



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes- Final

February 12, 2020 | 10:00am – 11:30am

Red Lion Inn - Bellevue

I. Meeting Minutes

Christopher Anderson

▪ Call to Order:

The meeting was called to order at 10:12 am by President, John Nidecker

Present:

John Nidecker, MAI, President

Christopher Anderson, Secretary

Julie Aune, Community Outreach Chair

Michelle Talbot, Vice President

Jesse Ray, President Elect

Andrew Sorba, Education chair

Nicole Bissett, Nesa Chair

Amber Louis, Membership Committee

Dawn Fletcher, Immediate Past President

Jess Niella, Member

Jeff Nakken, Member

- Review and approve January 2019 Executive Board Meeting minutes
 - Motion to approve made by Dawn Fletcher. Andrew Sorba seconded motion. Motion approved for January Meeting Minutes.

II. Chapter Financials McKeon

Dianna Nausley-

- Treasurer's Report
- Need financial uploads for November and December on Member Network. Bank statement is showing current chapter balance of \$47,100.43. QuickBooks statement is showing current chapter balance of \$44,616.63. There is a need to reconcile differences in balance. Discussed practices to balance and going forward practices.

III. Committee Business

▪ Professional Development

Janae Barbeau- not present

Presented by John Nidecker

- Continued working with Crystal Stephens and HQ to determine length of qualifying work experience for SR/WA.
- Approved RW-URAC Right of Way Uniform Act Certification - Declaration of Candidacy for Cyndi Whelpley
- Approved RWA Designation application for Charlene Mullis.
- Alton Gaskill's SR/WA recertification application was approved.
- Emails with Nicole Bissett and Kimberly Merritt to communicate links and instructions for navigating the online education portal.
- Communicated with Carol Biggs regarding her SR/WA candidacy.
- Communicated with Tyra Patterson and HQ to confirm work experience remaining for Tyra to obtain her SR/WA.

- Jane Major received approval for SR/WA recertification
- Paul Gould received approval for R/W-RAC recertification
- Marlene Ozanich received approval for RWP application.
- Chloe Luce received approval for RWA application.
- Emails with Mickie Abell and HQ regarding study prep under the new SR/WA program.

Ongoing Items

- Continue working with members on credentialing and course needs.

▪ **Nominations, Elections & Special Awards**

Nicole Bissett

- Updated nomination forms for website
 - Project of the year – what is the current status?
 - Currently no submissions for Project of the Year. Deadline is Feb. 28th. John may have to present for Project of the Year.
 - Put Reminder on E-Blast and announce at meeting.
 - Discussion of the lengthy application process for Project of the Year. Nichole Bissett is to simplify application process. Ie. Just questioning the importance of why the project deserves Project of the Year and deleting all other questions from HQ.

▪ **Education**

Andrew Sorba

▪ **Summary of Activities for Prior Month**

- Held Course 410 – Reviewing Appraisals in Eminent Domain – 1/28/2020
- 20 participants!
- Estimated profit of \$1,800
- Held Course 501 – Residential Relocation Assistance – 1/29-1/30/2020
- 15 participants
- Estimated profit of \$2,000
 - Discussion on getting people to sign up and generate excitement for Advanced Relocation course. The course was revamped.
- *These figures include the \$300 per course credit from HQ.

▪ **Ongoing Items**

- Upcoming Courses
- Course 506 – Advanced Business Relocation Assistance – 2/24-2/25/2020
- Currently 6 registered
- Estimated profit of \$850
- Course 505 – Advanced Residential Relocation Assistance – 2/26/2020
- Currently 10 registered
- Estimated profit of \$1,100

- Course 604 – Environmental Due Diligence and Liability – 3/13/2020
- Currently 0 registered, multiple participants are expected to register from King County
- Currently, Estimated loss of \$1,100
- Course 205 – Bargaining Negotiations – 3/18-3/19/2020
- Currently 0 registered

- Currently, Estimated loss of \$1,000
- Course SR/WA Study Session – 3/23-3/25/2020
- Currently 2 registered
- Currently, *Estimated loss of \$2,300*

- Course 102 – Evaluating Your Ethical Awareness – 4/17/2020
- Currently 1 registered
- Currently, Estimated loss of \$50

- If remaining courses (604, 205, SR/WA Study Session, and 102) for 2019-2020 were all to run at a loss with current registration levels, chapter would have a net profit of \$4,000 from education.

