



IRWA Puget Sound Chapter 4

Amended Executive Board Meeting Minutes

September 12, 2018 | 10:00am – 11:30am

One Union Building 600 University St, Seattle

Call to Order

The meeting was called to order at 10:06 am by President, Dawn Fletcher

Present:

Dawn Fletcher, President
John Nidecker, MAI, President Elect
Jesse Ray, SR/WA, Vice-President
Dianna Nausley, SR/WA, R/W-RAC, Secretary
Michele Pescador, SR/WA, Membership Chair
Melinda Burkhart, NESA Chair
Julie Aune, SR/WA, Communication/Outreach Chair
Leslie Beaird, SR/WA, R/W-RAC, Social Chair
Shawn Greninger, Golf Chair

I. Meeting Minutes

Dianna Nausley

- Review and approve May 2018 Executive Board Meeting minutes

The May 2018 Executive Board meeting minutes were previously circulated via email to the board by Michelle Talbot. There were no comments.

- Motion: Dawn Fletcher asked for a motion to approve the May 2018 board meeting minutes. John Nidecker motioned to approve the May 2018 minutes. Michele Pescador seconded the motion. There was no discussion. The May 2018 minutes were approved.**

II. Chapter Financials

Jesse Ray (for Michelle Talbot)

- Treasurer's Report
- Approve FY 2018-19 Budget

Chapter financials were circulated. The current checking account balance \$31,488.24 per the financials. Jesse mentioned that Abeta & Associates purchased sponsorship for this fiscal year so there is an extra \$1,000. Copies of budget were circulated. Only two minor changes made and sent back out – Jesse had to fix something that pertains to sponsorship and he noted the changes should not affect anything as it did not change the accounting. Dawn rounded Education up so she changed income to exact numbers. We are \$167 in the black.

- Motion: Dawn asked for a motion to approve the chapter budget. Melinda Burkhart motioned to approve the budget, John Nidecker seconded the motion. There was no discussion. Budget passed.**

III. Committee Business

Professional Development

Melanie Rabaglia

- Phone in Board meeting process may be available if needed.
- Marlene Ozanich RWA certification
- Andrew Hester SR/WA application
- Rosa Villa SR/WA recertification
- Kai Miller RWP certification
- Marla Jane Anderson SR/WA recertification

Melanie is working with the above members on SR/WA, RWP certifications and RWA and SR/WA recertifications.

Nominations, Elections & Special Awards

Melinda Burkhart

- Proposed changes to award categories:

<u>Current</u>	<u>Recommended</u>
Professional of the Year	Most Influential Member of the Year -
Employer of the Year	Mentor of the Year
Instructor of the Year	Membership Referrals of the Year

- Project of the Year War Story of the Year
- Propose moving Project/War Story of the Year presentation from January to March
- Proposed nomination incentive-\$5 coffee card
- Proposed nomination competition-agency vs. consultant
- Revise nomination forms

Melinda reported there has not been a lot of interest in submitting nominations for special awards. Some feedback includes the applications are too lengthy, cumbersome, and confusing to complete. Melinda suggested renaming the categories as mentioned above and reworking the forms to create more interest. She also proposed incentives to create interest. Currently all nominations transfer to international awards, so we may not want to change the titles – just redefine.

After much discussion, it was decided to keep same categories/titles and simplify the applications process and provide incentives.

- **Motion: Julie Aune made a motion that everyone who makes a nomination by November 1st will go in for a drawing free membership and each submission gets inclusion in the drawing. John Nidecker seconded the motion. There was no discussion. Motion passed.**
- **Action: Melinda Burkhart will look at applications and make them more descriptive by Tuesday, September 18, 2018 and then Julie will provide in an email blast.**

- **Education**

Karen Wright

- Course interest survey-23 response-HQ to send again
- C700 Intro to Prop/Asset Mgmt. 9.17.18 (12) hotel rm rate \$109
- C901 Eng. Plan Dev & Application 10.22.18 (7)
- C902 Property Descriptions 10.23.18 (14)
- C800 Principles of Real Estate Law 11.26-27.18 (6)

In Karen's absence, Dawn reported the course survey was sent out again due to a low response rate. Dawn will make announcement at today's general meeting reminding members to complete survey.

