



## IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

May 11, 2022 | 10:00am – 11:30am

Meeting- via Zoom

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

#### Present:

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

### II. Meeting Minutes

- Review and approve April 2022 Executive Board Meeting Minutes
  - *Murray motioned to approve the meeting minutes as written. Jamie seconded. Motion passed unanimously.*

### III. Chapter Financials

Murray Brackett

- . Reviewed March and April financials
- I. Reviewed Chapter Accounts:
  - BofA checking balance as of 3/31/2022 - \$69,441.48
  - BofA checking balance as of 4/30/2022 - \$70,097.75
  - Chase –n/a – need to gain access from Rakhshan
- II. Financials:
  - March 2022 BofA Stmt Balance: \$69,441.48 – see attached
  - March 2022 Reconciliation – see attached
  - March 2022 Balance Sheet Total Assets: \$69,541.48 – see attached
  - March 2022 P/L - Net Income through 3/31/22: (\$301.01) – see attached
  - April 2022 BofA Stmt Balance: \$70,097.75 – see attached
  - April 2022 Reconciliation – see attached
  - April 2022 Balance Sheet Total Assets: \$70,197.75 (includes \$100 in savings acct)– see attached
  - April 2022 P/L - Net Income through 4/30/22: (\$1,773.99) – see attached – checks from sponsorships deposited in Chase – reflected next period.
- III. Chapter sponsorship solicitations – received several via email, some direct deposit to Chase
- IV. Conversion to Chase Bank – account open; have online access and will get reports up to date next period.
- V. Close of BofA account – will follow once Chase up and running

### II. Committee Business

#### ▪ Professional Development

Charlene Mullis

- Provide Support to members interested in credentialing
  - Dawn Miles – RWA resume pre-approval
- Review and Approve:
  - Jeanne Jorgenson -RWA EU – Resume and Education approval and send to HQ for approval
  - Anne Nysether – RWA GN – Education approval and send to HQ for approval
- Certifications

- Sonja Davis – 6-month extensions for R/W-RAC certification approved 4/12/22
    - Brianna Vazquez – R/W-RAC certification approved 4/15/22
  - Recertifications
  - Certification Candidacy
    - Cyndi Whelpley – R/W-URAC Candidacy approved 4/5/22
  - **SR/WA Recognition & Awards Luncheon** will be held on Monday, June 6, 2022, at 11:30am during Conference in Cleveland Ohio - *Members who have been awarded their SR/WA Designation from May 1, 2021 to April 30, 2022 are eligible to attend this event*
  - 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
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- **Nominations, Elections & Special Awards** **Jamie Booth**
    - Announced slate of officers for elections 2022-2023 at the April 13, 2022 meeting
    - Meeting with Region 7 – INEC Representative to discuss election process
    - Eblasts for Elections 2022-2023
    - Eblasts for Project, Employer and Professional of the Year 2021 nominations
    - Nominations – Deadline April 30th
      - Project of the Year – one application from Puget Sound Energy – Community Solar Project
        - Mailed \$25 Amazon gift card & thank you note
      - Employer of the Year – 3 applications
        - 2 for Snohomish County Public Works
        - 1 for Tierra Right of Way
        - Mailed out 3 \$25 gift cards & thank you notes
        - Need to review nomination applications
          - Andrew and Murray to review applications as part of the NESAC Committee.
      - Professional of the Year – no applications
      - Need to engrave award plaques for Awards Banquet and get 2 \$100 gift cards
        - Andrew to help Jamie with engravings
    - Elections Process
      - May 11<sup>th</sup> Chapter Meeting
        - Elections
      - Special Meeting – May 18, 2022, at 11:30 am
        - Project presentation – PSE Community Solar Project
      - June 1<sup>st</sup> – Installation & Awards Banquet
        - Install officers and present awards
- **Education** **Tanya Johnson**
  - Setting dates and scheduling instructors for virtual classes
  - Setting dates and scheduling instructors for in-person classes
  - IRWA Course 502 Non-Residential Relocation (Virtual) held April 13-14 with 20 participants
  - IRWA Course 801 United States Land Titles (Virtual) held April 21-22, 2022 with 17 participants
  - IRWA Course SR/WA Review Study Session and Exam (Virtual) held April 25-27, 2022 with 17 participants
  - IRWA Course 201 Communication in RE (Virtual) held May 4-6, 2022 with 7 participants
  - IRWA Course 505 Advanced Residential Relo (Virtual) is scheduled for May 17, 2022, with 0 participants registered