- Working on 2020-2021 Course Schedule
- Provide education voucher for February Meeting raffle.
- 800 level courses have only 1 local teacher. Andrew Sorba is focusing on trying to get instructors.

- **Membership**

Amber Louis

- Any updates?
- Four new members to approve
 - Ken Croskey – Pierce County Public Works
 - Maxine Guenther – Pierce County
 - Angela Little – King County Wastewater
 - Bill Bowman – Quest Acquisitions
 - Motion made to approve new members made by Jesse Ray. Michelle Talbot 2nd motion. Motion to add new members approved
- Discussion about 17 new members onboarding issues that were presented and how best to address any issues going forward

- **Social**

**Leslie Findlay- not present
Presented by Andrew Sorba**

- Rainiers baseball game update
 - Flyer submitted to Communications for website
 - Registration open for Rainiers game on May 31, 2020
 - 50 ticket limit
 - Status- registration is up now on website

- **Golf Tournament**

Andrew Sorba

- Continue Golf planning.
- August 21, 2020 penciled in at Redmond Ridge – date confirmed
 - Minimum amount of players is 40 with a banquet minimum of \$4309.33 Motion to utilize 2019 tournament profits (~\$600) toward 2020 tournament to facilitate higher cost
 - Motion for a shotgun start made by Dawn Fletcher. Nicole Bissett 2nd motion. Motion to do a shotgun start approved

- **Young Professionals**

Jesse Ray

- Young Professionals now designated as an IRWA service committee
- Booth will be outside of Spring forum meeting hall

- Presentation is scheduled for early Wednesday morning
- Importance of the 20/20 Vision Scholarship Program. The Program details are located on our chapter website

- **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

- February 2020– Charlene Mullis, WSDOT Real Estate Services- Title Encumbrances
- March 2020- Project of the Year
- April 2020- Viaduct Project- HDR, Krista Chambers/Brad Thomas/Andy Roderick
- May 2020- June DeVoll, Manager, Regional Programs and Projects- Community Transit- Swift Bus Rapid Transit
- June 2020- Installation Dinner (Waterways Cruise)

IV. New Business

John Nidecker

- **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
- Status – waiting on MNGD for program information.
 - Andrew – typical time to get approvals for CE from state?

V. Ongoing Business

John Nidecker

- **Registration Desk – in the works**

VI. Announcements

John Nidecker

- RSVP's – 80

VII. Recap of Action Items

Christopher Anderson

- **ACTION ITEM: Nicole Bissett to speak with PSE and HDR in regards to submitting for Project of the Year**
- **ACTION ITEM: Dianna Nausley-McKeon to call Rahkshan at HQ to reconcile chapter financials**
- **ACTION ITEM: John Nidecker to bring up new membership issues at Spring forum discussions**
- **ACTION ITEM: Dawn Fletcher to speak with ITC the following day (Feb. 13th) about being secluded from service committees**
- **ACTION ITEM: Jesse Ray to speak with Spokane members about becoming a YP rep**
- **ACTION ITEM: Jesse Ray to announce 20/20 scholarship availability now posted on our website**

- **ACTION ITEM: John Nidecker to unearth possible Project of the Year submissions**
- **ACTION ITEM: Dawn Nausley-McKeon to find \$100 credit for waterways**

VIII. Adjourn Meeting

John Nidecker

- Meeting adjourned at 11:15 am

IX. Next meeting – March lunch meeting at Red Lion in Bellevue

1. Board meeting 10-11:30am
2. Membership meeting 11:30 – 1pm