

# 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, NESA Chair
Amber Louis, Membership Committee Chair
Michelle Rude, Communications Committee (website)
Leslie Findlay, SR/WA, Social Committee Chair
Connie Shaw
Sheryl Knittel

## II. Chapter Financials

Dianna Nausley-McKeon

Treasurer's Report and discussion

Dan Benson, SR/WA, Reg. 7 ITC Rep

- 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

**NESA 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

#### **NESA 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 NESA Chair, Melinda.
- Dawn suggested reviewing the position descriptions and bylaws
- International awards now open and to close February 1<sup>st</sup> 2020

 Dawn Fletcher suggested the chapter re-submit for website of the year, and John can review prior nomination form stored on the flashdrive.

Education Andrew Sorba

- September Course 501 had 14 participants, Estimated Profit of \$4,350
- Current class count (as of 10/1/2019, 5:15pm)
- October Course 201 Communication in Real Estate Acquisition
  - 11 registered, Estimated to Break even
    - Due to room costs and unexpected instructor costs
      - Previously scheduled instructor had to be replaced
- 803 Eminent Domain Law Basics for ROW Professionals
  - 6 registered, Estimated Loss of \$1,450
    - Need to recruit more participants
      - 14-15 total students required to break even
      - Higher costs due to room rental and instructor fee and travel expenses
- ACTION ITEM: Andrew Sorba requested comprehensive list of Region 7 Climb Certified Instructors
  - Discussion regarding Dan Beardsly's PM Course
- ACTION ITEM: John Nidecker will reach out to Dan to further discuss the PM Class
  - Finalizing 2020 Course Schedule
  - Includes Instructor Hire Letters & Securing Locations
  - Still need to identify and assign course coordinators
    - Provide education voucher for October Meeting raffle

Membership
 Amber Louis

- October membership drive at MNGD/ and in drawing for free membership
- 284 current total members
- No new pending members at this moment, but several have submitted applications. 3 confirmed
- Welcome letters delayed but in process and going in mail soon

Social Michelle Rude

- December Holiday Event Tap House in Seattle. Space reserved by Michelle
- Agreed to keep it simple with light social games and appetizers
- Evening Board meeting to be held December 11<sup>th</sup> at John's Office in Seattle
- ACTION ITEM: Leslie Talbot will look into horse racing at Emerald Downs for chapter function
- ACTION ITEM: Michelle Rude and Andrew Sorba will arrange slide show of last Lake Union cruise for members to view during Holiday party

Golf Tournament

**Andrew Sorba** 

No update on plans for next year

Young Professionals

Jesse Ray

- Young Professionals is now officially an IRWA Service Committee
- Chair: Matthew Eckmann, SR/WA
- Region 7 Representatives: Jesse Ray, SR/WA (Ch 4) & Hannah Halpenny (Ch 3). Jesse stated that chapter 3 donated \$201 to the Region 7 Networking reception, exceeding chapter 4's \$200 donation by \$1
- Marketing to potential Young Professionals / within Chapter 4 and Region 7-wide
- International Young Professionals Committee conference calls
- Young Professionals 2019-2020 Strategic Plan:
  - Goal A: A YP Representative in Every Chapter in the Organization
    - Currently in Process
    - Chapter 4: Jesse Ray, Melinda Burkhart, Thomas Loranz,

Nicole Bissett

• Chapter 3: Hannah Halpenny

- 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