



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

February 14, 2024 | 10:00 am – 11:30 am
Miller Nash; Seattle, WA

Attendees:

X	Tara O'Hanlon	President		
X	Andrew Sorba	Immediate Past President		
X	Jamie Booth	President Elect		
X	Megan Hendrix	Vice President		
	Tanya Johnson	Education Chair		
	Julie Brown	Communications Chair		
X	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 January 2024 Executive Board Meeting Minutes. No need to approve future minutes as the formal process no longer requires it.

II. Chapter Financials

Murray Brackett

Summary of Activities for Prior Month

- Reviewed previous financials
- Reviewed January Chase Stmt
- Reviewed Chapter Accounts:
 - 1/31/24 Bank Balances:
 - Chase Savings: \$100.00 (see below; quickbooks continues to also show \$100 BofA savings balance). *Murray went to BofA and the bank informed him they have no record of our chapter having an account there. May need to write off the balance shown in QB. Murray to get with HQ on next steps.*
 - 1/31/24 Bank Balance:
 - Chase Checking \$69,696.91**
- Financial Documents:
 - January Bank Statements attached
 - January Reconciliation attached
 - FYTD Balance Sheet:
 - Total Assets (See Balance Sheet): **\$69,731.27** (This figure includes \$100 Savings Acct balance for both BofA and Chase accounts, and the discrepancy reflects one uncleared check of \$165.64).
 - Fiscal FYTD P/L - Net Income through 1/31/24: \$14,258.05 – see attached.
- Budget Draft 2023-2024 & 2024-2025
 - Jamie had meeting with Rakhshan 12/15/2023
 - Revised 2023-2024 Budget

Ongoing Items

- Sponsorship letters all sent – Golf sponsorships will obviously occur in the summer of 2024.

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 credentialing
- Review and Approve:
 - Angela Little – SR/WA Application sent to HQ for approval 1/2/24
 - Thomas Ogle – R/W-AC Appraisal Cross Certification sent to HQ for approval 1/8/24
 - Brant Sheaffer – R/W-AC Appraisal Cross Certification sent to HQ for approval 1/11/24
 - Cealan Clifford – RWA-GN Application sent to HQ for approval 1/22/24
- Certification Candidacy
- Capstone Exam
- Declarations
 - Charlene Byrd – SR/WA Transportation approved 1/4/24
 - Angela Little - SR/WA Generalist approved 1/22/24
 - Cealan Clifford – RWA-GN approved 1/25/24
- Recertifications
 - Bryan Petri – SR/WA Recertification approved 1/3/24 – next recertification date 7/1/2029
 - Michele Pescador - SR/WA Recertification approved 1/19/24 – next recertification date 2/1/2029
 - Andrew Hester - SR/WA Recertification approved 1/31/24 – next recertification date 1/1/2028

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

Update:

The SR/WA plaque and pin will be mailed directly to the SR/WA recipients within 4 weeks of receiving Declarations. If the new SR/WA wants to be presented at a chapter meeting they can bring the plaques & pins with them.

B. Nominations, Elections & Special Awards

Jamie Booth

Summary of Activities for Prior Month

- NESAs
 - Nominations Open for Employer, Professional & Project of the Year 2023
 - Nominations, Awards, & Election Committee. Tara and Tanya have volunteered!
 - Eblast #3 on Friday 1/12/2024
 - Eblast #4 on Friday 2/09/2024
 - No nominations have been received 2/11/2024
 - Eblast #5 February 16th
 - Eblast #6 February 21st

- Eblast #7 February 23rd
- Eblast #8 February 26th
- Eblast #9 February 28th Last Day to turn in for project of the year
- Golf Tournament
 - Mark Anderson volunteered to help & has reserved High Cedars in Orting
 - Friday August 16, 2024

Items Needing Board Action

A. 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 25-26, 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

C. 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”.
- Jesse to begin eBlasts for renewal reminders.
- Jesse confirmed CLS corporate renewals in process – in process of adding 1-2 new members.
- List of renewals is down to 54 members.

Pending New Members

- My'kl Ameer Williams joined the IRWA on 1/24/2024
-

New Members this Fiscal Year

- David Coleman, 1/12/2024
- Jennifer Benefiel, 1/12/2024
- Benjamin Pariser, 1/9/2024
- Melissa Herron, 1/2/2024
- Savannah Mickens, 1/2/2024
- Marcus Lundy, 1/2/2024
- Carolyn Holt, 1/2/2024

- **Young Professional Committee Report**

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

- **Social Committee Report** – No updates

- C. **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.

D. Communication

Tara O’Hanlon

- THANK YOU to Rouké Aboubacar for assisting with e-blasts while Julie is on leave
- Ongoing Items
 - Sending Eblasts that are provided

E. Program

Megan Hendrix

- Program
 - Reserving Sound Transit – March 13, 2024
 - Scheduled Faith Roland – April 10, 2024
 - Reserved Miller Nash – May 8, 2024
 - Reserving Guormondos – May 8, 2024
 - Need to confirm Tulalip for June 12th meeting.

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 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

IV. New Business

Tara O’Hanlon

- Considering moving the Project of the Year from March to April. This would switch Faith’s presentation from April to March. Megan confirming.
- 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- completed
- Working on soliciting nominations for Ch. 4

VI. Announcements

Tara O’Hanlon

- None

VII. Recap of Action Items

Tara O’Hanlon

- Tara will not be able to attend the annual conference. Discussion of proxy voter and other board attendees that might be able to attend instead.
- 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.

VIII. Adjourn Meeting

Tara O’Hanlon

IX. Next meeting

- March 13, 2024 – Sound Transit