



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

April 10, 2019 | 10:00 AM – 11:30 AM

Tulalip

Call to Order:

The meeting was called to order at 10:05 am by President, Dawn Fletcher. A quorum was reached.

Present:

Dawn Fletcher, President
John Nidecker, MAI, President-Elect
Dianna Nausley-McKeon, SR/WA, R/W-RAC, Secretary
Michelle Talbot, SR/WA, Treasurer
Melanie Rabaglia, SR/WA, PDC Chair
Jesse Ray, SR/WA, Vice President
Julie Aune, SR/WA, Communication and Outreach Chair
Melinda Burkhart, NESA Chair
Andrew Sorba, RWA, Golf Chair and Web Coordinator
Nicole Bissett, Guest
Thomas Lorz, Member

- I. **Meeting Minutes** **Dianna Nausley**
- Review and approve March 2019 Executive Board Meeting minutes.

March 2019 Executive Board Meeting Minutes were previously circulated via email to the board by Dianna Nausley-McKeon. The meeting minutes were discussed. There were several additions and incorporated comments.

Motion: Melanie Rabaglia, SR/WA made a motion to approve the March 2019 board meeting minutes. Andrew Sorba seconded the motion. There was no discussion. Motion passed - the March 2019 minutes were approved.

- II. **Chapter Financials** **Michelle Talbot**
- Treasurer's Report

Michelle reported on chapter financials stating a checking account balance of \$45,213.57. Dawn to check with HQ Rakhshan about chapter income exceeding budget, since we're nonprofit. No other items of note.

- III. **Committee Business**
- **Professional Development** **Melanie Rabaglia**
 - Reviewed candidacy-Ingrid Williams R/W-RAC
 - Candidacy application new program-Laurie McKenzie
 - Certifications-Andrew Sorba RWA
 - Recertification-Anne Rittenhouse R/W-NAC & R/W RAC & Michele Pescador SR/WA

Melanie reported on committee report listed above - same old, nothing new. There was no discussion.

▪ **Nominations, Elections & Special Awards**

Melinda Burkhart

- Awards (gift cards & free membership)

Melinda provided an update on NESAs. Nothing new to report and still need nominations. Have one for two categories at this point. Employer of the Year has three nominations.

Dawn discussed international awards. – Chapter of the Year and Website of the Year – Dawn nominated the Chapter 4 for this and are finalist for both at conference – Cyndi Whelpley is a finalist for Balfour Award – MNGD for Employer of the Year.

Motion: Melinda Burkhart made a motion to approve \$100 gift cards for instructor and professional of the year, plus the plaque. Employer of the year receives free membership, plus plaque. Melanie seconded. No discussion. Motion carries.

▪ **Education**

Karen Wright

- IDEAs Survey
- March C421 coordinator lunch expenses \$253.97
- All course scheduled w/trained coordinators
- C900 Principles of Engineering April 18-19 (15)
- C100 Principles of Land Acquisition May 2-3 (8)
- C400 Principles of Real Estate Appraisal July 15-16 (5)
- C431 Problems in the Valuation of Partial Acquisitions July 17 (3)

Karen was not at the meeting. Discussed approved expenses for food for classes. Reimbursement is intended to be for snacks at the coordinator's discretion. The chapter has no written policy to address the reimbursement of expenses for food, only has a verbal policy that expenses should be considered reasonable. Karen received an expense voucher from a coordinator for \$585 for a 4 day course. Lunch was provided on the last day and reimbursement is being requested. Dawn is not comfortable making decision, so she is bringing it to the board for a decision. Dawn read the email from Sam Meldrum, class coordinator in support of getting the expense approved for reimbursement and suggested development of guidelines for future food expenses for class coordinators. There was discussion – no clear policy what food can be provided but there is a budget. There is nothing in writing. Karen provides the budget and states expenses shouldn't be more than \$100 per day. There needs to be a clear policy in writing outlining limitations on what can be purchased and there should be a dollar limit per class attendee. It was suggested that Karen come up with a policy since she does the budget. A policy should be set per capita/per day and let the coordinator determine how it is spent.

Motion: Julie Aune, SR/WA made a motion to approve expenses and it was seconded by Jesse Ray, SR/WA. There was discussion on motion. Melanie Rabaglia doesn't like it as lunch as not been provided at any other class. Some attendees were under the impression PSE was donating food (Andrew Sorba). The class did not know the chapter was paying. Vote 1 no and the rest yes—motion carries.

ACTION – Karen to draft a policy regarding food expenses for classes.

ACTION - Dawn will respond to Sam via email regarding approval of expenses for class.

▪ **Membership**

Michele Pescador

- 1-Pending new member-Franklin Bolden-Snohomish PUD
- Market membership drive May meeting

Michele was not at the meeting. There are currently 303 members in the chapter with one pending member to approve today. Thomas Loranz confirmed that the new welcome emails were sent on April 7th and that Michele is mailing badges, certificates, and pins held my membership to date.

Next general membership meeting is bring a potential member for a free lunch. It is our membership drive. Make sure you note that they are a guest when registering.

ACTION - Michele to inform Silva at HQ of new approved member and send new welcome email and cc Melanie and Karen. She will also confirm Julie's email in the welcome email.

Motion – Melinda Burkhart made a motion to approve new member Franklin Bolden, Michelle Talbot seconded. No discussion. Vote – motion passed.

▪ **Social**

Leslie Findlay

- No report

Leslie was not at the meeting, but Melinda Burkhart provided an update. She provided a flyer for the cruise in June. No late registrations at all!!!! Dawn will provide Julie with a copy for the website. Hoping to make this a social event as well since we have plenty of budget. Dawn asked that she be kept in the loop and hoping we can make it fun and inexpensive. Dress will be casual, and the event will be family friendly. Cost is \$50 per person and includes 1 free premium drink. There will be a no host bar. Registration is now open and limited to 100 people . Date of event is June 5th.

