



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes - Final

May 8, 2019 | 10:00 AM – 11:30 AM
Miller Nash Graham & Dunn LLP (Pier 70)
2801 Alaskan Way, Suite 300, Seattle, WA 98121

Call to Order:

The meeting was called to order at 10:00 am by President, Dawn Fletcher.

Present:

Dawn Fletcher, President
John Nidecker, MAI, President-Elect
Dianna Nausley-McKeon, SR/WA, R/W-RAC, Secretary
Jesse Ray, SR/WA, Vice President
Karen Wright, SR/WA, Education Chair
Julie Aune, SR/WA, Communication and Outreach Chair
Melinda Burkhart, NESAs Chair
Nicole Bissett, Guest
Thomas Lorz, Member
Chris Anderson, Guest

I. Meeting Minutes

Dianna Nausley-McKeon

- Review and approve April 2019 Executive Board Meeting minutes

April 2019 Executive Board Meeting Minutes were previously circulated via email to the board by Dianna Nausley-McKeon.

Motion: John Nidecker, MAI, made a motion to approve the April 2019 board meeting minutes. Dianna Nausley-McKeon seconded the motion. There was no discussion. Motion passed - the April 2019 minutes were approved.

II. Chapter Financials

Dawn Fletcher

- Treasurer's Report
 - April bank reconciliation to be completed
 - Balance Sheet 5/1/19 checking account balance \$45,967.81
 - Profit & Loss 5/1/19 net income \$19,599.79
 - Travel budget

Michelle is on vacation, so Dawn Fletcher provided the update on financials as bulleted above. Reconciliation is not complete and will be sent out later. Dawn contacted HQ regarding chapter budget and the net income for year is \$21,000. She reached out to Rakhshan and it is a non-issue if plan to spend. The Chapter has already increased our contribution and is helping Andrew Sorba for travel assistance in the amount of \$500 and helping Jessie Ray and Karen Wright at \$940 each for total of \$2,390. Dawn asked if there were any other board members that needed financial assistance to attend the upcoming

IRWA Conference. Dianna Nausley-McKeon said she would like the Chapter to cover \$935 (hotel \$600, mileage \$135, parking \$200) and Melinda would like her flight covered which will be about \$300.

Motion: John Nidecker, MAI made a motion to approve Chapter helping with travel expenses for board members to attend the IRWA Conference in Portland, OR. Jesse Ray seconded the motion. There was no discussion. Motion passed.

Dawn requested that board members get receipts in promptly by June 30, 2019 for reimbursement.

III. Committee Business

Professional Development

Melanie Rabaglia

- Reviewed candidacy for Robert Gilmore/RWP & Nicholas Oniskey/RWA
- Welcome letters sent to 14 new members/contacted 3 members recert
- SR/WA recertification for Joel Scleppe, Anne Rittenhouse, Gerald Johnson

Melanie not here – last report above

Nominations, Elections & Special Awards

Melinda Burkhart

- Nominations closed 4/30/19-Committee to review/select winners

Melinda provided an update on NESAs activities. She reported that her and Jesse reviewed extra nominations. There were two individual nominations in each category. Will decide today and will get the plaques ordered and provide in June. She will let nominees know they are nominated. Nicole Bissett will be taking over NESAs Chair next year.

Dawn Fletcher mentioned that the Chapter is nominee for Gene L Land Award again this year! It is based on net gain and comes with 2 free conference registrations. Winner will be announced at the Awards luncheon on Monday at the Conference. All board members should attend!

Education

Karen Wright

- Pursuing appraisal CE credits for scheduled courses
- Current class counts (no class in June due to conference)
 - C100 May 2-3 (11)
 - C400 July 15-16 (5)
 - C431- July 17 (5)
- Course Coordinator food allowance policy

Karen provided an update on Education activities. She submitted the CSMA course agreement, this is the biggest frustration with HQ. She is not sure how it works for continuing education approval and certificates. She reported the Chapter has decent class counts coming up and there will be no class in June due to conference.

Karen completed the Food Policy for Course Coordinators. The Board requested that Karen put together a flexible policy as it depends on number of attendees and types of snacks provided by coordinator. Guidelines are in the policy and states no lunch can be purchased. **ACTION ITEM: Karen to elevate to Fred to improve communication regarding the lag for CE credit approval.**

- **Membership**

Michele Pescador

- 4-pending new members
 - Jeanne Jorgenson/CLS
 - Tara O’Hanlon/MNGD
 - Glenn Price/WSDOT
 - Nicole Bissett/Epic

Michele was not at the meeting, so Thomas Loranz provided update. There are 4 new members to approve at today’s meeting

Motion – Jesse Ray, SR/WA made a motion to approve the 4 new members Jeanne Jorgenson; Tara O’Hanlon; Glenn Price; and Nicole Bissett. Melinda Burkhart seconded. No discussion. Vote – motion passed.

