



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

November 10, 2021 | 10:00am – 11:30am

Online Zoom Meeting

I. Call to Order: President Dianna Nausley-McKeon, SR/WA, R/W-RAC, called the meeting to order at 10:06 AM PST

Present:

Dianna Nausley-McKeon, SR/WA, R/W-RAC, President
Andrew Sorba, SR/WA, R/W-AC, Vice President
Amber Novack, Secretary
Tanya Johnson, Education Chair
Julie Neibauer, Communications Chair
Charlene Mullis, Professional Development Chair
Jamie Booth, NESAs Chair

II. Meeting Minutes

Amber Novack

- Review and approve October 2021 Executive Board Meeting Minutes
- *Jesse motioned to approve September meeting minutes as written. Charlene seconded. Motion passed unanimously.*

III. Chapter Financials

Murray Brackett

- Treasurer's Report
 - i. No report for October
- Input budget into QuickBooks
- Coordinate sponsorships renewals
- Working on reimbursements

IV. Committee Business

▪ **Professional Development**

Charlene Mullis

- Provide Support to members interested in credentialing
 - Jamie Booth RWA Certification application questions
- Review and Approve:
 - None at this time
- Certifications
 - Ashley Zacharia - RWP 10/28/21
- Recertifications
 - Molly Foster – SR/WA 10/22/21
- Certification Candidacy
 - None at this time

▪ **Nominations, Elections & Special Awards**

Jamie Booth

- Advertise awards and encourage submittals
- Volunteer – Jamie Booth (ROW - Sno. Co. Public Works)
 - Jesse to connect with Jamie re NESAs position

▪ **Education**

Tanya Johnson

- Continuing to work on classes scheduled
- Two courses scheduled
 - 201 scheduled for 05/04/22 – 05/05/22 (virtual)
 - 213 scheduled for 02/03/22 (virtual)

▪ **Membership**

Jesse Ray

- No Pending new members

- **Social** **Jesse Ray**
 - Rainier's Baseball Game Discussion – reschedule
 - Last year was expensive - party deck with food, drink and private patio
 - Approx. 30 attendees
 - Open to members + guests and family
 - \$15 per member, guests free
 - Discussions re alternative deals
 - \$20 ticket+ hot dog package (lower tier than party deck)
 - How to gauge interest?
 - Send survey to member
 - Interested in attending
 - Month/time preference
 - Preference between packages
 - Jesse to prepare questions, Amber to prepare survey
 - Need volunteer

- **Golf Tournament** **Jesse Ray**
 - 2022 Golf Tournament Plans
 - Jesse to research venues
 - Need volunteer to chair tournament

- **Young Professionals** **Jesse Ray**
 - No update

- **Communication** **Julie Neibauer**
 - Weekly e-blasts
 - Coordinating as needed re website and monthly Zoom Meeting
 - Timely program advertising and notification to membership
 - Working with Jesse on login issues

- **Program** **Andrew Sorba**
 - November 10th – Cyndi Whelpley, SR/WA and Krista Chambers – State of the IRWA - Virtual
 - December 8th – Holiday/Social Event
 - MN willing to host virtual party, Andrew working to finalize details
 - Discussions re cocktail delivery and budget
 - Gift cards to attendees
 - *Jamie motioned to approve \$500 budget for Holiday Party. Tanya seconded. Motion passed unanimously.*
 - January 12th – Presentation TBD
 - February 9th - Presentation TBD
 - March 9th – Project of the Year Presentations
 - April 13th – Tulalip – Presentation TBD – Announce Slate of Officers
 - May 11th – Presentation TBD – Elections
 - June 8th – Installation & Awards Banquet
 - In person meetings - look at purchase of Owl technology to all members to join the meetings virtually

- V. **New Business** **Dianna Nausley-McKeon**
 - Email Contacts for Committee Chairs
 - Include chair and board members contact info on website
 - Be aware of fishing emails
 - Discussions re format
 - Website has “contact us” option
 - Contact can show up as a link v email on site

- Use community outreach email as contact for all, chair would forward to responsible party

VI. Ongoing Business

Dianna Nausley-McKeon

- Change of banking from Bank of America to Chase
 - i. HQ setup account
 - ii. Dianna and Murray to complete process within 15 days
- Membership Roster – Contact Info updates
- Updating Roster
 - i. Dianna to circulate updating roster
- Special election
 - i. Voting closes tonight (11/10) at 11:59PM
 - ii. Dianna to announce at general meeting
 - iii. Amber to share results tomorrow morning

VII. Announcements

Dianna Nausley-McKeon

- RSVP's - 22
- Leaders Light the Way Memorial Scholarship
 - Charlene to reach out to potential applicants
- Monthly Regional leadership meetings
 - Second Tuesday of every month
 - Let Dianna know if you are interested for the link

VIII. Recap of Action Items

Amber Novack

Murray:

- i. Input budget into QuickBooks
- ii. Coordinate sponsorships renewals
- iii. Working on reimbursements
- All:
 - i. Upload position materials to iCloud
 - ii. Moving forward, upload monthly reports to iCloud by Monday before meeting
 - iii. Let Dianna know if you're interested in Monthly Leadership meetings
- Jesse:
 - i. Connect with Jamie re NESAs position
 - ii. Prepare questions re Rainier game, Amber to prepare and administer survey
 - iii. Research venues for Golf Tournament (Jamie to help)
 - iv. Work with Julie on Constant Contact login issues
- Dianna:
 - i. Request that members update contact info
 - ii. Announce voting survey at general meeting
 - iii. Send list of members that may qualify for Light the Way to Charlene
- Charlene to reach out to potential Light the Way applicant
- Andrew working to finalize Holiday Party details
- Dianna and Murray to complete process to transfer to Chase within 15 days
- Amber to share results of special election tomorrow (11/11) morning

IX. Adjourn Meeting

Dianna Nausley-McKeon

President Dianna Nausley-McKeon, SR/WA, R/W-RAC, adjourned the meeting at 11:01 AM PST.

X. Next meeting – December 8, 2021 - Online via ZOOM

Executive Board Meeting begins at 10:00 am
 Holiday/Social Event in PM