, Jamie seconded. Tanya requested a copy of the March minutes and a copy was provided and she reviewed. Andrew asked all in favor and the minutes were approved unanimously.

III. Chapter Financials

Murray Brackett

- Combined Bank Balance \$75,500.42 as of May 9, 2023 (unreconciled)
 - Funds transferred from BofA to Chase
 - BofA Account Pending Closure
- P&L shows \$4,062.12 July 2022-April 2023 (unreconciled)

IV. Committee Business

Professional Development

Charlene Mullis

- Provide answers and support to members about credentialling
 - Terri James-Barksdale working on Resume for the RWA designation.
 - Krista Chambers working on the requirements for R/W-NAC and R/W-URAC.
 - Rosita McCullough needs to retake Course 900 exam. I will proctor the exam.
- Review and Approve:
 - Ashley K. Zacharia **SR/WA-GN Designation 4/26/23**
- Capstone Exam
- Certification
- Recertifications
 - Tom A. Paine **SR/WA Recertification 4/3/23**
 - Keith Dang **SR/WA Recertification 4/18/23**
- Declarations

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

- April 12th Chapter Meeting
 - Announce Slate of Officers for Executive Board 2023-2024
 - President – Tara O’Hanlon
 - President-Elect – Jamie Booth
 - Vice President – Megan Burlingame
 - Treasurer – Murray Brackett

- Secretary – Scott Matetich
 - May 10th Chapter Meeting – Elections 2023-2024
 - Nomination forms for Employer, Professional & Project of the Year
 - Jesse Ray & Tara O’Hanlon volunteered to help on committee
 - Ordered award plaques from IRWA \$230.00
 - Sent 5th Eblast on 4/07/2023 & closed 4/30/2023
 - Employer of the Year nominations – PSE & HDR
 - Professional of the Year nominations – 2 for Bryan Petri
 - Project of the Year nominations & 49 votes
 - Miller Nash - Sound Transit East Link Project - Surrey Downs CC&R Acquisitions (24)
 - Epic – High Dune Trail - Ocean Shores (12)
 - PSE - EV Up and Go Public Charging (13)
 - June 14th – Installation & Awards Banquet
 - Present Awards

▪ **Education**

Tanya Johnson

- Summary of Activities for Prior Month
 - Working on 3 year plan for classes
 - Upcoming Classes
 - IRWA Course 218 Right of Way Acquisition for Electrical Transmission Projects scheduled for 6/1-2/23
 - IRWA Course 504 Computing Replacement Housing Payments scheduled for 6/8-9/23
 - IRWA Course 902 Property Description (Virtual) scheduled for 8/3/23
 - IRWA Course 703 Real Property Asset Management (Virtual) 9/14/23
 - IRWA Course 503 Mobile Home Relocation (Virtual) 9/18/23
 - IRWA Course 410 Reviewing Appraisal in Eminent Domain (Virtual) 9/19/23
 - IRWA Course 304 When Public Agencies Collide (Virtual) 9/25/23
 - IRWA Course 431 Problems in Valuation of Partial Acquisitions (Virtual) 10/20/23
 - IRWA Course 801 U.S. Land Titles (Virtual) 10/26-27/23
 - IRWA Course 800 Principles of Real Estate Law (Virtual) 11/29-30/23
 - IRWA Course 803 Eminent Domain Law Basics for ROW Professionals (Virtual) 12/6-7/23
 - IRWA Course 400 Principles of Real Estate Appraisal (In-Person) 12/4-5/23

Note: IRWA Course 209 Negotiating Effectively with a Diverse Clientele scheduled for 5/18-19/23 was removed from the list of upcoming courses due to a conflict with instructor availability.

- 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:
 - Thi Markwell, King County (4/11/2023)
 - Maria Olson, Integra (4/12/2023)
 - Jacki Johnson, MAI, CBRE (4/21/2023)
 - Arlene Klausen (4/27/2023)

- Breanna LaBarge, PSE (5/5/2023)
 - New member introduction/welcome emails
 - **Social** **Jesse Ray**
 - Night out for Baseball with Tacoma Rainiers: May 12th – 7:05pm Fireworks Night
 - Bowlero Bowling Night?
 - **Golf Tournament** **Jamie Booth/Jesse Ray**
 - Golf Tournament – Friday August 18th
 - Received Echo Falls contract for 32 players \$3,200
 - Signed contract
 - Need to order trophies & update sign
 - Need to choose menu options
 - Golf volunteers - Jesse Ray & Mark Anderson approved booking this event
 - **Young Professionals** **Jesse Ray**
 - Summary of Activities for Prior Month
 - Conference Planning – Casino Night on Saturday @ Conference in Denver, CO
 - Ongoing Items
 - Young Professionals Session @ Annual Education Conference – Prerecorded presentation
 - Conference event in planning process
 - **Saturday Night Event: Casino Night at Denver Athletic Club**
 - Young Professionals are holding committee meeting on Sunday morning.
 - **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
 - June 14, 2023 – Waterways Cruise – Installation & Award Ceremony – Jamie

V. New Business **Andrew Sorba**

- Spring Forum Recap – Lot’s of activity!

VI. Ongoing Business **Andrew Sorba**

- RWIEF Fund Raiser
 - Over \$1,000 raised
 - Event Held
- Planning for the 2023 Fall Forum, joint forum with Region 9.
 - October 12-13, 2023
 - Location – HDR - Bellevue
 - October 12, 2023 Seminar to be planned by Region 9
 - October 12, 2023 – Forum Social House (estimate ~ \$2k for 20 people)
 - October 13, 2023 – Forum
 - October 13, 2023 – Dinner @ 13 Coins
 - Planning Budget for 20, 30, 40, and 50 attendees
 - Andrew requested permission to begin booking facilities needed for Fall Forum. Budget Estimate for all above attendee scenarios (20, 30, 40, or 50 people) would

involve profits to the chapter. 20 people would be \$686 net profit, 30 would be \$1270, 40 would be \$1855, and 50 would \$2439.

- Andrew recommended donating profits to Region 9.

VII. Announcements **Andrew Sorba**

- Registered - 40
- 69th Annual Education Conference – Denver, CO
 - June 25-28, 2023
 - Registration Open

VIII. Recap of Action Items **Scott Matetich**

IX. Adjourn Meeting **Andrew Sorba**

X. Next meeting – June 14, 2023 – Officer Installation & Award Ceremony - Waterways Cruise