



## IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

May 20, 2020 | 10:00am – 11:30am

Zoom conference

### I. Call to Order:

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

#### Present:

John Nidecker, MAI, President  
Christopher Anderson, Secretary  
Janae Barbeau, Professional Development Chair  
Andrew Sorba, Education chair  
Amber Louis, Membership Committee Chair  
Dawn Fletcher, Immediate Past President  
Leslie Findlay, SR/WA, Reg. 7  
Michelle Talbot, Vice President  
Julie Aune, Communications chair  
Dianna Nausley-McKeon, Treasurer  
Nicole Bissett, NESA chair

### II. Meeting Minutes

Christopher Anderson

- Review and approve April 2020 Executive Board Meeting minutes.
- Confirm minutes are uploaded to Member Network
  - John Nidecker entertained motion. Michelle Talbot made motion to approve. Dianna Nausley-McKeon seconded. Motion approved April 2020 meeting minutes.

### III. Chapter Financials

Dianna Nausley-McKeon

- Treasurer's Reports and financials from April 2020 was uploaded to Member Network. Reconciled report as of May 18, 2020 shows \$58,140.14
- ACTION ITEM: Email sent to John Nidecker to approve. John Nidecker is to check and get back to Dianna Nausley-McKeon and confirm financials.**
  - In regards to non-taxable donations-Rakshan Mazarei (at headquarters) walks through tax forms with all Treasurers.
  - Sponsors have not been confirmed for next year's budget and chapter would like to confirm by July 1<sup>st</sup>. To be discussed at June officer meeting.
  - IRWA sent our chapter membership dues from Oct. 2019 through March 2020, equating to \$7,300.

### IV. Committee Business

- Professional Development** Janae Barbeau
  - Nothing new to report
- Nominations, Elections & Special Awards** Nicole Bissett
  - Discussion of protocols of new officers and how they are to be confirmed. Jesse Ray has to have someone install him as President. Standard language is located on thumb drive.
  - ACTION ITEM: Nicole is to reach out to Melinda for any applicable process and to plan our Zoom officer installation for the deinstallation and installation process.**
  - Projects of the year-** There were 3 or 4 submittals. Postponed until the fall. **Employer of the year-** There was 1 nominee. **Professional of the year-** There are no nominations

- **ACTION ITEM:** Nicole Bissett is to order pin for Jesse Ray (President), and a pin for John Nidecker (Past President).
- **ACTION ITEM:** Nicole Bissett to run the meeting for installing.
- **ACTION ITEM:** - John Nidecker to set up Officer installation and coordinate with Julie Aune for this announcement. Expected time is 5:00 p.m.- June 10<sup>th</sup>- installation via Zoom.
  - All awards should be presented at member meeting when we can all be together.
  
- **Education** **Andrew Sorba**
  - RWIEF Contribution amount? We need to approve. Leslie Findlay and Brad Thomas donated. \$2,500 if we had 5 days at \$500 each. Send to RWIEF for \$2,500. Last year (May 2019) donations \$5,800 plus \$300 gift basket. No conference is occurring. Chapter netted about \$10,000 so far in education.
    - John Nidecker entertained motion to donate \$5,000. Leslie Findlay made motion. Dianna seconded motion. Motion passed to donate \$5,000.00 to RWIEF.
- **ACTION:** Dianna is to send check to John Nidecker for authorization and letter. It is to go back to Dianna Nausley-McKeon for filing purposes.
  
- **Membership** **Amber Louis**
  - No new members to report. There were 2 new members approved in April's chapter meeting.
  
- **Social** **Leslie Findlay**
  - Rainiers baseball game postponed.
- **ACTION ITEM:** Julie Aune is to send out announcement in e-blast for baseball.
  - Cruise is now canceled. Deposit for cruise can be applied for next year.
  
- **Golf Tournament** **Andrew Sorba**
  - Continue Golf planning. What's the status for August? Let's advertise on e-blast. Need 3 or 4 groups to break even.
- **ACTION ITEM:** Andrew Sorba is to reach out to others to gauge the interest for this year.
- **ACTION ITEM:** Andrew Sorba is to propose an announcement and send to Julie Aune, where Julie is to set up for the following e-blast for June 5th.
  
- **Young Professionals** **Jesse Ray**

Denver college is hosting a pilot program to model for new IRWA members.
  
- **Communication** **Julie Aune**
  - Electronic elections announcements are in progress.
  - Constant Contact and Star Chapter can be turned over once a new communication chair is selected.
  - Julie Aune stated that the commitment is sometimes typically around 2 hours per week; some weeks require more, depending on number of announcements, whether info needs to be hunted down, or if there are issues with Constant Contact or Star Chapter.
- **ACTION ITEM:** Julie Aune said e-blast schedule for elections process is June 3rd stating election closed and June 4th for officer announcements.
  
- **Program** **Michelle Talbot**
  - Programming for 2020-2021

**V. Ongoing Business**

**John Nidecker**

- Discussion on recent elections issues. Ballot is being resent to entire email list. Needing to essentially start over.
- Each May the membership has to approve May 2019 membership meeting minutes.
- **ACTION ITEM: John Nidecker is to send out May 2019 membership meeting minutes announcement. Julie is to send out in an email by end of week seeking one member to entertain, motion and seconded motion. 2 week deadline is adequate.**
  - Coordinate tracking of votes.
  - Recap of the year- John Nidecker spoke about the chapter and how much it meant to him and the advancement of the industry.

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|--------------|--|-----------------------------|
| <b>VI.</b>   | <b>Recap of Action Items</b>                               | <b>Christopher Anderson</b> |
| <b>VII.</b>  | <b>Adjourn Meeting<br/>11:13</b>                           | <b>John Nidecker</b>        |
| <b>VIII.</b> | <b>Next meeting – June 10, 2020</b>                        |                             |
|              | 1. Zoom officer installation                               |                             |
| <b>I.</b>    | <b>Correspondence with officers after the May meeting-</b> |                             |

### **Installation Process-**

From our May board meeting discussions, John Nidecker provided a template for the installation ceremony. Jesse Ray will decide on whom to install him as President.

#### **Email timeline to be uploaded-**

May 21, 2020- John Nidecker emailed all officers stating that an employer of the year has been awarded. Since there was not a professional of the year John Nidecker entertained a motion that we recognize all IRWA instructors with a (Amazon) gift card. This would total \$500.

May 22, 2020- Jesse Ray made the motion to give \$100 gift cards to all instructors. Michelle Talbot seconded the motion. Motion passed to provide 5 gift cards totaling \$500 to our instructors.

#### **Waterways Cruise lines-**

June 2, 2020- Kristine Vannoy emailed John Nidecker offered to reschedule the Officer installment cruise (originally to be held June 10th). She offered the following-

- Reschedule up to December 31, 2022
- The new date can be the *same* event or an entirely *different* event
- Honor 2020 rates
- Transfer all deposits to new event date
- Waive \$500 rescheduling fee
- \$500 voucher toward bar refreshments

June 2, 2020- John Nidecker replied to Waterways Cruise lines indicating that our chapter wishes to move the deposit to the second Wednesday in June, 2021.

June 2, 2020- Waterways Cruise line sent amended contract to move deposit/date to 2021. Jesse Ray has the correspondence/executed contract for this arrangement.

Respectfully submitted by Christopher Anderson, Chapter 4 Secretary