



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

October 13, 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 10:08 AM PST.**

Present:

Dianna Nausley-McKeon, SR/WA, R/W-RAC, President
Andrew Sorba, SR/WA, R/W-AC, Vice President
Amber Novack, Secretary
Murray Brackett, Treasurer
Julie Neibauer, Communications Chair
Tanya Johnson, Education Chair

- II. **Meeting Minutes** **Amber Novack**

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

- III. **Chapter Financials** **Murray Brackett**

- Treasurer's Report – Murray Brackett
- Sept. Balance: \$68,386
 - i. Discussions re process for issuing checks.
 - ii. Checks greater than \$600 must be countersigned (can be done via mail).
- Transition of boxes and historical records is complete.
- Murray to input budget into QuickBooks
- Murray to coordinate sponsorship renewals.
 - i. Requests to be sent next week.
- Murray working on reimbursements
- Dianna to send September Meeting Minutes to Rakhshan Mazarei to complete transfer to Chase bank.
- Dianna to provide 2021-2022 Budget to Murray.

- IV. **Committee Business**

- **Professional Development** **Charlene Mullis**
 - Received re-certification spreadsheet from HQ
 - Monitoring list to notify members of upcoming expiration dates and providing assistance for recertification extensions
 - Reviewed and approved:
 - Ashley Zacharia - RWP Application 09/13/21
 - Maxine Guenther - RWA-GN Application 10/07/21
 - No certifications
 - Recertification
 - Kristina Guzman – SW/WA 09/09/21

- **Nominations, Elections & Special Awards** **Vacant**
 - Advertise awards and encourage submittals.
 - Need volunteer.

- **Education** **Tanya Johnson**
 - Setting up in person and virtual classes (dates that don't conflict with what HG has scheduled).

- Looking for space for in-person courses.
 - Need course coordinators.
- **Membership** **Jesse Ray**
 - No pending new members.
- **Social** **Vacant**
 - Minor League Baseball cancelled for 2021
 - Deposit rolled over to 2022 season
 - Event to Be Determined (Pending Rainiers Game Schedule and COVID)
 - Jesse to confirm deposit rolls over to 2022.
 - Jesse to serve in interim. Need volunteer to assist Jesse.
- **Golf Tournament** **Vacant**
 - 2022 Golf Tournament Plans
 - Need volunteer to chair tournament
 - If no other chair appointed, Jesse willing to plan 2022.
- **Young Professionals** **Jesse Ray**
 - No update.
- **Communication** **Julie Neibauer**
 - Weekly e-blasts.
- **Program** **Andrew Sorba**
 - Andrew working to get regional and HQ updates to Chapter.
 - 2021 Programs
 - September 8 – MNGD – ROW Acquisition and CC&Rs
 - October 13 – Dave Leighow
 - November 10 – Presentation TBD - Tacoma Landmark Presentation
 - December 8th – Holiday/Social Event
 - 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
 - Discussions regarding Holiday Party.
 - Thoughts on in-person?
 - People are ready but restrictions make it difficult.
 - What do venue restrictions look like?
 - Most cautious approach – host virtual event.
 - 2021 Holiday party will be virtual.
 - Amber to reach out to MN marketing re hosting virtual party on Remo and cocktail mail service.

- V. New Business** **Dianna Nausley-McKeon**
- Fall Forum
 - Andrew, Tanya and Dianna attend.
 - Great, informative event.
 - Membership Roster Updates.
 - Discussions re Chapter Incentive Program
 - %% NET = 3 free memberships, 1 conference registration
 - 10% NET = 3 free memberships, 2 and \$500 travel voucher
 - 90% renewals = 1 free conference registration
 - Timely compliance uploads = \$75/quarter

- Hold classroom course with online version = 150 for each online participant
- Chapter receive \$10 for each online course participant
- CHIP Program: 10% increase in classroom; attendance Fall forum attendance
- Make sure that member contact information is correct.
 - Dianna to make announcement requesting members update info.
- Changes to designations, HQ moving to a single designation.
- CLIMB Clinic in October for trainers.
- Membership drive can be held at any time (previously in October).
 - \$300 for event.
 - 1 free membership for every 3 applications.
 - Application fee is waived during event.
 - Jesse to coordinate membership drive event.
- Next Year: Orange County, CA (Regional 1, 7 and 10)
 - Move date from Friday to Saturday.
 - Open to members, make sure chapter knows.
 - Idea to hold SR/WA Session same weekend.
 - Seattle hosting in 2023.
- Facebook Takeover – starts in Jan.
- Memorial Scholarship by RREEF.
- Regular conference calls for Chapter Leadership and Education and Prof. Development on 1st Tuesday of every month.
 - 5:30 – 6:30PM – Leadership
 - 6:30 – Ed./PD
 - Emails from Cindi.

VI. Ongoing Business

Dianna Nausley-McKeon

- Change of banking from BoA to Chase
- New website platform

VII. Announcements

Dianna Nausley-McKeon

- RSVP's - 39
- Vacant positions
 - President Elect
 - NESAs
 - Social (help Jesse)
 - Golf Tournament
- Update membership info

VIII. Recap of Action Items

Amber Novack

- Murray to input budget into QuickBooks.
- Murray to follow up on sponsorship renewals.
- Murray to get Dianna QuickBooks login info.
- Murray to process reimbursements.
- Dianna to provide 2021-2022 Budget to Murray.
- Tanya researching venues.
- Dianna to make announcement at general meeting regarding need for volunteers.
 - President Elect
 - NESAs
 - Social (help Jesse)
 - Golf Tournament
- Dianna to send September minutes to HQ to finalize transfer from BoA to Chase.
- Dianna to remind members to update contact info with IRWA.
- Amber to reach out MN regarding Holiday party.
- Jesse to coordinate membership drive event.

IX. Adjourn Meeting

Dianna Nausley-McKeon

President Dianna Nausley-McKeon, SR/WA, R/W-RAC, adjourned the meeting at 10:59 AM PST.

- X. **Next meeting** – October 13, 2021 - Online via ZOOM
 - Executive Board Meeting begins at 10:00 am
 - Chapter Presentation at 11:30 am