



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

September 8, 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 10:21 AM PST.

Present:

Dianna Nausley-McKeon, SR/WA, R/W-RAC, President
Jesse Ray, SR/WA, Immediate Past President
Andrew Sorba, SR/WA, R/W-AC, Vice President
Amber Novack, Secretary
Julie Neibauer, Communications Chair
Tanya Johnson, Education Chair

II. Meeting Minutes

Amber Novack

- Review and approve May 2021 Executive Board Meeting Minutes
- Andrew motioned to approve the May 2021 minutes; Julie seconded. Motion passed unanimously (Amber abstained).

III. Chapter Financials

Murray Brackett

- Treasurer's Report
- Approve FY 2021-2022 Budget
- Coordinate sponsorships renewals
- Discussions regarding chapter budget.
 - Murray to input budget into QuickBooks upon return from vacation.
 - Murray to follow up on sponsorship renewals.
- Dianna Nausley-McKeon motioned to approve 2021-2022 Budget; Jesse Ray seconded the motion. Motion passed unanimously.

IV. Committee Business

Professional Development

Charlene Mullis

- Assisting members with credentialing (SR/WA)
- Helping to find tools – study for testing

Nominations, Elections & Special Awards

Vacant

- Advertise awards and encourage submittals.
- Need volunteers
 - Miller Nash interested in submissions for project of the year at chapter and international level.

Education

Tanya Johnson

- Prepared the 2021-2022 Education Budget
- The estimated budget for 2021-2022 is as follows:
 - \$34,000.00 - Estimated Income
 - \$25,545.00 - Estimated Expenses
 - \$6,285.00 - Estimated Total Net Income to Chapter
- Anticipated classes to be held during this budget period include
 - IRWA Course 213 Conflict Management
 - IRWA Course 102 Evaluating Your Ethical Awareness
 - IRWA Course 503 Mobile Home Relocation
 - IRWA Course 901 Engineering Plan Development and Application
 - IRWA Course 800 Principles of Real Estate Law

- IRWA Course 402 Introduction to the Income Capitalization Approach
- IRWA Course 403 Easement Valuation
- IRWA Course 219 Introduction to Presentations, Instructions and Facilitation
- IRWA Course 504 Computing Replacement Housing Payments
- IRWA Course 201 Communication in Real Estate Acquisition
- Researching available facilities for an in-person space to accommodate 10-20 people for IRWA Course 604 Environmental Due Diligence and Liability. This course is being added to the list of classes to be scheduled for the 2021-2022 education period.

▪ **Membership**

Jesse Ray

- Pending new members

Name: Mr. Troy Findlay Phone: 360-701-0115 Email: tfindlay@tierra-row.com Company: Tierra Right of Way Pending Since: 7/29/2021
Name: Mrs. Michelle Koch Phone: 253-226-9104 Email: michelle.koch@piercecountywa.gov Company: Pierce County Planning and Public Works Pending Since: 6/11/2021

- *Jesse motioned to approve pending members; Dianna seconded. Motion passed unanimously (Amber abstained).*
 - Discussions regarding membership transition.
- Amber to send template welcome letter to Jesse.

▪ **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.
- Discussions re vacant chair position.
 - Dianna to make announcement at general meeting regarding need for volunteers.

▪ **Golf Tournament**

Vacant

- 2022 Golf Tournament Plans
- Need volunteer to chair tournament
 - If no other chair appointed, Jesse willing to plan 2022.
- Discussions regarding 2021 Tournament.
 - 18 registered players.
 - Feedback: price was high (due to venue – can research alternative venues).

▪ **Young Professionals**

Jesse Ray

- Succession planning – Identify YP’s within the Chapter and Region
 - Goal A (Identify YP’s in every Chapter in Region 7) - COMPLETE
 - Goal B: Mentor/Mentee – restarting program
 - Goal C: College outreach program – under development
- Discussions regarding YP initiative.
 - Overall goal: keeping YP membership up.

▪ **Communication**

Vacant

- Weekly e-blasts
- Coordinating as needed re website and monthly Zoom Meeting
- Timely program advertising and notification to membership

- Need volunteer

- **Program**

Andrew Sorba

- 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
- In person meetings - look at purchase of Owl technology to all members to join the meetings virtually

V. New Business

Dianna Nausley-McKeon

- Cloud Storage
 - Demo led by Andrew Sorba.
 - Discussions regarding storage and process.
- Zoom Account for Virtual Meetings
 - \$130 (up from \$119) –auto-renews to Jesse’s account.
 - Jesse to transfer account to Dianna.
- Chapter’s board approval regarding moving Chapter banking to Chase.
 - Discussions regarding banking with Chase.
 - Overall, Chase will be more convenient and charge less fees than BoA.
 - National requirements:
 - Provide copy of Board meeting minutes authorizing move from BoA to Chase; and
 - Name Rakhshan Mazarei, as account admin.
 - *Dianna motioned to transfer banking from BoA to Chase with Rakhshan Mazarei as account admin; Jesse seconded the motion. Motion passed unanimously.*
 - Dianna to proceed with transfer from BoA to Chase.
- Research new website platform – Andrew Sorba
 - Demo led by Andrew Sorba.
 - Discussions regarding new website
 - Cost effective, mirrors Nationals.
 - *Andrew motioned to approve new website platform; Dianna seconded. Motion passed unanimously.*
 - Andrew to complete transfer to new website.

VI. Ongoing Business

Dianna Nausley-McKeon

VII. Announcements

Dianna Nausley-McKeon

- RSVP’s - 41
- Region 7 Fall Forum: Spokane – October 8, 2021
- Dianna to

VIII. Recap of Action Items

Amber Novack

- Murray to input budget into QuickBooks upon return from vacation.
- Murray to follow up on sponsorship renewals.
- Tanya researching available facilities for an in-person space to accommodate 10-20 people for IRWA Course 604 Environmental Due Diligence and Liability.
- Amber to send template new member welcome letter to Jesse.
- Dianna to make announcement at general meeting regarding need for volunteers.
- Dianna to proceed with transfer from BoA to Chase.
- Andrew to complete transfer to new website.

- IX. Adjourn Meeting** **Dianna Nausley-McKeon**
President Dianna Nausley-McKeon, SR/WA, R/W-RAC, adjourned the meeting at 11:15 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