



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

December 13, 2023 | 4:00 pm – 5:00 pm
Miller Nash LLP; Seattle, WA

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		
	Murray Brackett	Treasurer		
X	Scott Matetich	Secretary		
	Charlene (Mullis) Byrd	Professional Development Chair		

Quorum Achieved?

Yes	No
X	

I. Meeting Minutes

Tara O’Hanlon

- No November 2023 Executive Board Meeting Minutes to approve due to lack of quorum. October 2023 Board Meeting minutes were approved by unanimous consent.

II. Chapter Financials

Murray Brackett

Summary of Activities for Prior Month

- Reviewed previous financials.
- Reviewed November Chase Stmt
- Tara added as signatory to Chase account. Need to follow-up on sent Debit Card.
- Reviewed Chapter Accounts:
 - 11/30/23 Bank Balances:
 - Chase Savings: \$100.00 (see below; quickbooks continues to also show \$100 BofA savings balance).
 - 11/30/23 Bank Balance:
 - Chase Checking \$71,714.10
- Financial Documents:
 - Emailed draft budget to Rakhshan, CFO w/IRWA corporate.
 - November Bank Statements attached.
 - November Reconciliation attached.
 - YTD ‘23 Balance Sheet:
 - Total Assets (See Balance Sheet): \$71,748.46 (This figure includes \$100 Savings Acct balance for both BofA and Chase accounts, and the discrepancy reflects one uncleared check of \$165.64).
 - Fiscal YTD P/L - Net Income through 11/30/23: \$16,275.24 – see attached.

Ongoing Items

- Still working on sponsorships. Tara will follow up with Murray on this topic.

Items Needing Board Action

- N/A

III. Committee Business

A. Professional Development

Charlene (Mullis) Byrd

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
- Review and Approve:
 - Anna Rosenkranz – R/W-RAC Application sent to HQ for approval 11/9/23
 - Anne Nysether – RWA-GN Approved experience and resume for HQ 11/30/23
- Certification Candidacy
 - Anna Rosenkranz – R/W-RAC Certification approved 11/10/23
- Capstone Exam
 - Charlene Byrd (prior Mullis) passed SR/WA Capstone Exam 11/6/2023
- Declarations
- Recertifications

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

Items Needing Board Action

None

B. Nominations, Elections & Special Awards

Jamie Booth

- NESAA
 - Nomination forms for Employer, Professional & Project of the Year 2023. POTY deadline is 2/28. Professional and Employer of the Year deadline is April 30th.
 - sent Eblast #1 on Friday 11/17/2023
 - Will send Eblast #2 on Friday 12/15/2023
- Golf Tournament
 - Will contact Echo Falls in January
 - Mark Anderson volunteered to call High Cedars in Orting
 - Planning Friday August 16, 2024

Items Needing Board Action

- Need volunteers for nominations & awards committee & election committee. Need at least 2 people per bylaws to perform these tasks. Tara and Tanya have volunteered! Thank you!

C. Education

Tanya Johnson

- Previous Activities
 - Working on 3-year plan for classes.
- Upcoming Classes
 - Course 219 will be held March 25th and 26th, 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 2024-2026 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.

D. Membership

Jesse Ray

- **Membership Committee Report**

- A. 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. Final tally actually occurs roughly in April. As of 12/13/2023, there are 179 members that have yet to renew their membership.
- Jesse to begin eBlasts for renewal reminders.

- B. Two new members:

- Marcus Lundy (Grays Harbor)
- Savannah Mickens

- **Young Professional Committee Report**

- C. Rouke Aboubacar interested in serving as Region 7 Rep for Young Professionals.

- **Social Committee Report** – No updates

- D. **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.

E. Communication

Julie Brown

- Discuss coverage for Julie beginning in January -THANK YOU to Rouké Aboubacar
- Summary of Previous Actions
- 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.

F. Program

Megan Hendrix

- Program
 - Finalized food order for Flat Stick Pub – December 13, 2023
 - Reserving Kindred Kitchen – January 10, 2024
 - Confirmed Ben Pariser (Presenter) – February 8, 2024
 - Confirmed Kevin Workman (Presenter) – May 8, 2024
 - Need to finalize paperwork for April meeting with Pierce County

2023-2024 Meeting Schedule - Proposed

The 2nd Wednesday of every month from September through June

Board Meetings are 10 am-11 am, and Chapter Meetings are 12 pm-1 pm

- October 12, 2023 – Top Golf Bellevue – Joint Forum & Membership Drive / Social & Networking Event
- November 8, 2023 – PSE Bellevue – Kinnon Williams
- December 13, 2023 – Flat Stick Pub – Holiday Party (Evening Event) 6-9 pm
- January 10, 2024 – Snohomish County – **Krista/Cyndi/Jesse?**
- February 8, 2024 – Miller Nash LLP – Ben Pariser
- March 13, 2024 – **Sound Transit?** – “Project of the Year”
- April 10, 2024 – Pierce County – Announce Slate of Officers – **TBD**
- May 8, 2024 – MNGD – Kevin Workman / Election
- June 12, 2024 – Tulalip Casino – Installation & Award Ceremony

IV. New Business **Tara O’Hanlon**

- Spring Forum – Scheduled for April 25th and 26th. Will be held in Portland, OR.

V. Ongoing Business **Tara O’Hanlon**

- Outlook invitations to general membership meetings have not started yet. Andrew working on this for December.
- Sponsorship update – Murray Brackett working on this
- Membership/renewal drive? -Jesse Ray Update.

VI. Announcements **Tara O’Hanlon**

- None

VII. Recap of Action Items **Tara O’Hanlon**

- Need to close savings account – Murray Brackett.
- Need to follow up with Bank on mailing the Debit Card for Chapter Expenses – Tara O’Hanlon.
- Megan and board to firm up meeting schedule and speakers.

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

IX. Next meeting

- January 10, 2024 – Snohomish County