



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

October 11, 2023 | 10:00am – 11:30am

Miller Nash / Team

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		
	Julie Brown	Communications Chair		
X	Murray Brackett	Treasurer		
X	Scott Matetich	Secretary		

Quorum Achieved?

Yes	No
X	

- I. **Meeting Minutes** **Scott Matetich**
 - Review and approve September 2023 Executive Board Meeting Minutes. Minutes were approved unanimously.

- II. **Chapter Financials** **Murray Brackett**
 - Treasurer’s Report
 - Current Assets as of August 2023: \$74,873.80.
 - Checking Account is \$76,173.80
 - Reflects uncleared check of \$1,500.00 and \$200.00 in separate bank account.
 - YTD profit is \$19,400.58.
 - Personal Reimbursements
 - Draft FY 2023-2024 Budget – *Will review last budget, update for this year, and get board approval. Murray to send last year’s budget.*
 - Complete Transition of Chase Account
 - *Need to close savings account.*
 - *Need to explore getting a Debit Card for Chapter Expenses.*
 - *Change Signatories for bank account.*

- 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
 - Sarah Nicora – 2024 IRWA credits toward designation/certification questions
- Review and Approve:
 - Kristen Azizeh – RWA Application sent to HQ for approval 9/26/23
- Certification Candidacy
 - Kristen Azizeh – RWA Certification approved 9/29/23
- Capstone Exam
- Declarations
- Recertifications
 - Joseph Stone – SR/WA recertification 9/11/23
 - Katrina Bauman – SR/WA recertification 9/11/23
 - Joel Schleppe – 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

- None

Nominations, Elections & Special Awards

- Will Start in November

Jamie Booth

Education

Tanya Johnson

- Previous Activities
 - Working on 3-year plan for classes
- Upcoming Classes
 - Course 431 Problems in Valuation of Partial Acquisitions (Virtual) 10/20/23
 - Course 801 U.S. Land Titles (Virtual) 10/26-27/23
 - Course 800 Principles of Real Estate Law (Virtual) 11/29-30/23
 - Course 803 Eminent Domain Law Basics for ROW Professionals (Virtual) 12/6-7/23
 - Course 400 Principles of Real Estate Appraisal (In-Person) 12/4-5/23
 - Course 219 will be held in March 2024, Tanya to add to calendar.
- On Going Items
 - Tanya was contacted by three groups to hold classes directly for them. Chapter 4 classes may soon be open to additional Chapters/Regions.
 - Proceeds from class attendance is divided proportionally among the chapters.
 - Setting up virtual classes for the 2023-2026 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.
- Items needing board action
 - None.

Membership

Jesse Ray

- **Membership Committee Report**
 - Membership Drive Social Networking Event 10/12/23
 - October kicks off membership renewal cycle
 - Chapter Incentive Program (ChIP)
 - Quarterly Compliance Uploads, if uploaded by deadline, Chapter gets \$100 from HQ.
 - 5% NET membership growth = 6 ChIP chips
 - 10% NET membership growth = 10 ChIP chips
 - 90% member retention = 5 ChIP chips
 - Trifecta earns Chapter \$500 from HQ.
 - Andrew indicated sample language may be available for reminder emails in two forms: promotional vs “slap on the hand”.

- Renewal Deadline is technically December 31st. Finally tally actually occurs roughly in April.
 - Jesse to begin eBlasts for renewal reminders.
 - Received contact from one potential new member with Pierce County Public Works
- **Young Professional Committee Report**
 - Rouke Aboubacar interested in serving as Region 7 Rep for Young Professionals.
- **Social Committee Report** – No updates
 - **Rainier’s Night** – Alternating events at both south end and north end venues is helpful for membership. Discussion of possible change to Everett Aqua Sox in 2025.
 - **Golf Tournament** **Jamie Booth**
 - Possibly looking at Interbay for 2024, 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.
 - **Communication** **Julie Brown**
 - Summary of Previous Actions
 - Sent 6 eBlasts for October
 - Sent 2 eBlasts for November
 - 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:
 - **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** – Bellevue PSE Forum Room – Hot Topics w/Kinnon Williams
 - **December 14th** – **FlatStick Pub**, Pioneer Square – 6-9 pm – **NEED TO BOOK**
 - **January 10th** – Snohomish County – **TBD, possibly a APWA representative.**
 - **February 7th** – Sound Transit – **Tara to reach out to Faith Roland as possible speaker.**
 - **March 13th** – WSDOT HQ / PSE / Miller Nash – Project of the Year – Kevin Workman, **Need to determine when POTY presentations will be (March or April)**
 - **April 10th** – Tacoma? **Tara to reach out to possible speaker.**
 - **May 8th** – MNGD – **Speaker is TBD / Board Elections**
 - **June 12th** – **Tulalip Casino** - Installation & Awards Banquet. **Date at casino is reserved, need to sign contract.**

IV. **New Business** **Tara O’Hanlon**
 ▪ Spring Forum – Scheduled for April 25th and 26th. Will be held in Beaverton, OR.

V. **Ongoing Business** **Andrew Sorba**

- Update on 2023 Fall Forum – Confirmed that Chapter President and President Elect will attend Fall Forum at cost to Chapter. Andrew to process Jamie’s registration manually to avoid reimbursement.
- 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.
- Registration is currently low for the capacity of the spaces booked for the Meet and Greet and the Forum. Each board/chair member is going to reach out to business colleagues and associates to boost registration.
- Outlook invitations to general membership meetings have not started yet. Andrew working on this for November.

VI. Announcements

Tara O’Hanlon

- None

VII. Recap of Action Items

Scott Matetich

- Confirm attendees for Fall Forum and Meet and Greet. No additional attendees from Snohomish County.
- Need to close savings account.
- Need to explore getting a Debit Card for Chapter Expenses.
- Change Signatories for bank account.
- Megan and board to firm up meeting schedule and speakers.
- Calendar invitations to general membership for monthly meetings.

VIII. Adjourn Meeting

Tara O’Hanlon

IX. Next meeting

- October 12, 2023 – Happy Hour with Fall Forum
- November 8, 2023 – PSE Bellevue, Kinnon Williams