



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

May 8, 2024 | 10:00 am – 11:30 am
Miller Nash LLP; Seattle, WA

Attendees:

	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** **Andrew Sorba**
- February 2024 Executive Board Meeting Minutes
 - Noting that Jamie Booth was elected via email vote among the board members during the past month to serve as acting president in Tara’s absence.

- II. Chapter Financials** **Murray Brackett**

Summary of Activities for Prior Month

- Reviewed previous financials
- Reviewed January Chase Stmt
- Reviewed Chapter Accounts:
 - 4/30/24 Bank Balances:
 - Chase Savings: \$100.00
 - 4/30/24 Bank Balance:
 - **Chase Checking** **\$69,108.44**
- Financial Documents:
 - April Bank Statements attached
 - April Reconciliation attached
 - FYTD Balance Sheet:
 - Total Assets (See Balance Sheet): **\$69,142.80** (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 4/30/24: \$13,669.58 – see attached.

Ongoing Items

- Integra (IRR) has been added to website immediately. Sponsorship is for end of this F/Y and 2024/25.
- Jamie needs to be reimbursed for \$2,000.00 for Tulalip booking and additional amounts for smaller expenditures. Tanya also has some reimbursements to submit.
- July 1 is beginning of the new Financial Year for the chapter.

Items Needing Board Action

- Excepted Final 2023-2024 Budget
- We reviewed the 2024-2025 Draft Budget and Scott made a motion to accept it. Tanya seconded and the motion passed unanimously.

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 credentialling.
 - Linda Harrison – new member discussions
 - Anna Lunday – discussed RWA-TN Candidacy under new program.
- Review and Approve:
 - Awet Kassa – RWA Application approval to HQ 4/4/24
 - Jennifer Lee - SR/WA Transportation Application approval to HQ 4/5/24
 - Brianna Vazquez - SR/WA Transportation application approval to HQ 4/10/24
 - Anna Lunday –RWA-TN Candidacy under new program sent to HQ 4/30/24
- Certification Candidacy
 - Brianna Vazquez - SR/WA TN approved 4/11/24.
 - Jennifer Lee - SR/WA TN approved 4/16/24
- Capstone Exam
- Declarations
- Recertifications

Ongoing Items

- 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

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 for Project, Professional & Employer of the Year
 - April 10th Project Presentations - 2
 - Eblast #15 April 12th
 - Eblast #16 April 19th
 - Eblast #17 April 26th
 - Eblast #18 April 29th
 - Ordered awards plaques May 6th
- Elections – May 8th

- Eblast #1 March 8th
- Eblast #2 March 22nd
- Eblast #3 April 5th
- Golf Tournament
 - Reserved High Cedars in Orting
 - Friday August 16, 2024
- Budget Draft 2023-2024 & 2024-2025
 - Revised 2023-2024 Budget
 - New 2024-2025 Budget for approval at May meeting

Items Needing Board Action

1. **Commitment for 2024-2025 executive board of director's positions & Leadership Committees.**
2. **Find new volunteers - contacted 3 interest parties that will let us know at the meeting.**
3. **The board agreed to set the price for the golf tournament of \$100.00 per player.**

C. Education

Tanya Johnson

Summary of Activities for Prior Month

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

Upcoming Virtual Courses

**** Classes Added Since January Chapter Meeting**

- 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, additional course has been scheduled for July – Tanya will add to schedule with next report (24 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)

Upcoming In-Person Courses

- ******IRWA Course 200 Principals of R.E. Negotiations (In-Person) 7/29-30/24 (16 Credit Units)
- IRWA Course 102 Evaluating Your Ethical Awareness (8 Credit Units) September 27, 2024 (8 Credit Units)

Potential upcoming In-Person Courses

- IRWA Course 400 Principles of Real Estate Appraisals (Dave Burgoyne and Andrew Sorba) Date TBD (16 Credit Units)
- IRWA Course 501 Residential Relocation Assistance **Instructor TBD** (16 Credit Units)
- IRWA Course 502 Non-Residential Relocation Assistance (**Date and instructor TBD**) (16 Credit Units)
- IRWA Course 600 Environmental Awareness (Date and Instructor TBD) (8 Credit Units)
- IRWA Course 800 Principles of Real Estate Law Matthew Hansen (Date TBD) (16 Credit Units)

Ongoing Items

- 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.

Items Needing Board Action

• Tanya asked if the board would consider issuing a reimbursement to course attendees of Course 100 which occurred on April 1 and April 2nd in which late fees were charged to a bunch of people, through no fault of their own. Unfortunately, the course was organized quickly and approval from HQ did not come through until about 2 weeks in advance of the class. Thus, folks incurred late fees due to late offering of the class. Andrew suggested offering a credit to those individuals for a future IRWA class, but also cautioned on whether the \$25 late fee goes to HQ or the Chapter. Tanya said she would find out.

D. Membership

Jesse Ray

New Members since February’s meeting

New Members this Fiscal Year

Social Update

I am checking with the Everett AquaSox for group event pricing for Spring/Summer

E. Communication

Tara O’Hanlon

- No update

F. Program

Megan Hendrix

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 – Faith Roland
- April 10, 2024 – Pierce County – Project of the Year Presentations
- May 8, 2024 – MNGD – Kevin Workman / Election
- June 12, 2024 – Tulalip Casino – Installation & Award Ceremony
 - The Board agreed to select a buffet for the meal instead of a plated meal. We also selected the meals including salads, entrees, sides, and desserts.

IV. New Business

Tara O’Hanlon

- Spring Forum – Scheduled for April 25th and 26th. Was held in Hillsboro, OR. Congratulations to Andrew Sorba and Jesse Ray for assisting Chapter 3 with hosting and to Rouké Aboubacar for presenting

V. Ongoing Business

Andrew Sorba

- Sponsorship update – Murray Brackett- completed – one new sponsor added

VI. Announcements

Andrew Sorba

- None

VII. Adjourn Meeting

Andrew Sorba

VIII. Next meeting

- June 12, 2024 @ 6pm to 9pm – Tulalip Casino for Installation and Award Ceremony!