



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

March 9, 2022 | 10:00am – 11:00am

Online Zoom Meeting

- **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 and Program Chair
Murray Brackett, MAI, Treasurer
Jamie Booth, NESAs Chair & Golf Tournament Chair
Jesse Ray, SR/WA, Immediate Past President, Membership, Young Professional, & Social Chair
Julie Neibauer, Communications Chair

- **Meeting Minutes**

- Review and approve January 2022 and February 2022 Executive Board Meeting Minutes

Motion: Murray Brackett made a motion to accept the January 2022 and February 2022 as written. Jamie Booth seconded the motion. There was no discussion. Motion passed.

- **Chapter Financials**

Murray Brackett

- Reviewed February financials
- Reviewed Chapter Accounts:
 - BofA checking balance as of 2/28/2021 - \$69,131.47
 - Chase – no activity yet – need to order checks and Rakhshan is working on access to QuickBooks - in process
- Financials:
 - January BofA Statement Balance: \$69,131.47 – see attached
 - January Reconciliation - see attached
 - January Balance Sheet Total Assets: \$69,231.47 – see attached
 - January P/L - Net Income: \$2,768.30 – see attached
- Sponsorship renewal solicitations – ongoing – deposits going to Chase
- Conversion to Chase Bank is complete – waiting on Rakhshan to merge w/QuickBooks – there will be reconciliations for both accounts until the BofA account is closed.
- Close of BofA account – will follow once Chase up and running
Discussion: Need to make sure there are no automatic deposits still going to the BofA account. Discussion regarding which auto deposits remain and should only be the Square account. Murray will reach out to Square to get the information changed to Chase.

- **Committee Business**

- **Professional Development**

Charlene Mullis

- Provide Support to members interested in credentialing
 - Jeanne Jorgenson – RW-WA Path reviewed education plan
 - Brianna Vazquez – Resume and application review
- Review and Approve:
- Certifications
 - Thomas M. Loranz – SR/WA Certification 2/9/2022
 - Erica K. Grimm – RWA Certification 2/9/2022
 - Tong Wu – RWP Certification 2/16/2022
 - Amy Hoover – RWP Certification 2/24/2022
- Recertifications
 - James F. Prossick – R/W-RAC Recertification 2/16/2022
 - James F. Prossick – R/W-AC Recertification 2/16/2022
- Certification Candidacy
 - Brianna Vazquez – Passed RAC Capstone exam 2/18/2022

- 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

▪ **Nominations, Elections & Special Awards**

Jamie Booth

- No nominations received –
Discussion: The Project of the Year nomination submission deadline has been extended to April 30, 2022. There was additional discussion to extend the due date for the Professional and Employer of the Year nominations to April 30, 2022. Agreed to extend the deadline to April 30, 2022.
 There will need to be a special meeting for the Project of the Year presentation. Probably at the end of May. Submittals will need to be reviewed early May. Jamie will work with Murray on getting the plaques ordered. Jesse provided information on how he previously ordered plaques. There is no board action required to purchase these as there is already a line item for this in the budget. Jamie can order them from IRWA or they can be ordered locally. Last year Jess ordered them, paid for them, and then submitted a claim for reimbursement.

▪ **Education**

Tanya Johnson

- Setting dates and scheduling instructors for virtual classes
- IRWA Course 213 held on February 3, 22 with 14 attendees
- IRWA Course 902 Property Description (Virtual) schedule for March 8, 2022
- IRWA Course 801 United States Land Titles (Virtual) scheduled for April 21-22, 2022
- IRWA Course SR/WA Review Study Session and Exam (Virtual) scheduled for April 25-27, 2022
- 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 and Approve Pending Members:

Kelly Pankiewicz (Puget Sound Energy)
Tara O’Hanlon (Miller Nash Graham & Dunn)
Cerrissa Montez (LaBonde Land)
Rachael Soumis (Thurston County)

- Transfer Members:

None

Motion: Dianna Nausley-McKeon made a motion to accept the four new members as read by Jesse Ray. Jamie Booth seconded the motion. There was no discussion. Motion passed.

- Membership Drive – Potential Event
 - Thunderbirds Hockey Game – suite not big enough to hold membership drive

Discussion: It was decided not to pursue the hockey game at this point due to the venue is not big enough to accommodate our anticipated attendance for this event. Will look at this for a future social event.

