



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

September 13, 2023 | 10:00am – 11:30am
Snohomish County

Attendees:

X	Tara O’Hanlon	President		
X	Andrew Sorba	Immediate Past President		
X	Jamie Booth	President Elect		
X	Megan Hendrix	Vice President		
X	Tanya Johnson	Education Chair		
X	Julie Brown	Communications Chair		
	Murray Brackett	Treasurer		
X	Dan Lemery			
X	Tara Walmsley			
X	Scott Matetich	Secretary		
X	Anhai Levario			
X	Shannon Murphy			

Quorum Achieved?

Yes	No
X	

- I. **Meeting Minutes** **Scott Matetich**
 - Review and approve May 2023 Executive Board Meeting Minutes.

- II. **Chapter Financials** **Murray Brackett**
 - Treasurer’s Report
 - Current Assets as of August 2023: \$_____. Need from Murray.
 - Andrew stated that last year ended with a balance of \$55,476.22 (as of June)
 - Draft FY 2023-2024 Budget – Murray sent Tara an update stating that he has not yet prepare the draft budget for this year.
 - Complete Transition of Chase Account
 - Debit Card?
 - Tara to set up planning meeting with Murray.

- III. **Committee Business** **Charlene Mullis**
 - **Professional Development**

Charlene was not in attendance but provided the following committee report:

Summary of Activities for Prior Month(s)

- Provide answers and support to members about credentialling
 - Kristen Azizeh – SR Declaration of Candidacy questions
 - Rosita McCullogh – Retaining Course 900 setting up proctor exam
 - Jason Langeliers – RWA/RWP/ & SR/WA questions
 - Linda Olson – RWA Application pending resume
- Review and Approve:
 - Amy Hoover – SR/WA Generalist Declaration sent to HQ for approval 5/8/23
 - Kristen Azizeh – SR/WA Generalist Declaration sent to HQ for approval 5/16/23
 - Heidi Jewett – RWA Application and Declaration sent to HQ for approval 7/20/23
 - Brianna Vazquez – RWA Application reviewed and sent to HQ for approval 6/2/23
 - Cyndi Sato – RWA- Application sent to HQ for approval 7/11/23
 - Thi Markwell - RWA Declaration to HQ for approval 7/20/23

- Keri Dupey – RWA Application and Declaration sent to HW for approval 8/8/23
- Certification Candidacy
 - Kristen Azizeh – SR/WA Candidacy approved 5/17/23
 - Amy Hoover – SR/WA Electricity/Utilities Candidacy approved 5/19/23
 - Heidi Jewett – RWA Declaration approved 7/20/23
 - Thi Markwell - RWA Declaration approved 7/20/23
 - Keri Dupey - RWA Declaration approved 8/8/23
- Capstone Exam
 - Anna Rosenkranz – passed SR/WA Capstone exam 6/8/23
 - Kim Bui – passed SR/WA Capstone exam 7/13/23
 - Charlene Mullis – passed SR/WA Capstone exam 7/13/23
- Declarations
 - Brianna Vazquez – RWA Generalist declaration approved 7/10/23
 - Heidi Jewett – RWA Generalist declaration approved 7/24/23
- Recertifications
 - Joseph Stone – SR/WA recertification 9/11/23
 - Katrina Bauman – SR/WA recertification 9/11/23
 - Joel Schleppey – SR/WA recertification 9/11/23

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

Items Needing Board Action N/A

- **Nominations, Elections & Special Awards**

Jamie Booth

- Confirmed No Items

- **Education**

Tanya Johnson

- Previous Activities

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- Upcoming Classes

- IRWA Course 410 Reviewing Appraisal in Eminent Domain (Virtual) 9/19
- IRWA Course SR/WA Study Session and Exam 9/25 – 9/27 (Virtual)
- IRWA Course 410 Reviewing Appraisal in Eminent Domain (Fall Forum, Bellevue, WA) 10/12
- IRWA Course 801 U.S. Land Titles (Virtual) 10/26-27
- IRWA Course 803 Eminent Domain Law Basics for ROW Professionals (Virtual) 12/6- 12/7
- IRWA Course 400 Principles of Real Estate Appraisal (In-Person) 12/4 – 12/5 at HDR in Everett
- IRWA Course 219 Adult Communication Principles and Methods 3/25 – 3/26

- On Going Items

- Setting up virtual classes for the 2023-2024 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

New Members:

Victoria Comer (8/30/2023)
Marcy Knott (8/29/2023)
Cherazar Gunn (7/24/2023)
Michael Hamblin (6/5/2023)

- New program called “Chip Chips” valid through 2023. Chips are earned by meeting performance metrics and can be redeemed for things like conference registrations, courses, and memberships.
- Renewals kick off October 2023. Andrew mentioned membership schedule is based on calendar year (1/1 – 12/31) and fiscal year begins 7/1 and ends 6/30.
- Membership Drive coordinated after October board meeting. Announce renewal period at October general membership meeting.
- Renewal rate calculated after April 15, 2024.

