



International Right of Way Association
Chapter 4 Board Meeting Minutes
Red Lion Hotel, Bellevue, WA
January 10, 2018

Call to Order:

The meeting was called to order at 10:15 am by President, Kent Melton, SR/WA

Present:

Kent Melton, SR/WA, President

Karen Wright, SR/WA, Education Chair

Jesse Ray, RWA, Treasurer

Michelle Talbot, SR/WA, Secretary

Dianna Nausley, SR/WA, R/W-RAC, Membership/ Registration Chair

John Nidecker, MAI, Vice President

Dawn Fletcher, President-Elect

Janice Warren, PMP, SR/WA, NESAs Chair

Melanie Rabaglia, SR/WA, PDC Chair

Approval of Minutes:

The December 2017 Board Meeting minutes were previously circulated via email. The December 2017 Board Meeting minutes were circulated to the board for review. There were no comments.

Kent Melton asked for a motion to approve the December 2017 board meeting minutes. Dawn Fletcher motioned to approve the December 2017 minutes. John Nidecker seconded the motion. There was no discussion. The December 2017 minutes were approved.

Chapter Financials: Treasurer, Jesse Ray, RWA

Chapter financials were circulated. The current checking account balance is: \$25,884.20 per the financial statements. Jesse Ray mentioned that he sent Headquarter the tax identification numbers for Mike Gudder and Seattle Operating System. There was discussion about the chapter's projected budget and what has actually been spent. Dawn Fletcher suggested that we look at what the Chapter has budgeted and compare to what has been spent so far, this year.

ACTION ITEM: Jesse Ray will bring the Chapter's budget to date and an actual report of expenditure to date to the next board meeting.

Committee Reports

PDC: Melanie Rabaglia, SR/WA

Melanie Rabaglia said that she is working with 2 members; Kai Miller for RWP certification and Faith Roland for SR/WA recertification.

NESA: Janice Warren, PMP, SR/WA

Janice Warren was not present at the beginning of the meeting. Kent Melton report that there will be two Project of the Year presentations at today's membership meeting; Snohomish County will present

the Seattle Hill Road Improvement Project and Contract Land Staff will present the Swift 2 Greenline Project. Karen Wright mentioned that since we only have three IRWA instructors in the Chapter all three should be recognized in some way for their service to the Chapter and IRWA. Instead of presenting an Instructor of the Year award, it was suggested that the Chapter acknowledge each instructor and present each with a gift. Dawn Fletcher mentioned that she intends to nominate an employer in our Chapter for the employer of the year both at the Chapter and National level, and the Chapter 4 for Website of the Year.

ACTION ITEM: Kent Melton will follow up with Janice Warren to discuss how we want to recognize the three instructors in this Chapter.

EDUCATION CHAIR: Karen Wright, SR/WA

Karen Wright reported on the registration status of upcoming IRWA classes as of today;

January 23 (Advanced Residential Relocation)- 12 registered

February 12-13 (RW Acquisition for Electrical Transmission Projects) - 4 registered

March 8-10 (SR/WA Study Session/ Exam) - 2 registered

MEMBERSHIP: Dianna Nausley, SR/WA, R/W-RAC

Dianna Nausley said that many members have renewed their membership online. She also mentioned that she is coordinating with HQ to finalize two transferring members into the Chapter. Dianna Nausley asked if a board or committee member can reach out to the new members personally to let them know about the meetings and welcome them into the Chapter. Dawn Fletcher indicated outreach is typically from the President and suggested that Kent Melton is copied on the emails from the Membership Chair so that he can send a follow up email inviting them to attend a meeting. Melanie Rabaglia and Karen Wright will also be copied on the email and will send a follow up email about certification and education opportunities respectively.

Dianna Nausley reported there are 10 new members to confirm today;

- Keri Dupey/ HDR
- Amy Hoover / HDR
- Heidi Ann Jewett / HDR
- Kristen Karabensh / HDR
- Dawn Miles / King County Transit
- Daniela Munoz / City of Bellevue
- Nicole Noyola / HDR
- Sarah Pauly / HDR
- Natasha Platin / City of Bellevue
- James Chung / Sound Transit

Kent Melton asked for a motion to approve the above 10 new members. Jesse Ray motioned to approve the above 10 new members. Karen Wright seconded the motion. There was no discussion. The above 10 new members have been approved.

ACTION ITEM: Dianna Nausley will work on a welcome letter with Dawn Fletcher to new members to the Chapter.

SOCIAL: Leslie Beaird, SR/WA (Absent)

Kent Melton reported that the next Chapter social event is Crystal Mountain Ski Day, January 25th.

YOUNG PROFESSIONALS: Jesse Ray, RWA

Jesse Ray said that he is seeking sponsorships for the Young Professional Educational Symposium.

COMMUNICATIONS: Julie Aune, SR/WA (Absent)

Kent Melton mentioned that Julie Aune informed Mike Gudder of the change in e-blast management. Julie's Committee Report calls for submission of stories, anecdotes, and lessons from the field. There was also discussion about what type of articles to post on the Chapter website. All agreed that the articles should be relevant to the right of way profession.

PROGRAMS: John Nidecker, MAI

John Nidecker said that all arrangements have been made for remaining meeting this year with the exception of the installation dinner.

ACTION ITEM: John Nidecker will submit information on the topic for the February membership meeting to Julie Aune to post on the Chapter website.

Recap of Holiday Party: John Nidecker said that he would like the Chapter to host a night time holiday party next year. Dawn Fletcher suggested we consider the Tap House as a venue for the next holiday party, and ask Mike Bulzomi to assist. John Nidecker asked Dawn Fletcher how much money was donated to each of the two charities; Tree House and Rochester Friends and Neighbors. Dawn Fletcher said that approximately \$250 was directly donated to each charity.

New business:

Spring Forum- There was discussion about the upcoming joint Spring Forum in Denver, Colorado, with Regions 3, 7 and 9. The date of the forum is March 3, 2018. there will be a mock trial or symposium on March 2, 2018. Dawn Fletcher mentioned that she has been in contact with HQ to find out when the registration fee will be announced.

Late Registrations- Kent Melton mentioned that he and Dianna Nausley have discussed the frequent late registrations coming in for the monthly membership meetings, which is putting a strain on the Hotel in their efforts to plan the meals. Kent Melton suggested that the Chapter offer an early registration incentive. Dianna indicated that she can no longer perform the duties of both Membership Chair and Registration. She is requesting a replacement to take over registration.

ACTION ITEM: Kent Melton to find a replacement to take over the registration desk and Dianna Nausley to coordinate transfer of duties with replacement.

Photographer- There was also discussion about the Chapter's need for a photographer. Kent Melton mentioned that Chapter member Barret Aldrich will consider the position of photographer if the Chapter will waive her membership dues. It was agreed that the Chapter will not consider this option as all board and committee members volunteer their time to these positions.

ACTION ITEM: Kent Melton will announce the new date of the April membership meeting at the Tulalip Resort at today's meeting and at the next month's meeting. Kent Melton said that a decision will be made on what action to take regarding late registration for membership meetings at the next board meeting.

Announcements

40 RSVPs for today's meeting.

ADJOURN:

Kent Melton called for a motion to adjourn the meeting. John Nidecker made a motion. Jesse Ray seconded the motion. There was no discussion. Motion passed.

Meeting adjourned at 11:25 am

Respectfully submitted for approval by:



Michelle Talbot, SR/WA
Chapter 4 Secretary