- **Membership**

**Michele Pescador
(w/Dianna Nausley)**

- 3 new members approved in 5.9.18 pending @ HQ:
1-Phmmavong/HDR 4.12.18, 2-Brocato/HDR 4.12.18, &
3-Oniskey/Pierce Co. 4.19.18 (confirmed with HQ 9/5/18)
- Membership list confirmation w/Astrid Anaya @ HQ due 8.31.18
- 2019 Dues Structure Form-submitted to HQ 8.6.18 (no changes)
- One Member transfer: Krista Chambers/HDR 8.13.18 from Ch. 45
- 10 pending new members: 1-Yang/PSE 6.6.18, 2-Rosenkrantz/Pierce Co. 6.6.18,
3-Masse/Common street 6.8.18, 4-Casey Shook/HDR 6.27.18, 5-Clark/HDR 6.28.18,
6-Walker/PSE 6.28.18, 7-Grose/CBRE 6.28.18, 8-Braun/HDR 6.28.18,
9-Cunningham/SW&W, PC 7.30.18 & 10-Williams/HDR 8.27.18

Dianna and Michele reported that the Chapter has 10 new members to approve/confirm today as noted above and one transfer from Chapter 45.

- **Motion: Julie Aune made a motion to approve the 10 new members. John Nidecker seconded the motion. There was no discussion. The above 10 members have been approved.**

Dawn mentioned that the membership roster still needs to be confirmed with HQ. It was due on 8.31.18. It was agreed that Michele would investigate how to confirm the roster by September 21st.

- **Action: Michele to confirm membership roster with HQ by September 21st.**

Dawn had to submit the 2019 dues structure to HQ prior to the board meeting. On 8.6.18 she submitted that the Chapter would make no changes to its current dues structure.

- **Motion: Dianna Nausley made a motion to approve no changes to the current chapter dues structure. John Nidecker seconded the motion. There was no discussion. Motion passed.**
- **Action: New name tags will be prepared for board members for the next meeting as well as the new members approved today.**

- **Social** (nothing to report)

Leslie Beard

- Dec 12th Holiday Event (by Oct 30)

Discussion that holiday event should be in the evening this year. It was suggested that it should be at the Tap House, however we will need a bigger budget. Leslie will move forward with this venue. It was also suggested

that we can give free membership away at the event. We will also need place for board meeting on that date. John offered his office (Dec 12th at 4:00-5:30pm) since the event starts at 6pm.

Leslie reported that there has not been much interest in other social events that have been scheduled in the past, however she will look into bowling for prizes, escape room, etc. Leslie will pick dates and let us know.

▪ **Golf Tournament**

Shawn Greninger

- 12 pre-registered /paid 4 late
- \$1,100 paid sponsorship income
- \$600 pending sponsorship income (Abeyta & Valbridge)
- Banner ordered (give to Leslie/Jesse for holiday party)

Shawn reported that a total of 20 people will be golfing tomorrow. T-time is at 8:50 am. People will pay at event – checks should be made to IRWA and can be mailed to Michelle Talbott as well. All bags are staffed for event. HDR contributed and stuffed the bags with additional items purchased. Everyone will go home with grab bag. Gift cards will be raffled at the event. Shawn mentioned he needs a check to pay for event. Jesse will take care of it and will meet up with Michelle. Shawn mentioned that if someone wants to volunteer to put on golf tournament next year they should notify Leslie.

▪ **Young Professionals**

Jesse Ray

- New Region 7 YP rep-Derek Lilleberg (MT-Ch. 45)

Jesse reported that he had nothing to report.

▪ **Communication**

Julie Aune

- Webmaster, Mike Gudder resigned 8.15.18
- **Manual registration and payment required until resolved**
- Current website runs on WordPress with Alpha Hosting as host
- Website has been up and down since mid-August

Dawn reported that the Chapter website is back up and running. Chapter website ran on WordPress (free) and paid Mike Gudder - Webmaster to maintain the website.

Julie prepared a PowerPoint presentation of 4 companies to take on website management. She narrowed down to the two best companies and recommended StarChapter.

- **Motion: Leslie made a motion to accept StarChapter as our new host site. Michelle seconded the motion. There was no discussion. Motion passed.**
 - **Action: Julie will contact StarChapter and set up a contract. It can be implemented in one +/- month.**
- The Chapter will have to do manual registration for next month's meeting.

▪ **Program**

Jesse Ray

- Speaker/topic schedule (table update)
- September speaker is Krista Chambers-IRWA Remodeling
- Speakers needed for October, November, January, April & May
- November speaker at Tacoma is Steve Fuchs, SR 167
- Dec 12th Holiday Event coordinate w/Social (by Oct 30)
- February speaker/topic to be coordinated with MNGD
- March is proposed for War Story (Project) of the Year
- Topic Ideas: Survey/drone/UAV/LIDAR, SDOT/Cascade Bicycle Club- Bike lane expansion, link light rail, notable relocations

Jesse reported that he has secured a speaker for October. It will be Doug Hummel. He will talk on Compulsory Purchase. He is a UK expert. January speaker will be Jason Kack and he will discuss Drone/Lidar. It was mentioned that Michele should bring membership applications to the February event at MNGD. Jesse will check with Kinnon Williams to see if he has a dynamic case study. He is still working on a May speaker.

