



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

January 10, 2024 | 10:30 am – 11:30 am
Snohomish County; Everett, 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

- Approve December 2023 Executive Board Meeting Minutes. Vote commenced and it was unanimously approved without any amendments.
- Approve Draft 2023-2024 Budget – THANK YOU JAMIE!

II. Chapter Financials

Murray Brackett

- Jamie reported the only way we make money is through membership and classes. Sponsorships and other contributions are handled as separate line items in Quick Books, per HQ CFO. Income and Expense are being reconciled in our financial reporting, particularly membership dues. Each QB account needs a reporting form to be submitted to HQ. Budget assumes attendance of 15 members per class in the 2023-24 education year.
- Need to better advertise upcoming class schedule to increase attendance.

A. Summary of Activities for Prior Month

- Reviewed previous financials.
- Reviewed December Chase Stmt
- Reviewed Chapter Accounts:
 - 12/29/23 Bank Balances:
 - Chase Savings: \$100.00 (see below; quickbooks continues to also show \$100 BofA savings balance).
 - 11/30/23 Bank Balance:
 - Chase Checking: \$68,114.97
- 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): \$68,149.33 (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 12/29/23: \$12,676.11 – see attached.

B. Ongoing Items

- Work on getting Sponsors.
- Ensure account codes for income/expenses is consistent with HQ procedures.

C. Items Needing Board Action

- Board Budget Training – Jamie
- Planning for 2024-2025 Budget – Jamie

III. Committee Reports

A. Professional Development

Charlene (Mullis) Byrd

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

1. Summary of Activities for Prior Month(s)

- Provide answers and support to members about credentialing
- Review and Approve:
 - Charlene Byrd – SR/WA Application sent to HQ for approval 12/1/24
- Certification Candidacy
- Capstone Exam
 - Angela Little - passed SR/WA Capstone Exam 12/8/2023
- Declarations
- Recertifications
 - Tanya Johnson – SR/WA Recertification Approval 12/5/23

2. 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

3. Items Needing Board Action

- None

B. Nominations, Elections, & Special Awards (NESAs)

Jamie Booth

1. Summary of Activities for Prior Month(s)

- 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.
- Eblast #1 on Friday 11/17/2023
- Eblast #2 on Friday 12/15/2023
- Will be sending out #3 Eblast on Friday 1/12/2024
- Nominations, awards, & election committee. Need 2 people per bylaws to perform these tasks. Tara and Tanya have volunteered!

2. Ongoing Items

- Golf Tournament
 - Will contact Echo Falls this month
 - Mark Anderson called High Cedars in Orting 12/12/23 & emailed a follow up to reserve
 - Recommend calling Northshore Golf Course to get pricing.
 - Planning Friday August 16, 2024

3. Items Needing Board Action

- N/A – see above re Budget items from Jamie

C. Education

Tanya Johnson

1. Summary of Activities for Prior Month

- Worked on scheduling virtual courses from January 1, 2024, through December 31, 2024.

Current Course Schedule:

Virtual Courses

**** Classes Added Since December Chapter Meeting**

- IRWA Course SR/WA Review Study Session & Exam (Virtual) 1/29-31/24 (32 Credit Units)
- IRWA Course 207 Practical Negotiations for US Federal and Federally Assisted Projects (Virtual) 2/22-23/24 (16 Credit Units)
- IRWA Course 215 Right of Way Acquisition for Pipeline Projects (Virtual) 3/11-12/24 (16 Credit Units)
- IRWA Course 406A 15 Hour National USPAP Course (working on getting CE approval) (Virtual) 3/8/24. (15 Credit Units)
- IRWA Course 413 Uniform Appraisal Standards for Federal Land (working on getting CE approval) (Virtual) 3/26-28/24. (24 Credit Units)
- IRWA Course 421 The Valuation of Partial Acquisitions (Virtual) 4/16-19/24 (32 Credit Units)
- IRWA Course 802 Legal Aspects of Easements (Virtual) 5/28/24 (8 Credit Units)
- IRWA Course SR/WA Review Study Session & Exam (Virtual) 6/4-6/24 (32 Credit Units)
- IRWA Course 801 U.S. Land Titles 6/11-12/24 (16 Credit Units)
- IRWA Course 900 Principles of Real Estate Engineering (Virtual) 7/22-23/24 (16 Credit Units)
- IRWA Course 218 Right of Way Acquisition for Electrical Transmission Projects (Virtual) 7/30-31/24 (18 Credit Units)
- IRWA Course 502 Nonresidential Relocation Assistance (Virtual) 8/19-20/24 (16 Credit Units)
- IRWA Course 200 Principles of R.E. Negotiation (Virtual) 9/9-10/24 (16 Credit Units)
- IRWA Course 506 Advance Nonresidential Relocation Assistance (Virtual) 10/21-22/24 (16 Credit Units)
- IRWA Course TBD
- IRWA Course TBD

