



## IRWA Puget Sound Chapter 4 Executive Board Meeting Agenda- FINAL

April 8, 2020 | 10:00am – 11:30am

Zoom conference

### I. Meeting Minutes

Christopher Anderson

#### ▪ Call to order:

- Meeting was called to order by President, John Nidecker at 10:10 am.

#### Present:

John Nidecker, MAI, President  
Christopher Anderson, Secretary  
Julie Aune, Communications chair  
Michelle Talbot, Vice President  
Jesse Ray, President Elect  
Andrew Sorba, Education Chair  
Dianna Nausley-McKeon, Treasurer  
Amber Louis, Membership Committee  
Dawn Fletcher, Immediate Past President  
Janae Barbeau, Professional Development Chair

- Motion made by John Nidecker to approve February 2020 Executive Board Meeting minutes. Andrew Sorba seconded the motion. Motion to approve February 2020 passed unanimously; No minutes from March as no board meeting was held.

### II. Chapter Financials

Dianna Nausley-McKeon

- Treasurer's Reports from February and March- Dianna Nausley-McKeon sent financials to Rakhshan Mazarei (at headquarters) for final reconciliation. All financials are uploaded to Member Network
  - There were two deposits of \$300 (\$600 in total) that were sent to Dianna for reimbursement for instructors
- Discussion on reimbursement for March and April chapter meeting. It was determined that all 16 people that registered for March, as well as the two people that registered for April will be refunded
  - March payment for Chris Anderson is to be applied to next chapter meeting when available at a location
- Current chapter balance is \$46,502.82 and an additional \$100.00 in petty cash

### III. Committee Business

#### ▪ Professional Development

Janae Barbeau

- Andrew Sorba submitted professional experience and education for SR/WA Designation
- Charlene Mullis application approved for RWA
- Ingrid Williams application approved for R/W-RAC
- SRWA Study Session in Tacoma postponed; at this moment there is nothing rescheduled for SRWA study session
- Classes are slower than usual for IRWA education

#### Ongoing Items

- Continue working with members on credentialing and course needs

- **Nominations, Elections & Special Awards** **Nicole Bissett-not present  
Presented by Andrew Sorba**
- Moving the Project of the Year presentations until fall. Will discuss at a later time
- Electronic Election protocols (see action item)
  - Post candidates on website today
  - Andrew Sorba announced that he intends to run for the Secretary position in the upcoming election
    - John Nidecker made a motion to nominate Andrew Sorba, Jesse Ray 2nd motion. Motion approved for nominating Andrew Sorba to run for secretary for 2020-2021
  
- **Education** **Andrew Sorba**
  - **Summary of Activities for Prior Month**
    - Currently postponed (three) courses through May 2020; all other regular scheduled courses are to continue unless otherwise noted
    - Potential to reschedule canceled courses and move to June
    - Chapter is currently netting \$10,000 for education courses
  - **Ongoing Items**
    - Adjust schedule as necessary due to Covid-19 situation
    - Continue work on 2020-2021 schedule
    - RWIEF donation- Last year lump sum was \$6,100
      - Chapter has allocated \$2,500 budget to donate on behalf of our chapter in recognition of instructors; Chapter has spent \$178 so far in 2020
      - Chapter needs to decide how much money for instructor donated time will be donated to RWIEF.
    - Faith Roland and Leslie Findlay agreed to hold courses without needing payment in return
  
- **Membership** **Amber Louis**
  - Outcome of Spring Forum discussion on Fall membership drive (Jesse).
    - Amber made motion to approve of two new members. Dianna Nausley-McKeon 2<sup>nd</sup> the motion. Motion to add new members approved
  
- **Social** **Leslie Findlay**
  - Rainiers baseball game update- Holding off on reimbursement for the two individuals that prepaid until there is a resolve in game being held- Currently still scheduled
  
- **Golf Tournament** **Andrew Sorba**
  - Continue Golf planning.
  - August 21, 2020 penciled in at Redmond Ridge
    - 14 individuals have scheduled so far
    - Seeking sponsors for the tournament
  
- **Young Professionals** **Jesse Ray**
  - There is now a YP for every IRWA chapter (Chapter 7 was the last)
  - Conference was canceled for Young Professionals
  
- **Communication** **Julie Aune**
  - Upcoming e-blasts will include:

- Slate of officers for 2020-2021, and information to membership on electronic voting
- Announcement that Project of the Year is delayed
- Courses through May postponed; July classes moving forward
- Julie Aune is going to turn over Communications chair as of July 1, 2020. She has a couple ideas of individuals to take over this chair position and will communicate with Jesse in the meantime

▪ **Program**

**Michelle Talbot**

- May program is likely cancelled at this point
- June 2020- Installation Dinner (Waterways Cruise). We will be playing this by ear at this point. We need to be prepared to have a Zoom installation of officers.
- Look into rescheduling Tulalip for Fall, as we need to use our deposit from April before the end of the calendar year; circumstances are changing on a daily basis

**IV. New Business**

**John Nidecker**

- Spring 2020 Education Conference at PSE is cancelled at this point
- Perhaps this can be resurrected as an add on class when the Region Forum occurs in Seattle
- I can help chair this – I think we should explore alternate topics

**V. Ongoing Business/Announcements**

**John Nidecker**

- Continue to coordinate through the COVID-19 shelter orders and make sure we are fluid in our plans and maintain integrity
- Most importantly – everyone stay safe and healthy
- Secondly, our priority at this point is to get nominations and elections coordinated and completed within the required timeframes; it was decided that at minimum there is to be a 14-day window to vote online. Voting should be closed the last week of May

**VI. Recap of Action Items**

**Christopher Anderson**

**ACTION ITEM: Janae Barbarau to look into SRWA study session to be rescheduled and hosted remotely**

**ACTION ITEM: Dianna Nausley-McKeon to refund individuals for March and April chapter meetings that were canceled**

**ACTION ITEM: Leslie Findlay to look into rescheduling or other options for Tacoma Rainiers baseball game event (May 31<sup>st</sup>)**

**ACTION ITEM: Andrew Sorba is to reschedule the postponed IRWA classes ASAP**

**ACTION ITEM: Andrew Sorba to follow-up with golf range tracking. Will this be canceled? If so, can we get the deposit back?**

**ACTION ITEM: Andrew Sorba is to look into donated time**

**ACTION ITEM: John Nidecker is to compose “Presidents Message” into next e-blast newsletter**

**ACTION ITEM: John Nidecker is to look into any volunteers for communications chair**

**ACTION ITEM: John Nidecker is to call Tulalip Casino and see if we can reschedule our chapter meeting for the fall since no refund was given**

**ACTION ITEM: John Nidecker is to verify that our annual cruise is available to be refunded by the cruise company**

**ACTION ITEM: Michelle Talbot is to help coordinate with Dianna Nausley-McKeon for fall 2020 programs**

**ACTION ITEM: Amber Lois and Julie Aune are to coordinate a link in e-blast for Chapter Officer positions; Amber Lois is to put together Survey Monkey for officer voting. Amber will send Chris Anderson Survey Monkey results**

**VII. Adjourned Meeting at 11:26 am.**

**John Nidecker**

**VIII. Next meeting – May 13, 2020**

1. Board meeting 10-11:30am
2. Zoom conference most likely – John Nidecker will coordinate this.