



## IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

December 12, 2018 | 4:00 PM – 5:30 PM  
IRR - 600 University St Suite 310 Seattle

### Call to Order:

The meeting was called to order at 4:02 pm by President, Dawn Fletcher

### Present:

Dawn Fletcher, President  
Dianna Nausley-McKeon, SR/WA, R/W-RAC, Secretary  
Michelle Talbot, SR/WA, Treasurer  
Michele Pescador, SR/WA, Membership Chair  
Karen Wright, SR/WA, Education Chair  
Melanie Rabaglia, SR/WA, Professional Development Chair  
Kelli Root, SR/WA, Past President  
Jenifer Olsen, Registration  
Andrew Sorba, Golf Chair  
Thomas Lorz, Member

#### I. Meeting Minutes

Dianna Nausley-McKeon

- Review and approve November 2018 Executive Board Meeting minutes

The November 2018 Executive Board Meeting Minutes were previously circulated via email to the board by Dianna Nausley-McKeon. There was discussion and for future minutes we will make sure to include first and last names under membership section.

**Motion: Dawn Fletcher called for a motion to approve the November 2018 board meeting minutes as amended. Kelli Root made a motion to approve the November 2018 minutes as amended. Melanie Rabaglia seconded the motion. There was no discussion. Motion passed - the November 2018 minutes were approved.**

#### II. Chapter Financials

Michelle Talbot

- Treasurer's Report

Michelle reported on chapter financials stating a checking account balance of \$31,735.33. Checks from HQ for the 901 and 902 classes has been received, however the checks still need to be deposited. Michelle will connect with Leslie Beaird to see if she needs a check tonight for the chapter holiday event at the Tap House.

#### III. Committee Business

- Professional Development

Melanie Rabaglia

Melanie provided update for professional development. She clarified the career path and testing requirements with HQ and asked about obtaining the SR/WA designation under the new system. She learned tests will be created by HQ for each individual person, so each test is different. When you submit your application and are ready to take the SR/WA exam they will create a test for you and will be based on your career path and classes taken. Melanie was told that members from other chapters have already gotten their SR/WA under this new system and it sounds positive. She also mentioned that Katrina passed her SR/WA certification and Trish Howard is approved for her RAC and a proctor is ready to go.

- Nominations, Elections & Special Awards

Melinda Burkhart

Dawn provided a brief update for Melinda. Dawn mentioned that Melinda is looking for more nominations for Chapter awards. She has received a few but would like more.

▪ **Education**

**Karen Wright**

Karen provided update for education. She is mentioned all but 2 classes are scheduled for 2019. She already has 5 people signed up for the 200 class in January. There is a lot of volunteer space this year.

▪ **Membership**

**Michele Pescador**

Michele reported that we have two new members to approve at today's board meeting. They are:

- Kelly McGill – Tierra – Project Manager in Seattle
- Christina Suarez – FCCM Inc. in Bellevue

She will make sure that Karen Wright and Melanie Rabaglia get copies of the new member emails.

**Motion: Kelli Root made a motion to approve the 2 new members. Dianna Nausley-McKeon seconded the motion. There was no discussion. Motion passed, and the 2 new members were approved.**

▪ **Social/Golf**

**Leslie Beard**

Dawn Fletcher reported that both Leslie and Jesse are setting up for the holiday event and not at the meeting. Andrew Sorba, golf chair reported that he has already penciled in the date of the golf tournament for next year on July 19<sup>th</sup>. He will have 6 groups or 24 golfers. He is estimating approximately \$4,500 of income and figures the expenses will be around \$4,000 which will leave about a \$500 profit. It will take place at Redmond Ridge. No deposit is required yet. He is looking at a \$90 entry fee which will include a box lunch. He also is going to try to offer some swag if golfers register by a specific date. He inquired if he can use the IRWA Chapter logo for the swag. It was agreed that it was okay to use.

▪ **Program**

**Jesse Ray**

Jesse was not at the board meeting due to setting up for the holiday event - his attached Committee report stands.

▪ **Young Professionals**

**Jesse Ray**

Jesse was not at the board meeting due to setting up for the holiday event - his attached Committee report stands.

▪ **Communication**

**Julie Aune**

Julie provided an update on the efforts surrounding the chapter website. StarChapter dropped the membership number request. The chapter website is ready to launch and should be up and running tomorrow. There was some discussion regarding concern that we are not advertising for sponsors since our website is down. There was a suggestion that maybe a proration is in line for next year due to the issues with the website this year. We could offer this with a request for renewal and provide the potential sponsor with an invoice early May or late April. It was decided that this may need board approval.