- **Social**

Leslie Findlay

- Nothing reported

Leslie was not at the meeting. Dawn mentioned the social budget comes from Platinum sponsors and we must advertise at social functions. This happened at holiday party. The June meeting can be a social event as well and we have budget to spend. Leslie wants to spend more on food; however, Dawn mentioned the food and drinks are already provided. She suggested maybe use the budget for door prizes. Melinda will email Dawn for QB budget for social and Dawn will check and get back to Dawn.

Motion: John Nidecker, MAI made a motion to spend \$500 on Dinner Cruise social event for door prizes, Karen seconded, no discussion. Motion passed.

- **Golf**

Andrew Sorba

- Continuing advertising & securing sponsorships

Andrew not present – no changes

- **Program**

Jesse Ray

- *MNGD-What Condemnors Should Know About Private Covenants, Use Restrictions and Project Influence*

Jesse provided update on today’s speaker and then next month Waterways Dinner Cruise. Dianna Nausley-McKeon suggested Casey Overcamp of Epic/Stratoscape Corp. can do a Drone presentation next year. She will let Michelle Talbot know.

- **Young Professionals** **Jesse Ray**
 - June 8 (6-8PM) event at Punch Bowl Social in Portland

Jesse provided an update that the young professionals will meet from 6-8 pm on June 8th for a social event.

- **Communication** **Julie Aune**
 - Weekly eblasts and Committee meetings
 - Increased communication for registration deadline for Installation

Julie provided update on communication. Dawn Fletcher said Julie will get announcement in the eblast. Karen thought maybe it should stand out and should go out on Friday. Julie will remove pictures, so it is the first thing you see. Julie will write position description for Website Chair that will be filled by Michelle Rude.

IV. New Business **Dawn Fletcher**

- Transition (flash drives) – Dawn asked that board members and committee chairs changing positions bring their flash drives to the June event for the handoff as duties start July 1st so the sooner the better. She also suggested you meet with your replacement to tell them what they need to know. Read your position description as this is our last meeting.
 - Leadership Session at Conference/BOD Meeting – Dawn forwarded information to the board. All are invited and it is highly recommended that you attend. Session will be held Wednesday afternoon at 1:00pm. Region caucus is on Sunday afternoon.
 - IRWA International Bylaws (Amendment) – Dawn forwarded to board. It is interesting there is no information available. They are trying to allow Corporate memberships. Dawn has asked for info and if they do not give her information, she will vote no.
 - Membership meeting/late registration policies – Lots of emails back and forth on the topic of late registrations for membership meetings. There is some frustration with late registrations based on food orders. The Chapter does not want to deny members to attend meetings at the last minute. We need to be flexible. Tulalip and June installation may not be able to be flexible but all other meetings we can be accommodating. They can come and we will figure it out. Make announcement this fall regarding the importance of registering on time. There should be no black and white rule. President and coordinator need to deal with meetings and come up with plan of action. The plan of action needs to be thoughtful moving forward and proactive in problem solving. Do not want to turn people away.
- John Nidecker**

V. Ongoing Business **Dawn Fletcher**

- Skype Meeting Request – **ACTION ITEM – Skype meetings are a great idea and John will revisit in the fall.**

- RWIEF Gift Basket – The basket Michele put together looks awesome. **ACTION ITEM -Dawn needs to get a list from Michelle of items in the basket as this is an on-line auction.** Dawn has a sign to include in the basket so it cannot be closed until that is inserted. Dawn will get a frame and will add to it. This is an on-line live auction. **Michele Pescador**
- Conference Volunteer Update – Dawn said all volunteer assignments have been sent out **Kent Melton**

VI. Announcements

Dawn Fletcher

- RSVP's – 45 (as of May 7, 2019)

VII. Recap of Action Items

Dianna McKeon

- ACTION ITEM: Karen to elevate to Fred to improve communication regarding the lag for CE credit approval.**
- ACTION ITEM – Skype meetings are a great idea and John will revisit in the fall.**
- ACTION ITEM -Dawn needs to get a list from Michelle of items in the RWIEF basket as this is an on-line auction.**

VIII. Adjourn Meeting

Dawn Fletcher

- IX. Next event** – June 5, 2019 Officer Installation, Chapter Awards & Social
 Waterways Cruises 2441 N. Northlake Way, Seattle, WA 98103
 Board at 5:30 PM **(Registration closes May 29th 8 AM sharp)**

X. Next meeting – TBD

John Nidecker

Adjourned meeting at 11:18am.

September 11th next meeting