



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

January 9, 2019 | 10:00 AM – 11:30 AM
Ravenna Room Hotel Red Lion Bellevue, WA
Lunch to follow in Yarrow

Call to Order:

The meeting was called to order at 10:13 am by President, Dawn Fletcher

Present:

Dawn Fletcher, President
John Nidecker, MAI, President-Elect
Dianna Nausley-McKeon, SR/WA, R/W-RAC, Secretary
Michelle Talbot, SR/WA, Treasurer
Karen Wright, SR/WA, Education Chair
Jesse Ray, SR/WA, Vice President
Julie Aune, SR/WA, Communications
Andrew Sorba, Golf Chair
Michelle Rude, Communications Co-chair
Nicole Bissett, guest

I. Meeting Minutes

Dianna Nausley

- Review and approve December 2018 Executive Board Meeting minutes

The December 2018 Executive Board Meeting Minutes were previously circulated via email to the board by Dianna Nausley-McKeon.

Motion: John Nidecker, MAI, called for a motion to approve the December 2018 board meeting minutes. Michelle Talbot, SR/WA, seconded the motion. There was no discussion. Motion passed - the December 2018 minutes were approved.

II. Chapter Financials

Michelle Talbot

- Treasurer's Report

Michelle reported on chapter financials stating a checking account balance of \$37,448.78.

Dawn noted the reconciliation report shows over \$5,000 in uncleared checks, which explains the high checking account balance. Michelle Talbot is working with HQ to determine if we paid any vendors over \$600 which requires HQ to send a 1099 to the vendor. Dawn stated Mike Gudder has requested a 1099 to complete his taxes. Mike was told HQ will send the 1099 when it is available.

III. Committee Business

- Professional Development

Melanie Rabaglia

Melanie sent 4 welcome letters to members from November meeting.

New applications for 2 SR/WA candidates. Melanie is working with Andrew Sorba on his SR/WA options. Career path conversation with Marge Bailey. Answered recertification Q's for Julie Aune.

- Nominations, Elections & Special Awards

Melinda Burkhart

Nominations Received to date (Chapter Level)

- Employer of the Year: 3 – Due by May (Presented in June)
- Instructor of year: 1 – Due by May (Presented in June)
- Professional of the year: 1 – Due by May (Presented in June)

- Project of the Year: 1 – Due by February (Presented in March)
- Professional of the Year (Region):

Dawn Fletcher stated she nominated Miller Nash |Graham and Dunn (MNGD) for International Employer of the Year (less than 20 employees)

Discussion regarding International Chapter of the Year award. Dawn suggested we consider applying for this award. Dawn said she reviewed QuickBooks and determined we averaged \$10,000 in education course income over the last 5 years are continuing to grow.

Discussion about meeting attendance, volunteer efforts, etc. President's message includes attempts to summarize board actions for those unable to attend. Reminder all members are welcome to attend board meeting. Dawn asked Karen if she would be able to provide course roster information going back several years to assist in the preparation of the application.

- **Education**

Karen Wright

Karen provided update for education and classes being offered by our Chapter.

- **Membership**

Michele Pescador

Seven new members to approve at today's board meeting. They are:

- Yoshiko Abe – HDR Inc.
- Christopher Wyan Anderson – Contract Land Staff, LLC
- Alison Cook – ARCook Consulting, LLC
- Daniel A Kostomay – Contract Land Staff, LLC
- Heather E Lecrone – Labonde Land
- Michelle McAlister – Sound Transit
- Thomas Stewart – Sound Transit

Motion: Dianna Nausley-McKeon, SR/WA, made a motion to approve the 7 new members. John Nidecker, MAI, seconded the motion. There was no discussion. Motion passed, and the 7 new members were approved.

- **Social**

Leslie Beard

Leslie was unable to attend meeting today, but still willing to organize social event. Discussion about potential activities:

- Downtown Seattle Happy Hour
- Misc other social activities local

ACTION ITEM: Individual board members to let Leslie know about social ideas

- **Golf**

Andrew Sorba

Andrew Sorba, golf chair reported golf planning proceeding as expected and on schedule. Venue is secured and event is being advertised.

Discussion about using IRWA logos on various swag items.

Discussion re: reimbursement of swag item expenses, sponsors, etc.

\$300 is for golf of each \$1,000 platinum sponsor.

Ideally, we want sponsors to pay before June 30, 2019 to keep income and expenses within the fiscal year.

- **Program**

Jesse Ray

The January speaker had to cancel due to a medical emergency in the family. Jesse thanked Jason for the update and wished him and his wife best wishes and a speedy recovery.