**Motion: Michele Pescador made a motion to approve the proration for next year as sponsorships are renewed. Kelli Root seconded the motion. There was some discussion on how much time the site was down and how the proration should be calculated. It was decided that it will be determined in April. Motion passed.**

**IV. New Business**

**Dawn Fletcher**

- International Voting & Awards
- Fraudulent Emails

Dawn reported that at the Fall Forum an International voting member had 2 clickers for voting due to roles and it was questioned at the HQ level. HQ determined that nothing prevents this from occurring as the person serves in 2 capacities. Dawn also mentioned that members are submitting nominations to Melinda for Chapter awards, and we would also like to make nominations for some international awards, like Region7 Professional of the Year. This nomination is typically recommended by the Chapter President or NESA chair. Dawn has not received any

nominations, so Dawn will take the lead on nominating Karen Wright for this award, and asked others to provide comments. The winner gets a \$500 scholarship for the 2019 education conference as well. No one from our chapter has ever won or been nominated for Region Professional of the Year. She would also like to nominate our website for Website of the Year if all the content can be added to the new site prior to the deadline. Dawn is also nominating Miller, Graham, Nash, and Dunn for international Employer of the Year – Megan is working with her to help complete the nomination.

Dawn also mentioned several people got emails requesting they purchase gift cards on her behalf – thanks for not responding to this phishing email- be on the look out for these types of emails and do not respond.

**V. Ongoing Business**

**Dawn Fletcher**

- Compensation request for HDR courses C100 & C900
- Chapter Sponsorship & Advertising Policy

Dawn reported she is working with Jamie on getting compensation for the two courses. The chapter should be getting a check for 900 soon as that class was in mid-November. 100 was held in April and HQ responded last week that due to it being in the last fiscal year they cannot give us any money. Dawn will continue to push the issue with HQ on getting funds.

Dawn provided a handout outlining the Chapter Sponsorship & Advertising Policy to board for review and comment. Dawn provided deadline of January 31, 2019 for submittal of comments. This is our opportunity to add to eblast. Dawn sent the same redline handout via email today using track changes. Updates to website will happen twice a month. Advertise job openings is an example of something that can maybe be done via email and not posted to the webpage since it is expensive. Dawn will incorporate this and will send out Feb 5<sup>th</sup> w/board meeting agenda.

**VI. Announcements**

**Dawn Fletcher**

- RSVP's – 26 as of 11/29/18 (minimum guarantee 50)
- Holiday Event Tap House Grill 1506 6<sup>th</sup> Ave Seattle

**VII. Recap of Action Items**

**Dianna Nausley**

**ACTION: Dawn provided deadline of January 31, 2019 for submittal of comments to her regarding the Chapter Sponsorship and Advertising Policy.**

**ACTION: Board to determine prorated amount of website sponsorship to be credited to next fiscal year due to inactive website.**

**VIII. Adjourn Meeting**

**Dawn Fletcher**

**4:53pm Meeting adjourned by Dawn Fletcher**

- IX. Next meeting** – January 9, 2018 Bellevue Red Lion  
Executive Board Meeting begins at 10:00 am

Respectfully submitted for approval by:

*Dianna Nausley-McKeon*

Dianna Nausley-McKeon, SR/WA, R/W-RAC  
Chapter 4 Secretary

Month: December, 2018

Committee: Program

Prepared By: Jesse Ray

### **Summary of Activities for Prior Month**

- December holiday party – Tap House
- January, 2018 – Jason Kack, PLS: Technology and Drone Survey
- February, 2019 – Miller Nash Graham & Dunn
- March, 2019 – Project of the Year Presentation
- April, 2019 – TBD
- May, 2019 – TBD
- June, 2019 – Installation Dinner TBD

### **Ongoing Items**

- Confirm meal choice and A/V requirements with speakers in advance of monthly meetings
- Confirm A/V equipment is secured as needed in advance of monthly meetings.

### **New Items**

- Program under development
- Holiday Party Discussion (thoughts/ideas needed as to drawing prizes, etc)
- Program Idea Discussion:

### **Items Needing Board Action**

- None

Month: December, 2018  
Committee: Young Professionals  
Prepared By: Jesse Ray

**Summary of Activities for Prior Month**

- YP Conference coordination
- 2019 Conference YP Volunteer Task Force – Working with Chapter 3

**Ongoing Items**

- Marketing to potential Young Professionals
- International Young Professionals Update conference calls

**New Items**

- N/A

**Items Needing Board Action**

- None