



International Right of Way Association
Chapter 4 Board Meeting Minutes
Miller Nash Graham and Dunn, Seattle, WA
February 14, 2018

Call to Order:

The meeting was called to order at 10:22 am by President, Kent Melton, SR/WA

Present:

Kent Melton, SR/WA, President
Karen Wright, SR/WA, Education Chair
Jesse Ray, RWA, Treasurer
Michelle Talbot, SR/WA, Secretary
Julie Aune, SR/WA, R/W-RAC, Communication Chair
Melanie Rabaglia, SR/WA, PDC Chair
Dawn Fletcher, President-Elect
Matt Hansen, Past President, Esq.
Barret Aldrich, Chapter Photographer
Eva Betts

Approval of Minutes:

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

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

Chapter Financials: Treasurer, Jesse Ray, RWA

Chapter financials were circulated. The current checking account balance is: \$23,960.57 per the financial statements. Jesse Ray mentioned that Dawn Fletcher's conference registration is not accounted for in the financial statements, as it was just entered. Our projected income fell short for the Fall Forum and Mock Trial, however course offerings are making more money than anticipated due to higher course attendance.

Committee Reports

PDC: Melanie Rabaglia, SR/WA

Melanie Rabaglia mentioned that Headquarters' website format has changed, and that the recertification form is difficult to locate.

NESA: Janice Warren, PMP, SR/WA, (absent)

Kent Melton reported that Snohomish County will receive the Project of the Year award at today's meeting for the Seattle Hill Road Improvement Project. It was also agreed that Brad Thomas, Faith Roland and Leslie Beard will be acknowledged by the Chapter for their contribution as IRWA course instructors. They will each receive a gift card at the Installation Banquet in June. Dawn Fletcher mentioned that she nominated Miller Nash Graham and Dunn for Employer of the Year. Dawn Fletcher also said that she will nominate the Chapter 4 website next year. Employer of the Year nomination was also received from Jennifer Ash with King County. Kent Melton mentioned that the slate of officers will be announced beginning in March and then at the April Membership meeting.

EDUCATION CHAIR: Karen Wright, SR/WA

Karen Wright reported that 33 people took the 218 class (RW Acquisition for Electrical Transmission Projects) held at Puget Sound Energy in Bellevue. The SR/WA class offered in March, has 4 people enrolled at this time. Karen Wright mentioned that one of the instructors for the 700 class (Introduction to Property/Asset Management) will not be teaching this year, so she is looking for a new instructor for the class. Karen Wright also mentioned that the cost of the 100 class (Principles of Acquisition) will increase by \$100 and Headquarters wants to bundle courses where one instructor would teach a group of classes together. Continuing education credit is now available for the 421 class (Valuation of Partial Acquisitions). Karen Wright said that she is receiving a lot of questions from course coordinators and she also mentioned that Headquarters would like to see all classes set up in a U shape format, which is believed to be conducive to a better learning environment. Karen Wright also mentioned that Brad Thomas would like to teach the 501 class (Residential Relocation Assistance) due to high interest.

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

Kent Melton reported that the Chapter has 6 new members to confirm today.

- Heidi Ann Jewett/ HDR
- Eleanor Kadel/HDR
- Theodore Robert Parry, JD/ Contract Land Staff
- Thomas Roberts/ Contract Land Staff
- Ann Selberg/ HDR
- Phillip S. Cole/ Appraisal Group NW

Kent Melton asked for a motion to approve the above 6 new members. Dawn Fletcher motioned to approve the above 6 new members. Karen Wright seconded the motion. There was no discussion. The above 6 new members have been approved.

There was discussion about the timing of sending out follow up emails to new members to inform them of educational and certification opportunities. Kent Melton suggested that follow up emails to members be sent out soon after they receive the initial welcome email from the Membership Chair. It was agreed that Melanie Rabaglia and Karen Wright would follow up within a few days if feasible with information on educational courses and certifications available to the new members.

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

Kent Melton reported that the next Chapter social event will be Mt. Rainier-Snowshoeing and Tubing Day on February 25th. There is a park entrance fee of \$25 and snowshoes can be rented for \$4.

YOUNG PROFESSIONALS: Jesse Ray, RWA

Jesse Ray said that he has no new updates, however did mention that the YP website is now available. An updated YP sponsorship form will be available shortly. Remind Young Professionals to Register for Conference before March 9, 2018 for the special 20% YP discount.

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

Julie Aune said that she would like to get the roster updated for the e-blasts. There was discussion about consolidating the list to have one list that is shared by Constant Contact and the Chapter. Karen Wright asked how we plan to add new region people to the e-blasts. Julie Aune said that she would maintain the Constant Contact email list, and anyone (in or out of Chapter 4) can sign up for e-blasts if the 'Subscribe' button on the Chapter 4 website and the Update Email or page is linked to the Constant Contact email list. Julie will talk with Mike Gudder regarding how to do this. Jesse Ray suggested that a formula can be used in the excel spreadsheet, which would avoid duplicating members on the list.

ACTION ITEM: Julie Aune will be doing the following;

- Consolidate the membership lists and link the subscribe button on the Chapter website to the Constant Contact account. .
- Get a bio from Janice Warren or John Nidecker for the upcoming speaker Andy Wappler to put on the Chapter website.
- Post announcement of slate of officers for the upcoming year, beginning in March, once a week in e-blasts.
- Post announcement of April membership meeting on weekly e-blasts beginning on March 15th.

PROGRAMS: John Nidecker, MAI (absent)

Kent Melton announced the topic of today's meeting, Business Development and Client Service Best Practices for 2018.

New business: Kent Melton said that the Chapter will donate to the education fund (RWIEF) and travel fund. There was discussion about what was budgeted and what should be donated to the two funds. Kent Melton asked how much the Chapter should donate to RWIEF. Dawn Fletcher suggested that we wait on determining what to donate to RWIEF at this time. Matt Hansen recommended that we decide on what to add to the travel fund first before committing funds to the RWIEF. Dawn Fletcher's recommendation was \$300 to the travel fund for the Spring Forum and to wait until later to determine the amount to donate to RWIEF based on our actual budget as we get closer to the June Conference. Karen Wright mentioned that Leslie Finnegan asked that \$500 be donated to her May class. It was agreed that \$300 will go to the regional travel fund.

Ken Melton asked for a motion to approve \$300 to the regional travel fund. Dawn Fletcher motioned to approve \$300 to the regional travel fund. Karen Wright seconded the motion. There was no discussion. Motion was passed.

Kent Melton announced that the Barret Aldrich will be the new Chapter Photographer. He also suggested that due to frequent late meeting registrations we need to create an incentive to get members to register

early. Dawn Fletcher mentioned that we could make announcements on e-blast to let people know that if they miss the deadline for registration they can attend the meeting however they may not receive a meal.

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. Jesse Ray made a motion. Karen Wright seconded the motion. There was no discussion. Motion passed.

Meeting adjourned at 11:30 am

Respectfully submitted for approval by:

A handwritten signature in black ink that reads "Michelle Talbot". The signature is written in a cursive, flowing style.

Michelle Talbot, SR/WA
Chapter 4 Secretary