



IRWA Puget Sound Chapter 4 Executive Board Meeting

January 8, 2020 | 10:00am – 11:30am
One Union Square Boardroom – Ground Floor

I. Meeting Minutes

Christopher Anderson

- Call to Order:

The meeting was called to order at 10:05 am by President, John Nidecker

Present:

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

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

II. Chapter Financials

Dianna Nausley-McKeon

- Treasurer's Report

III. Committee Business

- Professional Development**

Janae Barbeau

- Dustin York submitted work experience to HQ for his RWA Certification Application
- Dustin York's RWA application was approved by HQ.
- Worked with Kim Bui and HQ to determine remaining courses for SR/WA
- Approved RWP-TN RW Certification application for Crystal Stephens
- Worked with Crystal Stephens and HQ to determine length of qualifying work experience for SR/WA
- Approved RWA-GN RW Certification application and Degree verification for Chloe Luce.
- Andrew Sorba's R/W-AC application approved by HQ.
- Ashley Zacaria's RWA application approved by HQ.
- Kristina Guzman's R/W RAC application approved by HQ.
- Paula Fierreira-Smith's R/W-RAC recertification approved by HQ.
- Ingrid Williams passed Relocation Assistance Capstone Exam

- Nominations, Elections & Special Awards**

Nicole Bissett- not present
Presented by Dawn Fletcher

- Sent all NESAs forms to Andrew to put up on the website
- No submissions to-date
- Project of the year – any submissions? Andrew Sorba indicated he has one project that most likely will be submitted.
 - Ways to encourage others to nominate?

- Education**

Andrew Sorba

- Found replacement instructor for SR/WA Study Session
- Previous instructor was forced to cancel due to health reasons
- New instructor is Dan Beardsley
- Relocated courses 801, 802, 901, and 902 to MNGD from WSDOT Shoreline

- Shoreline facility is undergoing renovation and space could not be guaranteed

Ongoing Items

- Upcoming Courses
 - January
- 410 – Reviewing Appraisals in Eminent Domain
 - Class counts towards Appraisal continuing education
 - 18 students registered as of 1/28/20 @ 12pm
 - Estimated profit ~\$1,800
- 501 & 506 – Residential Relocation Assistance courses to be held in February
 - 4 student registered* as of 1/2/20 @ 12pm
 - *more are expected to be registered now that it is fiscal year 2020 for agencies.
 - Estimated profit ~\$1,000
- Social ecology is \$1,000 for just the instructor- 1 day class
- Finalizing 2020 Course Schedule- Almost complete
- Provide education voucher for January Meeting raffle.

Items Needing Board Action

- None at this time, however, as part of a few instructor contracts, instructors have donated their time as long as our chapter makes a minimum donation (\$500) to RWIEF. As the Annual Conference nears, and we have a better idea of our budget, we can discuss the chapter's contribution. Chapter will most likely donate more than the \$500 minimum.
- **Membership** **Amber Louis**
 - Two new pending members
 - Meghan Kapousouz
 - Sheryl Knittel
- Motion to approve made by John Nidecker. Michelle Talbot seconded motion. Motion approved for new members.

\$300 reimbursement from IRWA for membership drive in October

- **Social** **Leslie Findlay- not present**
Presented by Dianna Nausley-McKeon
 - Summary of Activities for Prior Month
 - Holiday Party Event recap- SUCCESS!
 - Reserved Patio area for Tacoma Rainiers Game – May 31, 2020
 - 50 tickets, 90 minutes of meal (served 30 min before game), water, soda, beer, and wine. Beverage services starts one hour before game time.
 - Paid 50% deposit \$962.50
 - Dianna was given reimbursement forms for events
- **Golf Tournament** **Andrew Sorba**
 - Continue Golf planning.
 - Contacted local golf courses to inquire on costs and availability for the 2020 tournament. Next meeting a date will be chosen for golf.
- **Young Professionals** **Jesse Ray- not present**
- **Communication** **Julie Aune- not present**
John Nidecker-recaped
 - 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

- December 2019 – Holiday Event (Tap House Grill)
- 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- Viaduct Project- HDR, Krista Chambers/Brad Thomas/Andy Roderick
- May 2020- June DeVoll, Manager, Regional Programs and Projects- Community Transit- Swift Bus Rapid Transit – Most likely at PSE in Bellevue
- June 2020- Installation Dinner (Waterways Cruise)

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

- **Motion made by Dianna Nausley-McKeon to present to chapter that anyone who registers early for registration will be entered into a drawing for a FREE LUNCH at the next chapter meeting. Michelle Talbot 2nd motion. Motion Approved.**

V. Ongoing Business

John Nidecker

▪ **Registration Desk – in the works**

VI. Announcements

John Nidecker

- RSVP's – 27

VII. Recap of Action Items

Christopher Anderson

ACTION ITEM: Dianna Nausley-McKeon is calling Rocksean? to figure out duplicate charge in QuickBooks vs. Bank deposit. Eliminate any discrepancies.

ACTION ITEM: Philip Cole is waiting on a client for authorizations on a project submittal before he submits Project of the Year application.

ACTION ITEM: John Nidecker will ask Julie Aune to add into website, announcement for \$100 Project of the Year award.

ACTION ITEM: Amber Louis to forward October agenda/ meeting minutes to IRWA HQ for confirmation of new memberships for chapter. IE. Jay St. Michelle.

ACTION ITEM: John Nidecker will submit for our chapters' website of the year award by Feb. 1st, 2020.

ACTION ITEM: John Nidecker will be getting bios for April chapter meeting. The information will then be posted on chapter website.

ACTION ITEM: Michelle Talbot is going to confirm reservations at Tulalip Casino.

ACTION ITEM: Amber Louis will contact Julie Aune to add new members to E-blast.

ACTION ITEM: Michelle Talbot will confirm May's chapter meeting to be held at PSE, Bellevue.

ACTION ITEM: John Nidecker will announce to chapter that anyone who registers early for registration will be entered into a drawing for a FREE LUNCH.

VIII. Adjourn Meeting

John Nidecker

- Meeting adjourned at 11:28 p.m.

IX. Next meeting – February lunch meeting at Red Lion
Executive Board Meeting begins at 10AM