▪ **Golf**

Andrew Sorba

- Email invitation to past participants (2 teams of 4 registered)
- Continuing to secure sponsorships, swag and advertise

Andrew reported 2 full team registrations. He has sponsors and swag. He is reaching out to firms for hole sponsorships.

▪ **Program**

Jesse Ray

- April speaker cancelled-TBD/slate of officers/bylaws vote
- May 8th lunch @ MNGD membership drive/elections/case study presentation
- June 5th Installation, awards and social cruise-no late registrations
- June 9-12 Annual Conference & IRWA BOD meeting

Jesse provided an update on program efforts. He was able to locate a speaker in spite of the short notice of the cancellation by today's speaker. The next meeting in May will be our membership drive and MNGD will present relevant case studies.

▪ **Young Professionals**

Jesse Ray

- Ongoing marketing, website updates & coordination & planning
- Succession planning-involving new YP for Region 7 Representative

Jesse provided an update on young professionals. There is now an official committee and Jesse is the official YP representative.

▪ **Communication**

Julie Aune

- E-blast schedule

Julie provided an update on communication efforts. She mentioned it would be nice to write up a description for the Website Chair position. Discussion about budget for next year for website efforts.

Currently the chapter has \$3,600 from sponsorship for website. We will not know more until John does the budget. We will continue going for 2 email blasts per month. May email blast will need to go out on May 27th or the Friday before.

IV. New Business

Dawn Fletcher

- Budget increase from \$2,500 to \$3,600 for RWIEF contribution

There was no vote last meeting to increase the RWIEF contribution from \$2,500 to \$3,600. Chapter has excess budget that could be used to increase the chapter contribution.

Motion – Melinda Burkhart made a motion to increase the contribution to RWIEF to \$6,100. John Nidecker, MAI seconded the motion. There was discussion - where does that leave us financially? Answer was still in the black. Vote – motion passed.

V. Ongoing Business

Dawn Fletcher

- RWIEF Gift Basket – Dawn reported that Leslie Finnigan suggested we include items specific to Washington, e.g. Mariners signed baseball, Seahawk stuff, etc.....
ACTION - Dawn will forward email to Michele Pescador, volunteer coordinator to purchase items for the basket.
- Chapter Sponsorship & Advertising Policy – Final version provided in hardcopy format to Board – delete 2nd paragraph on page 2 since it is really the silver sponsor . Add parens (\$300) Silver – see attached for remainder of edits.
Motion - John Nidecker, MAI made a motion to accept as amended. Melanie Rabaglia seconded the motion. There was no discussion. Vote – motion passed.
ACTION – Dawn will clean up Chapter Sponsorship and Advertising Policy and get to Julie and Andrew for positing on website.
- Skype Meetings – hold to next meeting
- Conference Volunteer Update – hold to next meeting

Kent Melton

VI. Announcements

Dawn Fletcher

- RSVP's – 37 (as of 4/4/19) – 38 registered today

VII. Recap of Action Items

Dianna Nausley

ACTION – Karen to draft a policy regarding food expenses for classes.

ACTION - Dawn will respond to Sam via email regarding approval of expenses for class.

ACTION - Michele to inform Silva at HQ of new approved member and send new welcome email and cc Melanie and Karen. She will also confirm Julie's email in the welcome email.

ACTION - Dawn will forward email to Michele Pescador, volunteer coordinator to purchase items for basket.

ACTION – Dawn will clean up Chapter Sponsorship & Advertising Policy and get to Julie and Andrew for positing on website.

Adjourn Meeting

Dawn Fletcher

Meeting adjourned at 11:34 pm by Dawn.

VIII. Next meeting – May 8, 2019 MNGD Seattle

Executive Board Meeting begins at 10:00 AM

General Membership Meeting sign-in at 11:30 AM; lunch at Noon

Bylaw Vote at April 10, 2019 General Membership Meeting

Bylaws were distributed by Dawn Fletcher via email to general membership. – See attached Background: One update was made to the bylaws to remove the requirement on the Professional Development Chair (PDC) or committee person(s) to have an SR/WA designation. The requirement severely limits the pool of candidates. This change will enable appointment of someone qualified but that does not have the SR/WA designation.

Motion – John Nidecker, MAI made a motion to approve the bylaws as amended to remove the requirement of the SR/WA designation. Cyndi Whelpley, SR/WA seconded the motion.

There was discussion –

Question - Why, PDC must have a broad understanding and should hold the designation they are helping others to obtain? Answer – Chapter Bylaws are more restrictive than national bylaws for PDC chair and only 25% of the membership are SR/WA which limits the pool of volunteers. The volunteer would need to learn what it takes and be familiar with the path to be able to help others. The president appoints the PDC chair so the President can vet the person to make sure they are a good fit for the role. Others stated they understood the limit but when someone gets a SR/WA then there is potential opportunity to become the PDC chair. It was stated that this will apply to both the PDC chair and the committee members. This direction is inline with the international bylaws, however not a committee at the international level like this position.

Vote – 19 yes / 7 no - motion passed

Meeting minutes taken by Dianna Nausley-McKeon, SR/WA, R/W-RAC, Chapter 4 Secretary and John Nidecker, MAI, President-Elect

Respectfully submitted for approval by:

Dianna Nausley-McKeon

Dianna Nausley-McKeon, SR/WA, R/W-RAC
Chapter 4 Secretary