



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes- Final

December 11, 2019 | 4:00pm – 5:00am

IRR- Seattle – 3rd floor conference room

I. Meeting Minutes

Christopher Anderson

▪ Call to Order:

The meeting was called to order at 4:07 pm by President, John Nidecker

Present:

John Nidecker, MAI, President

Christopher Anderson, Secretary

Janae Barbeau, Professional Development Chair

Andrew Sorba, Education chair

Nicole Bissett, Nesa Chair

Amber Louis, Membership Committee

Dawn Fletcher, Immediate Past President

- Review and approve November 2019 Executive Board Meeting minutes
 - Motion to approve made by Andrew Sorba. Nicole Bissett seconded motion. Motion approved for November Meeting Minutes.

II. Chapter Financials

Dianna Nausley-McKeon- not present
Presented by John Nidecker

- Treasurer's Report- As of Nov. 30th, 2019 Chapter assets = \$51,161.97

III. Committee Business

▪ Professional Development

Janae Barbeau

- Reviewed and approved RWA-Gen application for Ashley Zacharia
- R/W-RAC Declaration of Candidacy has been accepted for Ingrid Williams
- Anna Rozenkranz received RWA Certification
- Andrew Sorba passed Appraisal capstone
- Received and approved R/W-AC Appraisal Certification application for Andrew Sorba
- Received and approved experience and certification application for Christine Suarez: RWA-EU, Right Of Way Agent Certification - Electric & Utilities
- Janice Warren received SR/WA recertification
- Sarah Pauly received her RWA Certification
- Reviewed and approved RWP-TN, Right of Way Professional Certification Completion Application for Crystal Stephens
- Sent welcome email/letter to new members (Todd Hudak, Linda Capps, Lisa Mujica, Susan Clemon, Heidi Reynolds)
- Discussed the possibility of reaching out to others within the chapter, to facilitate any guidance or assistance in achieving RWA & SR/WA designations.
- Credentialing 101 workshop/webinar may be a good tool to send out to new members

▪ Nominations, Elections & Special Awards

Nicole Bissett

- Updated nomination forms for website

- Project of the year – any submissions? End of February will be deadline for submittals. Presentations to be held at the March IRWA meeting. Announcements for winner will be at the April IRWA meeting
 - \$25 gift card for any nominations (they have to be present) and \$100 gift card for winner
 - Motion to approve project of the year awards made by Dawn Fletcher. Andrew Sorba seconded motion. Motion approved for project of the year awards
- Professional of the year submittal will be due April 30th
- Instructor of the year submittals will be due April 30th, and will be presented at the June IRWA meeting.

- **Education**

Andrew Sorba

- November Course 803 had 14 participants, estimated profit of around \$700 (revised)
- There is currently a larger instructor pool than ever before in our recent chapter history. Instructors may be able to lead courses 200, 500, and 800.
- Upcoming Courses
 - January
 - 410 – Reviewing Appraisals in Eminent Domain
 - 3 students registered as of 11/3/19
 - Currently, estimated loss of \$700; 6 more students will get us to break-even point/slight profit
 - 501 – Residential Relocation Assistance
 - 1 student registered* as of 11/3/19
 - *agencies are waiting until 2020 to register students for this course, estimated attendance is around 10 students.
 - Estimated profit of approximately \$1,000
- Finalizing 2020 Course Schedule
- Provide education voucher for December Meeting raffle.

- **Membership**

Amber Louis

- Any updates, any new member to approve
 - 7 new members. Motion made by John Nidecker to approve. Dawn Fletcher seconded motion. Motion passed to approve 7 new members

- **Social**

Leslie Findlay

- Rainiers baseball game- Confirmed that May 31st was the date of the event.

- **Golf Tournament**

Andrew Sorba

- Continue Golf planning
- Contacted local golf courses to inquire on costs and availability for the 2020 tournament.

- **Young Professionals**

**Jesse Ray- not present
Presented by John Nidecker**

- **Communication**

Julie Aune

- Weekly e-blasts
- Coordinating with Michelle and Andrew as needed re website and monthly conference call
- Timely program advertising and notification to membership

- **Program**

Michelle Talbot

- January 2020 – Angela Brady, Deputy Director, Office of the Waterfront- Seattle Waterfront update
- February 2020– Charlene Mullis, WSDOT Real Estate Services- Title Encumbrances
- March 2020- Project of the Year

- April 2020- June DeVoll, Manager, Regional Programs and Projects- Community Transit- Swift Bus Rapid Transit
- May 2020- Viaduct Project- HDR, Krista Chambers/Brad Thomas/Andy Roderick **(Tentative)**
- June 2020- Installation Dinner-Waterways Cruises

IV. New Business **John Nidecker/Dawn Fletcher**

- **Need Chair for Spring Seminar – Speaker status**
 - Venue and Date – May 6, 2020 at PSE in Bellevue
 - Brochure-MNGD
 - Food
 - Melanie Rabaglia has volunteered to help out with the seminar
 - Set up conference call for further coordination

V. Ongoing Business **John Nidecker**

- Registration Desk – in the works

VI. Announcements **John Nidecker**

- RSVP's – 72 for December meeting

- **Recap of Action Items** **Christopher Anderson**
 - ACTION ITEM: John Nidecker and Janae Barbeau will discuss the room reservations for January including bottled water, linens, napkins and utensils.**
 - ACTION ITEM: John Nidecker will call cruise line and arrange menu.**
 - ACTION ITEM: Janae Barbeau will speak to Amber Louis regarding new member/welcome emails content and strategize ideas for chapter introductions.**
 - ACTION ITEM: Nicole Bissett will organize the submittals for all nominations; Professional of the year, Project of the year and Instructor of the year.**

VII. Adjourn Meeting **John Nidecker**

- Meeting adjourned at 4:50 pm.

VIII. Next meeting – January lunch meeting at One Union Square in Seattle
Executive Board Meeting begins at 10AM at a ground floor conference room