- **Action: John will get information to Julie for email blast.**

IV. New Business

Dawn Fletcher

- Incentives (3 memberships, 2 conference registration and \$500 travel (drawing))
- Webmaster needed to update website (WordPress)

- Region 7 attendance IEC/IGC meeting @ HQ Sept 14-15
- Review travel policies
- Review sponsorship & advertising policies (Communications Chair)
- In Memoriam Jim Price (8 guests/contribution)

Discussion on what to do with 2 conference registrations. We need to decide by January since conference registration deadline is in late March. It was mentioned that it might be great to donate to Region 7.

- **Motion: Leslie made a motion to donate both conference registrations and \$500 in travel assistance to region 7. John seconded the motion. There was no discussion. Motion passed.**

Discussion on membership to give away. It was suggested we could do a drawing at the meetings, thank the firm with the most memberships. Idea to have a membership drive and if someone recruits anew member between now and December 12th their name would go into a hat and the drawing would happen at the holiday party.

- **Motion Amended on 10/10/18: Leslie Beard made a motion to provide 1 of the 3 free membership received as part of the Gene L. Land Award to HDR due to all the new members they have added to our Chapter. Dianna Nausley seconded the motion. There was no discussion. Motion passed.**

Dawn wants to put travel policies on the website. It has been in effect and no changes needed. It is important information.

- **Action: Julie will put travel policy on website.**

Dawn reported the sponsorship and advertising policy is outdated. They have not been changed since around 2008 and need to be updated.

- **Action: Julie will review and if changes are needed will submit proposal for update to Board.**

Dawn mentioned that the board needed to decide if the Chapter would pay for 8 guests to attend the luncheon today since the Chapter was doing a In Memoriam of Jim Price

- **Motion: Michele Pescador made a motion to provide meals free of charge for 8 guests of Jim Price. Melinda Burkhart seconded it. There was no discussion. Motion passed.**

V. Ongoing Business

Dawn Fletcher

- Position Description Updates
- Chapter 4 Bylaws Review
- **Registration Desk Volunteer needed**
- Conference Assistance for Chapter 3

Kent Melton

Dawn asked if the position descriptions are ready for approval. There were no comments or concerns. Most changes made were minor. It was brought up that the communication description did not go through the correct process and the PDC time limit had not been changed with the bylaw update.

- **Action: Dawn will review, finalize, and send by September 30th to the board for review.**

Dawn reported that Chapter 4 Bylaws were reviewed at the planning session. There were no changes. This will be put on hold.

Dawn reported that Rita Gunderson of HDR volunteered for the registration desk.

Conference assistance by Chapter 4 was tabled until the next board meeting.

General discussion on who can vote on the board according to the bylaws. Leslie provided clarification stating chairs can vote as well.

VI. Announcements

Dawn Fletcher

- RSVP's – 67 – 3 late registrations
- Fall Forum October 26-27 hosted by Chapter 19 Spokane

Dawn reported only 3 late registrations for this luncheon.

Dawn reported that herself and John Nidecker would be attending the Fall Forum in Spokane.

VII. Recap of Action Items

Dianna Nausley

- **Action: Melinda Burkhart will look at applications and make them more descriptive by Tuesday, September 18, 2018 and then Julie will provide in an email blast.**
- **Action: Michele to confirm membership roster with HQ by September 21st**
- **Action: New name tags will be prepared for board members for the next meeting as well as the new members approved today.**

- **Action: Julie will contact Star Chapter and set up a contract. It can be implemented in one month.**
- **Action: John will get information to Julie for email blast.**
- **Action: Julie will put travel policy on website.**
- **Action: Julie will review and if changes are needed will submit proposal for update to Board.**
- **Action: Dawn will review, finalize, and send by September 30th to the board for review.**

VIII. Adjourn Meeting

Dawn Fletcher

Dawn Fletcher called for a motion to adjourn the meeting. John Nidecker made a motion. Dianna Nausley seconded the motion. There was no discussion. Motion passed.

11:37 the meeting adjourned

- IX. Next meeting** – October 10, 2018 Red Lion Bellevue (lunch)
Executive Board Meeting begins at 10:00 am
General Membership Meeting sign-in at 11:30 am; lunch at 12:00 pm

Respectfully submitted for approval by:



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