



## IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

January 12, 2022 | 10:00am – 11:00am

Online Zoom Meeting

**I. Call to Order: President Dianna Nausley-McKeon, SR/WA, R/W-RAC, called the meeting to order at 10:03 AM PST**

**Present:**

Dianna Nausley-McKeon, SR/WA, R/W-RAC, President  
Andrew Sorba, SR/WA, R/W-AC, President-Elect  
Murray Brackett, MAI - Treasurer  
Charlene Mullis, Professional Development Chair  
Jamie Booth, NESA Chair  
Julie Neibauer, Communications Chair

**II. Meeting Minutes**

- Review and approve December 2021 Executive Board Meeting Minutes
- *Murray motioned to approve December meeting minutes as written. Jamie seconded. Motion passed unanimously.*

**III. Chapter Financials**

**Murray Brackett**

- Treasurer's Report –
  - i. BofA checking balance as of 12/30/2021 - \$70,965.32
  - ii. Chase – no activity yet – in process of transferring from BofA
- Sponsorship renewal solicitations complete
- Reimbursements
- Conversion to Chase Bank – waiting on Rakhshan
- Close of BofA account – will follow once Chase up and running
- *Murray to input Chapter budget to HQ (Quickbooks)*

**IV. Committee Business**

▪ **Professional Development**

**Charlene Mullis**

- Provide Support to members interested in credentialling
  - Jamie Booth RWA Certification application pre-approved pending 1 year of ROW experience
- Review and Approve:
  - Angela Little – RWA application 12/8/21
  - Tong Wu – RWA application 12/8/21
  - Erica Grimm – RWA application 12/14/21
- Certifications
  - None
- Recertifications
  - None
- Certification Candidacy
  - Thomas Loranz – passed his SR/WA Capstone 12/16/21

▪ **Nominations, Elections & Special Awards**

**Jamie Booth**

- Advertise awards and encourage submittals
- Sent email blast regarding nominations to Chapter 4 membership

▪ **Education**

**Tanya Johnson**

- Setting dates and scheduling instructors for virtual classes
- Confirmed IRWA Course 502 Non-Residential Relocation Assistance, virtual class scheduled for April 13 - 14, 2022 with Tanya Johnson as instructor.

- Confirmed IRWA Course 505 Advanced Residential Relocation Assistance, virtual class scheduled for May 17- 18, 2022 with Leslie Findlay as instructor.
- Setting up virtual classes for the 2021-2022 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**

- Review membership roster and remove members who are not renewing memberships
- Review and Approve Pending Members:

Britany Avila (City of Tacoma) – Joined IRWA on 1/7/2022

- Transfer Members:

Isaac Mutha – Transferred from Chapter 44 Las Vegas to Chapter 4 Bellevue/Seattle on 12/16/2021
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Sherri Clark – Transferred from Chapter 4 Bellevue/Seattle to Chapter 3 Portland – 12/9/2021
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- Membership Drive – Potential Locations
  - Woolly Toad (Newcastle Golf Course) - \$500 room + \$2,000 Food and Bev Minimum
  - Thunderbirds Hockey Game – held in Kent
    - Exclusive Suite (15 people): ~\$900 + Food and Beverage (~\$60/ticket)
    - Club Seats on suite level. Buffet Optional (lesser cost than Exclusive Suite)
    - Regular tickets - \$20/person starting
    - *Jesse to pursue this option further*
  - Everett Silvertips Hockey Game
    - Exclusive Suite (15-20 people): \$40-\$70/ticket (12-20 tickets)

▪ **Social**

**Jesse Ray**

- Review group event options for Night out for Baseball with Tacoma Rainiers – Jesse is going to get it scheduled and will let the board know the date of the event.
- Ongoing survey poll

▪ **Golf Tournament**

**Jamie Booth**

- Working with Jamie Booth to contact courses for scheduling and costs
- Considering survey monkey poll to help determine preferred course location
- *Jamie to follow up with venues and secure a tournament date*

▪ **Young Professionals**

**Jesse Ray**

- No update

▪ **Communication**

**Julie Neibauer**

- Bi-Monthly E-blasts
- Coordinating as needed re website and monthly Zoom Meeting
- Timely program advertising and notification to membership
- Updated Constant Contact information to be all my information, including have website access sent to my phone number.

- Will work on have credit card information changed to mine

- **Program**

**Andrew Sorba**

- January 12<sup>th</sup> – How PR Missteps Can Tank Your Project – Brian Daskam
- February 9<sup>th</sup> - Cemetery Law and Condemnation – Tanya Marsh
- March 9<sup>th</sup> – Project of the Year Presentations
- April 13<sup>th</sup> – Tulalip – Presentation TBD – Announce Slate of Officers
- May 11<sup>th</sup> – Presentation TBD – Elections
- June 1<sup>th</sup> – Installation & Awards Banquet Cruise
- Presentation ideas:
  - Floating Easements (Appraiser’s Perspective) – David Burgoyne, ASA, SR/WA & Andrew Sorba, SR/WA, R/W-AC

**V. New Business**

**Dianna Nausley-McKeon**

- Survey for Interest in Rainier’s Baseball Event
- RWEIF Monday Night Event – sponsor opportunity
  - *Jesse motioned to sponsor the event at the 8-Track (\$1,000) level. Murray seconded the motion. Passed unanimously.*
  - *Murray and Jesse to coordinate sending the check and sponsorship in.*

**VI. Ongoing Business**

**Dianna Nausley-McKeon**

- Change of banking from Bank of America to Chase
- Purchase of Owl technology so all members to join the meetings virtually

**VII. Announcements**

**Dianna Nausley-McKeon**

- RSVP’s – only a handful registered for the meeting
- Leaders Light the Way Memorial Scholarship – get applications submitted
- NESAs Nominations and Region 7 submittals – only 3 weeks left

**VIII. Recap of Action Items**

**Amber Novak**

**IX. Adjourn Meeting**

**Dianna Nausley-McKeon**

- X. Next meeting** – February 9, 2022 - Online via ZOOM  
Executive Board Meeting begins at 10:00 am