



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

March 13, 2019 | 10:00 AM – 11:30 AM
Medina Room Hotel Red Lion Bellevue, WA
Lunch to follow in Evergreen Point Room

Call to Order:

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

Present:

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
Michele Pescador, SR/WA
Melinda Burkhart, NESAs Chair
Nicole Bissett, Guest

I. Meeting Minutes

Dianna Nausley

- Review and approve January 2019 Executive Board Meeting minutes

The January 2019 Executive Board Meeting Minutes were previously circulated via email to the board by Dianna Nausley-McKeon.

Motion: Michele Pescador, SR/WA called for a motion to approve the January 2019 board meeting minutes. Karen Wright, SR/WA, seconded the motion. There was no discussion. Motion passed - the January 2019 minutes were approved.

NOTE: Dawn Fletcher, President sent an email to the board asking for votes on whether to cancel the February 13, 2019 meeting due to weather. Dawn received enough votes from the Executive Board (Jennifer Olsen, Melinda Burkhart, Leslie Findlay, Jesse Ray, Andrew Sorba, John Nidecker, Dianna Nausley & Kent Melton) to cancel the February 13, 2019 Executive Board Meeting and General Membership Meeting at Miller Nash Graham & Dunn due to weather.

Business prior to March Board Meeting:

Dawn Fletcher, President notified the board via email that there was one timely issue that was on the agenda for the February 13, 2019 meeting that is both timely and requires a majority vote.

Background: Last June we won the Gene L. Land award for growth and received three free memberships and two free conference registrations with \$500 in cash for travel. In September we voted to give the two free conference registrations and \$500 cash for travel to Region 7 for their travel fund. In October at the forum, the Region informed us they only needed one for the Secretary, plus the \$500 since HQ covers registration and expenses for the Chair & Vice-Chair. The Region attempted to have the second registration converted to cash, but on January 24th found

Since Region 7 does not need the free registration we gave them, Chapter 4 still has one remaining free conference registration, which was on the agenda to discuss at today's meeting. (I was recently informed that Region 7 was not able to convert the remaining conference registration to cash in attached email from Dee.)

The deadline for conference registration February 22nd, which is now only nine days away (after that there is a \$100 late fee and after April 12th, there is a \$175 late fee). Given the short time frame to utilize this award at its full value, I believe it would be fiscally responsible for the Chapter to use the free conference registration to offset the Chapter own expenses for the registration fees of our International Directors, who are required to vote at the annual meeting during the conference.

This decision will require a majority vote of the Board, and I will entertain a motion, and a second, and leave discussion open until Friday, February 15th at Noon, after which time, I will call for a vote.

Please reply to all with any motion, second or discussion, and thank you for helping to resolve this timely issue.

Leslie Findlay made a motion to use the free conference registration to offset the Chapter expenses and pay the registration fee for one of our International Director's attendance at the IRWA International Conference. It was seconded below by Melinda Burkhart and there was no discussion so Dawn Fletcher, President called for the vote.

II. Chapter Financials

Michelle Talbot

▪ Treasurer's Report

Michelle reported on chapter financials stating a checking account balance of \$42,036.34. Chapter received incentive payment for 2nd quarter 2018/2019 in the amount of \$600, a compliance payment for 2nd quarter 2018/2019 in the amount of \$75 for timely updates and uploads, and \$300 for the 2019 Winter Education Campaign as the Chapter held the C22 class in Dec/Jan.

III. Committee Business

▪ Professional Development

Melanie Rabaglia

- Reviewed SR/WA-GN certification-Kristine Maristela
- Sent welcome letters to 7 members approved in January
- Review coursework for 2 SR/WA candidates
- Tanya Johnson SR/WA recertification
- Andrew Sorba R/W-AC certification
- SR/WA Study Session (Surrey BC) Myla Burgos, Rachel Uslan & Kristine Maristela
- Trish Howard passed the relocation assistance capstone exam
- Old certification programs do not use "Concierge"

Melanie was not at the meeting, however provided the committee report listed above . There was no discussion.