In-Person Courses

- IRWA Course 219 Adult Communication Principles and Methods (In-Person), Everett, WA, March 25-27, 2024 (16 Credit Units)

Potential upcoming In-Person Courses

- IRWA Course 100 Principles of Land Acquisition (16 Credit Units) April 23-24, 2024
- IRWA Course 200 Principles of Real Estate Negotiations (16 Credit Units) July 9-10, 2024
- IRWA Course 102 Evaluating Your Ethical Awareness (8 Credit Units) October 16, 2024
- IRWA Course 600 Environmental Awareness (8 Credit Units)
- IRWA Course 800 Principles of Real Estate Law (16 Credit Units)

2. Ongoing Items:

- eBlast broader Region 7 the class schedule on a regular basis. Desire is to increase attendance of our Chapter members in IRWA courses.
- Setting up virtual and in-person classes for the 2024-2026 educational periods
- Work with HQ and their current virtual classes to be held 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.

3. **Items Needing Board Action:**

- None

D. **Membership/YP/Social**

Jesse Ray

1. **Membership**

- 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 January 10, 2024, there are 144 members that have yet to renew their membership.
 - Jesse to begin eBlasts for renewal reminders.
 - Jesse confirmed CLS corporate renewals in process – in process of adding 1-2 new members.
- New members:
 - Carolyn Holt, WSDOT
 - Marcus Lundy, City of Grays Harbor
 - Savannah Mickens, Atco Telecom
 - Melissa Herron, WSDOT
 - Benjamin Porter, Restorical

2. **Young Professional**

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

3. **Social** – No updates

- **Rainier’s Night** – Alternating events at both south end and north end venues is helpful for membership. Possible change to Everett Aqua Sox in 2025.

E. **Communication**

Tara O’Hanlon

1. **Summary of Activities for Prior Month**

- THANK YOU to Rouké Aboubacar for assisting with e-blasts while Julie is on leave

2. **Ongoing Items:**

- Summary of Previous Actions
- Ongoing Items
- Sending Eblasts that are provided
- 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.

3. Items Needing Board Action:

- None

F. Program

Megan Hendrix

1. Summary of Activities for Prior Month

- Reserved Kindred Kitchen – January 10, 2024
- Scheduled Faith Roland – April 10, 2024
- Reserved Miller Nash – May 8, 2024

2. Ongoing Items:

- Reserving Guormondos – February 14, 2024
- Reserving Sound Transit – March 13, 2024
- Reserving Guormondos – May 8, 2024

Current 2023-2024 Meeting Schedule

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 and Jesse
- February 14, 2024 – Miller Nash LLP – Ben Pariser
- March 13, 2024 – Sound Transit – “Project of the Year”
- April 10, 2024 – Pierce County – Announce Slate of Officers – Faith Roland
- May 8, 2024 – MNGD – Kevin Workman / Election
- June 12, 2024 – Tulalip Casino – Installation & Award Ceremony

3. Items Needing Board Action:

- None

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/Tara working on this for February.
- Sponsorship update – Murray Brackett working on this
- International nominations for IRWA conference in Long Beach – DUE February 1, 2024

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/Tara/ Rouké/Andrew – to put up info for rest of meetings this year.

- Jamie to assist in accurate reporting of income and expenses for budget purposes.
- eBlast course schedule more regularly.

VIII. Adjourn Meeting

Tara O'Hanlon

IX. Next meeting

- February 8, 2024 – Miller Nash