Faith Roland, SR/WA, volunteered to present on The Uniform Act "The Shalls"

▪ **Young Professionals**

Jesse Ray

Ongoing coordination within Region 7 YP's in preparation for IRWA Annual Education Conference in Portland, OR. Currently setting up and attending regular coordination calls, attempting to include the following participants from Region 7:

- Chapter 4 – Thomas Loranz (Yakima County)
- Chapter 4 – Melinda Burkhart (Tierra)
- Chapter 4 – Hailey Benson (UFS)
- Chapter 3 - Secretary Dave Balfour
- Chapter 3 – Hannah Halpenny
- Chapter 45 – Derek Lilleberg
- Chapter 45 – Michelle Householder
- Chapter 49 – Bonnie Bailey

Coordinate volunteer for Conference

Thomas Loranz, Nicole and Michelle to be new members of YP

▪ **Communication**

Julie Aune

Julie provided an update on the efforts surrounding the chapter website. Michelle Rude from HDR was introduced as the helper to Julie for the website. Both completed one-hour training from StarChapter. The monthly fee of \$100 comes with help services. They are making use of the free services and logging tickets to get issues addressed. There is no limit to the number you can log and the IT group services the ticket, generally in the same day. Julie explained there is a potential for 20 log ins that will allow individuals to update the website and thinking possibly committee chairs can update their own information. Andrew volunteered to help with updates to the website.

Michelle Talbot mentioned there is no option to register and pay at the door for monthly meetings. Registration section only allows to register if you pay online. An option needs to be provided so you can register and pay at the door.

Plan for January is to upload old photos, old president messages by January 15th. Julie said if the zip file from old site will work with new site, they should be able to complete the site by end of January so it can be worthy of competition. Submittals are due February 1st.

Julie also mentioned we are still doing email blast through constant contact for the time and is focusing on website activities – Michelle will then handle all website matters. Website updates will happen 2 times a month and should coincide with close of registration for meetings. Do we want to do eblast on Mondays to coordinate with website? Julie likes twice a month, but it needs to be up to the volunteer making the changes.

Are members being added to the email distribution list. **ACTION ITEM: Julie will check with Michele to see if new members are being added to list as they join.**

IV. New Business

Dawn Fletcher

- June Installation Event

Dawn reported that John will run for president and he has selected a Cruise w/appetizer for the installation event. Golf course subsidy by Chapter was \$100 per person and the appetizer cruise will be not more than \$50. Cruise is less than golf course. Argosy Cruise is based on 40 for event @ \$92 per person which includes 2 drink tickets. It will be 1 ½ hours in duration and we have 2 locations to choose from.....any objections? None noted. The cost will be \$80 per person for 53 or more attending. Appetizers to include fruit, sandwiches, and snacks. It was suggested that

we check with Waterways Cruises and Events as well. **ACTION ITEM: Dawn will check. ACTION ITEM: John will think about who will install him and will let Dawn know.**

John brought forward a proposal to amend the PDC rules. He would like to change so the chair position does not require the SR/WA designation. Our Chapter requirements are more restrictive than corporate. The SR/WA requirement has been self-imposed by the chapter and limits volunteer pool, thus restricting talent of volunteers. See attached for proposed revisions – current, option #1, and option #2. It was suggested that membership can vote at the May meeting.

V. Ongoing Business

Dawn Fletcher

- Compensation request for HDR courses C100 & C900 – HQ agreed to pay. **ACTION ITEM: Michelle to let Dawn know when she gets it.**
- Chapter Sponsorship & Advertising Policy – Andrew provided the only comments after last meeting. Comments are due at end of month regarding the existing policy and how to improve. Email may be good place to advertise.
- Region 7 Concerns for IEC/ICG Review – Concerns are being taken to IDC regarding issues from Fall Forum.
- Conference Registration to Region 7 - Region 7 does not need 2 conference registrations, so they are trying to convert them to cash to cover expenses. If they are unsuccessful, the registrations will come back to the Chapter.

VI. Announcements

Dawn Fletcher

- RSVP's – 24 (as of 1/2/19-minimum guarantee 30)

VII. Recap of Action Items

Dianna Nausley

ACTION ITEM: Jess to send draft minutes to Dianna

ACTION ITEM: Policy comments

ACTION ITEM: Julie will check with Michele to see if new members are being added to the email distribution list as they join.

ACTION ITEM: Dawn will check with Waterway Cruises for pricing and availability.

ACTION ITEM: John will think about who will install him and will let Dawn know.

ACTION ITEM: Michelle to let Dawn know when she gets the refund from HQ for C100 & C900.

VIII. Adjourn Meeting

Dawn Fletcher

11:32 am Meeting adjourned by Dawn Fletcher

IX. Next meeting – February 13, 2019 Miller Nash Graham & Dunn LLP

Executive Board Meeting begins at 10:00 AM

General Membership Meeting sign-in at 11:30 AM; lunch at Noon

Meeting minutes taken by Jesse Ray, SR/WA, Chapter 4 Vice President and by Dianna Nausley-McKeon, SR/WA, R/W-RAC, Chapter 4 Secretary

Respectfully submitted for approval by:

Dianna Nausley-McKeon

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