- Ongoing Items:
  - Setting up virtual classes for the 2022-2023 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:
  - None
- Membership Drive event held:
  - Bowlero in Tukwila on Wednesday, May 4<sup>th</sup>
  - 11 people attended of which 3 were spouses
  - 1 potential new member had to cancel at the last minute
  - Working w/HQ on getting the \$300 incentive for the membership drive

- **Social**

**Jesse Ray**

- Tacoma Rainiers Baseball Game – Saturday, June 18<sup>th</sup>
  - Bullpen Lounge Total Cost: \$2,683 (max 50 people)
  - \$10/ticket – registration to be available via chapter website (open to guests)
  - Menu
    - Angus beef hamburgers
    - Rainier dogs
    - Macaroni Salad
    - Tim’s Cascade Chips
    - Chef’s choice desert
    - Includes assorted beer, wine, soda
    - Option to upgrade – see Party Deck Menu
  - Encourage early registration

- **Golf Tournament**

**Jamie Booth**

- Echo Falls Golf Course – reserved for Friday, August 19<sup>th</sup> at 11:00
  - Shotgun start
  - Cost - \$5,390
  - Minimum 40 people
  - Need to select menu – burgers or BBQ
- Make final decision – ready to execute contract
  - Jamie to complete contract paperwork.

- **Young Professionals**

**Jesse Ray**

- No update

- **Communication**

**Julie Neibauer**

- Bi-Monthly E-blasts for the following events
  - Elections (2)
  - Bowling Membership Drive
  - Project of the Year Presentation

- Waterway Cruise - Installation

- **Program**

**Andrew Sorba**

- Secured speakers for Chapter meetings
  - May 11<sup>th</sup> – Civil Rights Implications in Land Acquisition, Kinnon Williams – Elections
  - June 1<sup>st</sup> – Installation & Awards Banquet- Waterway Cruise
- Held April Board and Chapter Meeting
- Coordinated efforts for May meeting/speaker

**III. New Business**

**Dianna Nausley-McKeon**

- . Travel for Board Members – budget action
  - . Spring Forum – Missoula MT
  - I. 2022 Educational Conference
    - . Jamie motions to transfer up to \$2,500 from budget line item 6500 to line item 7300 to help cover travel costs to conference and region forums. \$600 is allocated to Jesse Ray and the balance will be available to Tanya Johnson as the chapter education chair. Dianna seconded the motion.
      - . Motion approved unanimously
  - I. Social Media Training – Chapter survey completed and submitted 5/9/22
  - II. Special Meeting to Hold Election – May 18<sup>th</sup> Election @8:00am - April 13, 2022, James Olschewski, SR/WA, R/W-NAC, resigned from position of International President-Elect of the IRWA. The International Executive Committee is working with the International Nominations and Elections Committee and the Board of Directors to address this vacancy in accordance with the Bylaws of Association.

**IV. Ongoing Business**

**Dianna Nausley-McKeon**

- . Change of banking from Bank of America to Chase
- I. 2022 Educational Conference – Cleveland OH
  - o Registration/volunteers
  - o Monday Night Sponsorship - \$5,000 – check was mailed

**V. Announcements**

**Dianna Nausley-McKeon**

- RSVP's – \_\_\_ registered online

**VI. Recap of Action Items**

**Andrew Sorba**

- . Murray to ask about credit card for chapter.
- I. Jamie to complete golf tournament contract
- II. Andrew to post cruise and golf tournament to website

**VII. Adjourn Meeting**

**Dianna Nausley-McKeon**

- . Dianna adjourned the meeting at 11:14am

**VIII. Next meeting – June 1, 2022 – Waterway Cruise**

Executive Board Meeting begins at 10:00 am - virtual