



International Right of Way Association
Chapter 4 Board Meeting Minutes
Red Lion Hotel, Bellevue, WA
May 9, 2018

Call to Order:

The meeting was called to order at 10:13 am by President, Kent Melton, SR/WA

Present:

Kent Melton, SR/WA, President

Karen Wright, SR/WA, Education Chair

Jesse Ray, SR/WA, Treasurer

Michelle Talbot, SR/WA, Secretary

Julie Aune, SR/WA, R/W-RAC, Communication Chair

Dianna Nausley, SR/WA, R/W- RAC, Membership/ Registration Chair

Dawn Fletcher, President-Elect

John Nidecker, MAI, Vice President

Melanie Rabaglia, SR/WA, PDC Chair

Janice Warren, PMP, SR/WA, NESA Chair

Molly Foster, SR/WA, Education Committee

Approval of Minutes:

The April 2018 board meeting minutes were previously circulated via email. The April 2018 board meeting minutes were circulated to the board for review. There were no comments.

Kent Melton asked for a motion to approve the April 2018 board meeting minutes. Karen Wright motioned to approve the April 2018 minutes. Dawn Fletcher seconded the motion. There was no discussion. The April 2018 minutes were approved.

Chapter Financials: Treasurer, Jesse Ray, SR/WA

Chapter financials were circulated. The current checking account balance is: \$23,859 per the financials. Jesse Ray said that the Chapter received the education incentive which was about \$200.

Committee Reports

PDC: Melanie Rabaglia, SR/WA

Melanie Rabaglia said that Anita Gruchalla, from Yakima, just received her SR/WA and is interested in becoming a member of this Chapter. Melanie Rabaglia also asked if the board and committee members can have phone in access to all board meetings if unable to attend. Kent Melton said that he will set up a call-in number by the next board meeting in September.

NESA: Janice Warren, PMP, SR/WA

Janice Warren reported that nominations have been reviewed by the NESA committee and Employer of the Year and Professional of the Year have been selected. Awards will be presented at the Installation Ceremony on June 13th, to be held at Miller Nash Graham and Dunn.

EDUCATION: Karen Wright, SR/WA

Karen Wright introduced Molly Foster, who attended the board meeting today. Molly Foster is from Kitsap County and has volunteered to be part of the education committee. Her duties will include following up with class coordinators and checking class counts. In addition, she will field coordinator questions and class registration questions. Karen Wright mentioned that there will be a change in location for the 504 class (Computing Replacement Housing Payments), which is scheduled for July 24-25. The class has been moved to Tacoma. There was also a discussion about a facility charge to hold classes and that the Red Lion Hotel will be raising their conference room rates. Dawn Fletcher said that there are several libraries in the area that the Chapter may want to consider for class locations. She also suggested a facility in Olympia that may be a suitable as well.

MEMBERSHIP: Dianna Nausley, SR/WA, R/W-RAC

Dianna Nausley reported that there was an error in the total number of members for the Chapter. Total membership now stands at 269. Dianna Nausley mentioned that welcome emails have been sent to 5 new members. She said that the Chapter has 3 pending new members to confirm today;

- Jana Lew Brocato- HDR Inc.
- Nicholas Onisky- Pierce County
- Snita Phommavong- HDR Inc.

Kent Melton asked for a motion to approve the above 3 new members. Dianna Nausley motioned to approve the above 3 new members. Melanie Rabaglia seconded the motion. There was no discussion. The above 3 new members have been approved.

SOCIAL: Leslie Beard, SR/WA, R/W- RAC (Absent)

Nothing to report.

YOUNG PROFESSIONALS: Jesse Ray, SR/WA

Jesse Ray said that most sponsors have been secured for the Educational Conference in June. YP will have a booth at the conference and YP will be hosting a welcoming event the day before the conference, Saturday, June 23rd. There was discussion about planning a YP event for the Chapter. Dawn Fletcher mentioned that the board should discuss this further at the planning session in July.

COMMUNICATIONS: Julie Aune, SR/WA, R/W-RAC

Julie Aune said that she will submit all changes to Mike Gudder once a month. She has also revised the Communication Chair position description. There was discussion about eblast and website startup costs. Julie Aune indicated it would be a good idea to have the website and e-blast functions under one account or company, accessible by the Communication Chair and President in case of turnover. Julie Aune said that MemberClicks has an initial cost of \$1,440 and a monthly rate of \$250 and she passed around information on MemberClicks services.

Julie Aune asked for input from board and committee members on the questionnaire she emailed. She is looking for ideas as to what each of us would like to see in the eblasts with respect to our roles.

ACTION ITEM: Karen Wright will send Julie Aune new class location information on classes 504 and 203 to post on the website.

ACTION ITEM: Julie Aune will email demos, eblast sites and website eblast estimates to board and committee members to review.

PROGRAMS: John Nidecker, MAI

John Nidecker mentioned that the topic of today's speaker, Kinnon Williams, Attorney with Inslee, Best, Doezie and Ryder, will be recent changes in eminent domain laws.

New business:

Kent Melton said that the Regional Fall Forum will be held on October 26th and 27th in Spokane. John Nidecker and Dawn Fletcher will represent the Chapter as Voting Directors. There was discussion about finding a volunteer for the membership meeting registration table.

ACTION ITEM: Jesse Ray will reach out to members to find a volunteer for the registration table.

Ongoing Business:

There was discussion about the Monday Night Auction at the Educational Conference in June. It was agreed that the Chapter will make a cash contribution to RWIEF in lieu of donating a gift basket. Dawn Fletcher said that the Chapter planning session will be on July 23rd, at the WSDOT facility in Kent. Kent Melton mentioned that the annual golf tournament will be on September 13, 2018 at High Cedar golf course in Orting, Washington.

Announcements

40 RSVPs for today's meeting.

RECAP OF ACTION ITEMS: Michelle Talbot, SR/WA

ADJOURN:

Kent Melton called for a motion to adjourn the meeting. Dawn Fletcher made a motion. John Nidecker second the motion. There was no discussion. Motion passed.

Meeting adjourned at 11:25 am

Respectfully submitted for approval by:



Michelle Talbot, SR/WA
Chapter 4 Secretary