▪ Nominations, Elections & Special Awards

Melinda Burkhart

- Project of the Year nominations closed 1/31/19-winner Tierra/Seattle City light
- Nominations needed-3 received for employer of the year, 1 or instructor of the year and 1 for professional of the year

Melinda provided an update on NESAs. The Project of the Year was awarded to Tierra ROW and Seattle City Light – Encroachment project. Kelly Migel will present at today's luncheon with his team. She stated nominations for other categories are still open. She would like to have more nominations. It takes about 20 minutes to fill out the form. John will make an announcement at today's luncheon. Melinda also made a suggestion since the Chapter has extra budget, she is requesting the approval of a \$100 gift card or voucher to go along with plaque for Professional of the Year and Instructor of the Year and a free membership certificate for Employer of the Year.

Melinda made a motion to provide \$100 certificate for professional and instructor of the year which will be announced in June. Discussion - Michelle Talbot will look at the budget to see if we have enough funds. It was decided that we would table this topic and revisit it at the next meeting. Melinda mentioned that Dawn thought it was doable. She will provide Michelle the receipt for the Project of the Year plaque.

▪ **Education**

Karen Wright

- All classes scheduled coordinators matched with classes
- Three coordinators need to be certified by their class date
- January class had 30 participants, chapter profit estimated at \$5,000
- Course information & links posted to chapter website/calendar (by Andrew Sorba)
- Follow up w/HQ for appraisal CE (by Molly Foster)
- Contacted new members for education outreach (by Molly Foster)
- Current class counts:
 1. C502 Non-Residential Relocation Feb 19-20 (18, max 20)
 2. C421 Valuation of Partial Acquisitions March 4-5 (18)
 3. C900 Principles of Engineering April 18-19 (3)

Karen provided an update on education. Classes are doing really well. The Chapter had 20 attendees for the February class, should have 18 or 20 for the March class, and 7 are registered for the April class.

Molly is helping out and Karen is feeding her questions from members and having her follow up with HQ on things regarding classes.

Action: Special education blast – add to March 18th and the March 28th email blast

▪ **Membership**

Michele Pescador

- 15 New members to approve
 1. 5/4/18-Lizeth Durna-M Vargas Assoc./Seattle
 2. 1/8/19-Susan Coffey-Coffey Appraisal/Tacoma
 3. 1/14/19-Loren Matlick-JLL/Seattle
 4. 1/14/19-Lyndsey Anker-UFS/Burien
 5. 1/15/19-Brianna Vazquez-CLS/Bellevue
 6. 1/17/19-Darcie Byrd-City of Everett/Everett
 7. 1/17/19-Sтивен Botts-King County/Seattle
 8. 1/30/19-Shauna Ballestrasse-??/Renton
 9. 2/1/19-Connor O-Brien-MNGD/Seattle
 10. 2/1/19-Amber Louis-MNGD/Seattle
 11. 2/26/19-Cindy Worrell-King County Transit/Shoreline
 12. 2/26/19-Cheree Kennedy-Sound Transit/Seattle
 13. 2/27/19-Erica Grimm-Pierce Co/Tacoma
 14. 3/5/19-Brandy Balansay-Seattle City Light/Seattle
 15. 3/5/19-Ashley Zacharia-Valbridge/Everett

Michele provided an update on membership. She has been a little behind but will catch up on getting welcome letters sent out to the new members. She will cc Melanie on all welcome emails to new members.

Motion: Melinda Burkhart made a motion to approve the 15 new members. Jesse Ray, SR/WA, seconded the motion. Discussion – Julie will upload email addresses for new members. Motion passed, and the 15 new members were approved.

Action Items: Michele to send a welcome letter to new members – will go back from November to look at all new members to see if they have been sent. She will also send email to HQ to approve members and will provide Julie a list of email addresses.

▪ **Social**

Leslie Findlay

- Nothing to report

Leslie was not present and nothing to report.

- **Golf** **Andrew Sorba**
 - Contract signed, SWAG ordered, marketing materials ordered, registration open on-line
 - Seeking sponsorships & advertising
 - Received new silver & hole sponsor & registration for 1 team

Andrew was not present. See report above. A small discussion regarding cost for sponsors, \$300 for silver and \$100 a hole.