- Bowlero South Seattle Bowling: 100 Andover Park W, Tukwila
- Option #1 - \$53/person
 - 2 hours unlimited bowling on 5 lanes
 - Shoe rental for all guests
 - 2 drink tickets per person (beer, wine, soda)
 - Flatbreads, chicken tenders, party sampler
- Option #2 - \$81/person
 - 2 hours unlimited bowling on 5 lanes
 - Shoe rental for all guests
 - 2 drink tickets per person (well cocktails, wine, soda)
 - Pizza (2 slices per person), Wings (BBQ, Buffalo), Crispy Snack Sampler
- Option #3 - \$104/person
 - 2 hours unlimited bowling on 5 lanes
 - Shoe rental for all guests
 - 2 drink tickets per person (top shelf cocktails, wine, soda)
 - Taco Bar Buffet, Chips & Salsa, Nachos

Discussion: The board selected option #2 after a lengthy discussion. The chapter will charge \$20/per person for members to attend and guests (potential members) will be at no charge. The membership drive will take place on Wednesday, May 4th from 6:00pm to 8:00pm.

Motion: Murray Brackett made a motion to approve option of \$80/per person with a charge of \$20/per person for members for the membership drive event. Jesse Ray seconded the motion. There was no discussion. Motion passed.

▪ **Social**

Jesse Ray

- Tacoma Rainiers Baseball Game – Saturday, June 18th
 - Package comes with 4 parking tickets
 - Bullpen Lounge Total Cost - \$2,683 (max of 50 people)
 - \$10/ticket – registration to be available via chapter website

Discussion: We need to start marketing this event now!

▪ **Golf Tournament**

Jamie Booth

- Venue selection/pricing
- Sponsors for event
- Prizes
- Family member invites

Discussion: Looking to target the 3rd week of August, maybe the 12th or 19th. Jamie was thinking Snoqualmie may be the best option for the venue. She is having difficulty getting a shot gun start. Echo Falls offers one at 8:00am and they are the only course to offer that at this point.

▪ **Young Professionals**

Jesse Ray

- No update

▪ **Communication**

Julie Neibauer

- Bi-Monthly E-blasts
- Checking Chapter 4 emails in comparison to Constant Contacts
- There has been 2 Eblasts sent out for February
- Continuing efforts sending out eblast as they are provided to me.
- Will work on having credit card information changed to mine.

Discussion: Julie received several inquiries regarding registration for the April 13th in person meeting. Need to get the webpage updated and open for registration.

- **Program** **Andrew Sorba**
 - March 9th – Clearing Title – Charlene Mullis
 - April 13th – Tulalip – Environmental Challenges in Right of Way - Fred Walasavage
 - Announce Slate of Officers
 - May 11th – Civil Rights Implications in Land Acquisition, Kinnon Williams – Elections
 - June 1st – Installation & Awards Banquet – Waterway Cruise

Discussion: Andrew was able to secure a last-minute speaker for today's general meeting. Charlene Mullis agreed to present on clearing title. Dianna to check with cruise line to make sure we have the correct date of June 1st since the IRWA conference will be going on during our normal second Wednesday of the month meeting date.

- **New Business** **Dianna Nausley-McKeon**
 - 2022 Educational Conference

- Monday Night Sponsorship

Discussion: The board previously authorized \$1,000 to sponsor at the 8-track level for the Monday Night event at conference. The chapter planned for a \$2,500 donation to RWIEF in the budget. The board discussed increasing the amount so our chapter could make a \$5,000 donation to RWIEF at conference.

Authorized by board approval in February 2022 meeting - \$1,000

Amount set aside in budget - \$2,500

Additional amount needed to be authorized/approved by the board - \$1,000

Motion: Dianna Nausley-McKeon entertained a motion to increase our chapter RWIEF donation from \$2,500 to \$5,000 needing board approval of the additional \$1,500. Jesse Ray made a motion to increase the RWIEF donation for the Monday Night event at conference from \$1,000 to \$5,000 resulting in an additional \$1,500 for board approval. Murray Brackett seconded the motion. There was no discussion. Motion passed.

- Champagne Toast at Conference

Discussion: It was decided that Chapter 4 will provide \$150 for the Champagne Toast as provided by our budget. No board action required.

- Vetting for Board Positions

Discussion: Jamie will reach out to Jesse/Andrew to discuss the procedures for vetting board members for slate of officers.

- **Ongoing Business** **Dianna Nausley-McKeon**
 - Change of banking from Bank of America to Chase
 - Spring Forum
 - 2022 Educational Conference
 - Registration/volunteers

- **Announcements** **Dianna Nausley-McKeon**
 - RSVP's

- **Recap of Action Items** **Dianna Nausley-McKeon**
 1. Murray will reach out to Square to get the information changed from BofA to Chase.
 2. Dianna to check with cruise line to make sure we have the correct date of June 1st since the IRWA conference will be going on during our normal second Wednesday of the month meeting date.
 3. Jamie will reach out to Jesse/Andrew to discuss the procedures for vetting board members for slate of officers.

- **Adjourn Meeting** – at 11:10am **Dianna Nausley-McKeon**

- **Next meeting** – April 13, 2022 – Tulalip Casino
Executive Board Meeting begins at 10:00 am