



IRWA Puget Sound Chapter 4 Draft- Executive Board Meeting Minutes-Final

October 9, 2019 | 10:00am – 11:30am

MNGD - Seattle

I. Meeting Minutes Christopher Anderson

- Review and approve September 2019 Executive Board Meeting minutes
- Jesse Ray motioned to approve September meeting minutes. Dawn Fletcher seconded the motion. September meeting minutes approved.

▪ Call to Order:

The meeting was called to order at 10:09 am by President, John Nidecker.

Present:

John Nidecker, MAI, President
Jesse Ray, SR/WA, President-Elect
Dianna Nausley-McKeon, SR/WA, R/W-RAC, Treasurer
Michelle Talbot, SR/WA, Vice President
Chris Anderson, Secretary
Andrew Sorba, SR/WA, Education Chair & Golf Chair
Dawn Fletcher, Immediate Past President
Nicole Bissett, NESAs Chair
Amber Louis, Membership Committee Chair
Michelle Rude, Communications Committee (website)
Leslie Findlay, SR/WA, Social Committee Chair
Connie Shaw
Sheryl Knittel
Dan Benson, SR/WA, Reg. 7 ITC Rep

II. Chapter Financials Dianna Nausley-McKeon

- Treasurer's Report and discussion
- All Expenses for golfing fees and instructor expenses were covered by participants. No financial loss.
- Summarized checks and deposits
- Budget entry into QuickBooks in process. Dianna reports that still a work in process

III. Committee Business

▪ Professional Development

NESAs Chair

- Reviewed and approved SR/WA Application for Dawn Fletcher
- Reviewed and approved SR/WA Exam Request for Dawn Fletcher
- Reviewed and approved RWA Credentialing Application for Sarah Pauly
- Reviewed and approved RWA Credentialing Application for Anna Rosenkranz

▪ Nominations, Elections & Special Awards

NESAs Chair

- Dawn and John to recommend nomination of Leslie Findlay for Region 7 Professional of the Year/ Leslie Findlay is aware of the pending nomination
- Looking for Chapter leaders to nominate and looking for interest in chapter
- Nicole Bissett currently on vacation currently, but will connect with past NESAs Chair, Melinda.
- Dawn suggested reviewing the position descriptions and bylaws
- International awards now open and to close February 1st 2020

- Chapter 19 (Spokane): TBD
- Chapter 45 (Montana): Dylan Swanson
- Chapter 49 (Anchorage): Sterling Lopez
- Chapter 64 (Boise): Becca Randall
- Chapter 71 (Fairbanks): Steve Taylor
- **Goal B: College Outreach Program Development – Under Development**
- **Goal C: Mentor/Mentee Program Development - Under Development**

- **Communication** **Julie Aune**
 - 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**
 - October 2019- Membership drive- MNG&D
 - November 2019 – IRR appraisal topic (John and Lori)
 - 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- June DeVoll, Manager, Regional Programs and Projects- Community Transit- Swift Bus Rapid Transit
 - May 2020- TBD
 - June 2020- Installation Dinner- TBD)
 - Holiday party discussion/ideas, raffle prizes

ACTION ITEM: John Nidecker will have to update bios by the following Monday

- IV. **New Business** **John Nidecker**
 - **Need Chair for Spring Seminar – have confirmed speakers**
 - **ACTION ITEM: Michelle Rude will add board meeting agenda to website.**
 - Venue and Date – May 6, 2020 at PSE in Bellevue
 - Brochure
 - Food
 - Melanie Rabaglia has volunteered to help out with the seminar
 - Set up conference call for further coordination
 - Remote meeting options? Interest from others in more remote areas to partake remotely
 - Will have topic, summary and bio this week for November’s meeting in Tacoma
 - **ACTION ITEM: John will look into new IRWA courses to offer members**
 - **ACTION ITEM: John Nidecker will work with Jim RE: technology needed to hold Skype meetings**

- V. **Ongoing Business** **John Nidecker**
 - **Registration Desk Volunteer needed**
 - Clarification of roles for Communications and website

- VI. **Announcements** **John Nidecker**
 - RSVP’s –
 - Fall Forum September 25-27 hosted by Chapter 64 Boise, ID

- VII. **Recap of Action Items** **Christopher Anderson**

- VIII. **Adjourn Meeting** **John Nidecker**
 Leslie motioned to adjourn. Julie seconded. Meeting adjourned at 11:17 AM

- IX. Next meeting** – November 13, 2019 Landmark in Tacoma
Executive Board Meeting begins at 10:00 am
General Membership Meeting sign-in at 11:30 am; lunch at 12:00 pm