



IRWA Puget Sound Chapter 4 Executive Board Meeting Agenda

Virtual Zoom Meeting | November 11, 2020 | 10:00am – 11:30am
<https://zoom.us/j/99562039051?pwd=Y04yT3IEdTAWT3BCby9ya2h3aUNWdz09>

Meeting ID: 995 6203 9051

Passcode: chapter 4

I. Call to Order: President Jesse Ray, SR/WA called the meeting to order at 10:02AM PST.

Present:

Jesse Ray, SR/WA, President
Michelle Talbot, SR/WA, President-Elect
Dianna Nausley-McKeon, SR/WA, R/W-RAC, Vice President
Chris Anderson, Treasurer
Andrew Sorba, SR/WA, R/W-AC, Secretary
John Nidecker, Immediate Past President
Amber Novack, Membership Chair
Jasmine Reed, Communication Chair
Leslie Findlay, Social Chair

II. Meeting Minutes

Andrew Sorba

- Review and approve October 2020 Executive Board Meeting minutes
 - John Nidecker motioned to approve the October 2020 minutes as presented
 - Dianna Nausley-McKeon seconded the motion.
 - Motion passed unanimously

III. Chapter Financials

Chris Anderson

- Treasurer's Report

IV. Committee Business

Professional Development

Andrew Sorba

- New Interim PDC Chair – Andrew Sorba
- Thank you Janae Barbeau!

Nominations, Elections & Special Awards

Nicole Bissett

- 2020-2021 Awards
- Scavenger Hunt Bingo
- Discussion regarding plaques owed to 2019-2020 award winners since Installation meeting was held virtually.

Education

Andrew Sorba

- Held Courses: 700, 703, 105, 102
- Scheduled Courses: TBD – Pending HQ guidance: No in person courses scheduled 2021
- 2020-2021 Education Figures
 - Estimated Income \$44,085
 - Estimated Expenses: \$28,832
 - Estimated Net Income to Chapter: **\$15,253**
- Future virtual courses will be scheduled by HQ

Membership

Amber Novack

- Current Pending Members: TBD
 - No pending members at this time.
 - Amber following up with HQ on an applicant whose payment was declined.

Social

Leslie Findlay

- Cinemark – Private Watch Party (\$99 - \$149)
- December Holiday Virtual Social (\$500 budget for raffle)
 - Amber mentioned a software option Miller Nash has access to for a virtual social gathering. There was a discussion regarding the function and use of the platform. Amber will follow up to see if we can utilize it for the Virtual Holiday Social gathering.
 - Discussed types of raffle items and how to distribute to members.
- Discussion regarding Top Golf as an option once available in the region.

▪ **Young Professionals**

Jesse Ray

▪ **Communication**

Jasmine Reid

- Weekly e-blasts
- What else do you want to see in emails from Chapter 4?
- Any other Feedback?

▪ **Program**

Dianna Nausley-McKeon

- November 2020 – Right of Way “Spoof” from 1971-1972
- December 2020 – Holiday Virtual Happy Hour / Social
- January 2021 – TBD (Eileen Baker, McDonalds Corporation)
- February 2021– TBD
- March 2021- Project of the Year
 - Discussion regarding holding another project of the year (2020-2021)
 - Need to begin advertising and request for nominations
- April 2021 – Tulalip Resort, Announce slate of officers - TBD
- May 2021 - Election
- June 2021 - Installation Dinner- Waterways Dinner Cruise

V. New Business

Jesse Ray

- Chapter 4 YouTube Channel (archive for past presentations)
 - Andrew Sorba to send Jesse Ray login info to upload previous meeting videos.
- Chapter Virtual Holiday Party – Wednesday, December 9th
 - Raffle prizes
- Call for Speakers deadline: 12/9/2020 – IRWA Annual Education Conference

VI. Ongoing Business

Jesse Ray

- Chapter 4 Presentation Gifts
 - Review water bottle options, select design & order speaker gifts
 1. Discussed colors, materials, and shape/design.
 - a. Dianna Nausley-McKeon to follow up with Costco regarding pricing for the 20oz Tumbler option.
 2. Discussed offering the tumblers to all members for purchase.
 - a. Make a donation to RWIEF with each purchase.
- Document Retention Policy (3 years).
 - HQ requests all older documentation be boxed and shipped to HQ for storage.
- Chapter History Review
 - See photos of historical chapter meetings, installations, and events
 - Future program for in-person meetings

VII. Announcements

Jesse Ray

- Professional Development Chair Position Opening – Andrew Sorba interim Chair
 - Jenifer Olsen (CLS) will assist on the Professional Development Committee
- RSVP’s – 20 as of 11/6/2020
- Presentation - *A recently discovered and digitized Right of Way “Spoof” from 1971-1972!*

VIII. Recap of Action Items

Andrew Sorba

- Jesse Ray and John Nidecker to meet and exchange remaining IRWA Mugs.

- Amber Novack to follow up regarding access to a software platform for the December Social Gathering.
- Dianna Nausley-McKeon to follow up with Costco regarding pricing for the 20oz Tumbler option.
- Andrew Sorba to send Jesse Ray YouTube channel login info to upload previous meeting videos.

IX. Adjourn Meeting 10:59am

Jesse Ray

X. Next meeting – December 9, 2020 Virtual Zoom Meeting
Executive Board Meeting begins at 3:00pm
Virtual Holiday Social begins at 4:00pm