▪ **Social**

Jesse Ray

- Rainier’s Night – It was a successful event. Actual count of attendees is not known ~ 20 participants. Discussion of possible change to Everett Aqua Sox in 2025. Alternating events at both south end and north end venues is helpful for membership.

▪ **Golf Tournament**

Jamie Booth

- Report on Golf Tournament – Another successful event with lots of fun and good weather! Thanks for assistance.
- Next year possibly looking at Interbay, there is some discussion about it being a Par 3 (not a full size course) but may expand on registration. Tournament cost \$7,000 w/27 registrants, so revenue was only \$2,700.00. Partnering with Chapter 3 is difficult though a nice idea.

▪ **Young Professionals**

▪ **Young Professionals Committee**

Jesse Ray

- Jesse Ray won the International YP of the Year award at 2023 Conference. Thank you everyone for your support, I am honored to be a recipient of this award.
- YP Social event at conference in Denver was a big success, although costs were higher than in past years.

▪ **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
 - Sponsorship Blast?
 - Start sending Outlook Calendar invitations to all members for membership meetings. Andrew suggested sending it through the IRWA official chapter email address. Andrew, Tara, and Julie will meet to discuss process.

▪ **Program**

Megan Hendrix

- 2023-2024 Meeting Schedule: *Will meet to firm up schedule below.*
- **September 13th** – Snohomish County – **Brad Thomas - Relocation**
- **October 12th** – Joint Event w/ Fall Forum – networking/membership drive – Region 7/Region 9 Fall Forum on October 12 at 6:00 p.m. at the Forum Social House at Lincoln Square in Bellevue – the \$50 cost includes food, two drink tickets, TopGolf Swing Suites, billiards, and ping pong.

- **November 8th** – Lunch – Tacoma? – **SPEAKER?** – Tara to touch base with Leticia for Pierce County spot? Charlene as speaker?
- **December 13th** – **LOCATION?** – Holiday Party – FlatStick Pub, pioneer square ??
- **January 10th** – Lunch – Somewhere near Sound Transit - **Faith Roland**
- **February 7th** – Lunch – **Bellevue?** – **SPEAKER?**
- **March 13th** – Lunch – MNGD – **SPEAKER?**
- **April 10th** – Lunch – Tacoma TBD– Project of the Year Presentations – Announce Slate of Officers – **SPEAKER?**
- **May 8th** – Lunch – SnoCo or Bellevue TBD - Elections – **SPEAKER?**
- **June 12th** – “Installation & Awards Banquet” – **Tulalip**

IV. New Business **Tara O’Hanlon**

- Spring Forum – Scheduled for April 25th and 26th. Will be held in Beaverton, OR.
- Next Executive Board Meeting to be held virtually at 10am. General membership meeting is a happy hour in the afternoon.

V. Ongoing Business **Andrew Sorba**

- Update on 2023 Fall Forum – eBlasts can begin. Andrew will send Julie some information regarding dates and events. Region 7 and 9 (chapter 38) will also be in attendance! Fred Easton, international President will be in attendance.
- October 12th – Course 410 followed by meet and greet / Chapter 4 Membership Mtg. Forum will be general update for all regional leadership to provide summary of on-going business and vision for the future. Attendance is open to all members and generally directed toward leadership to convey updates to general membership.
- October 13th – Fall Forum meeting and dinner at 13 Coins.
- Approximately 20 have registered.
- Host Hotel (Hilton Garden Inn) nearby has a room block for folks to book at.

VI. Announcements **Tara O’Hanlon**

- Registered - 36

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

- Murray to provide Draft Budget and bank updates.
- Megan and board to firm up meeting schedule and speakers.
- Tara to coordinate with headquarters on transferring accounts.
- Calendar invitations to general membership for monthly meetings.
- Confirm dates for IRWA Course 400 class (December).

VIII. Adjourn Meeting **Tara O’Hanlon**

IX. Next meeting

- October 11, 2023 – Executive Board Meeting begins 10:00am and will be held virtually.
- October 12, 2023 – Happy Hour with Fall Forum