- **Program** **Jesse Ray**
 - April-Jason Kack, PLS: Technology & Drone Survey (rescheduled from January)
 - May-MNGD: (rescheduled from February)

Jesse provided an update on program efforts. Today's presentation will be Project of the Year and Jason Kack is presenting at the April meeting on Technology & Drones. MNGD will be presenting at the May meeting, which is our membership drive meeting. Most likely case study from trials. We need to remind members to bring guest to that meeting. Michele said Jesse can add Thomas to volunteer with him at this meeting and any other Yakima Co staff.

Action: Eblast planned for March 18th to announce upcoming April program and then then Monday the week before the meeting. Announce on April 1st that the April meeting registration will close on April 4th.

- **Young Professionals** **Jesse Ray**
 - Ongoing conference planning, networking, & marketing
 - <https://www.irwaonline.org/members/young-professionals/irwa-young-professionals/>
 - Chapter 4 YP reps needed for each geographic area (Seattle-Jesse Ray; Yakima-Thomas Loranz; Wenatchee-Melinda Burkhard; TBD-Olympia, Kitsap County, Everett, North end, Olympic region, etc.

Jesse provided an update on young professionals. He said it is a repeat of last month. He is working on class coordination for the 3 classes to be offered at conference. The conference is hosting YP event on Saturday at Punch Bowl Social – get the word out and he will continue to attend conference calls.

- **Communication** **Julie Aune**
 - Weekly e-blast & coordinated website updates & edits (w/Michelle & Andrew)
 - Switch to bi-monthly eblast

Julie provided an update on communication. She mentioned that Michelle and Andrew are awesome with the website. They coordinate every Friday morning. They are looking at the online registration process, including the login button that is unnecessary. They would like to add a register-now-and-pay-at-the-door option and will see if that is possible.

IV. **New Business**

John Nidecker

- **Slate of Officers** – Slate of officers will be announced at the April meeting. Need to get names of those running for office, it should be an email confirmation. The list needs to be sent to NESA Chair. **Action item: Get in eblast and announce at meeting. John to reach out to candidates to get them to send email confirmations.**
- **Bylaws Amendment (General Meeting Vote April)** – This is to remove the SR/WA designation from the PDC position. Voting will happen in April. Melinda will be present. Discussion regarding changes needing to be sent out to general membership 10 days prior to meeting and require approval by the International Executive Committee. Dawn sent out the email to all current

Chapter 4 members on March 6, 2019 for the draft amendment that was approved by IRWA on March 4, 2019. The proposed amendment has also been included in all email blasts since.

- **June Installation Event-Waterways Lake Union Tour (Social Event)** – The event starts at 6:00pm and people need to be there by 5:30pm on June 5th. It will be announced in email blast on March 18th and then again monthly. People need to plan now, and cost is \$50. This event does not allow for late registrations and registration closes on May 29, 2019 at 8:00am.
- **Chapter 3 Transfer Interest/Skype Option (for Dan Benson, Mike Palazzo & Connie Shaw)** – Several members from the Southwestern part of the state want to transfer interest from Chapter 3 to Chapter 4. Since they work and live in Washington, they would like to be in a Washington Chapter. They would like to attend meetings via Skype. Dan Benson will come up in May to discuss with the Board. This would provide another option to boost attendance. We will discuss further at the next board meeting.
- **World CLIMB June 6 & 7, 2019 (application deadline March 15, 2019)** – Next open session to become instructor – process is cumbersome.
- **2023 Conference Bid Call** – Looking for places to have conference.
- **Chapter 4 Logo** – Regarding proper use of logos, it is okay to use alternative logos with embellishments, e.g. Mt Rainier, Space Needle, etc.....This was brought up by Andrew to make sure it is okay to modify the logo for golf tournament SWAG.

V. **Ongoing Business**

John Nidecker

- **Proration of Website sponsors-down time 6 ½ weeks (10/28/18-12/13/18)** - No complaints at this point so we will not offer a proration.
- **Chapter Sponsorship & Advertising Policy** –Push to next meeting
- **Chapter 4 Bylaws-vote at April Meeting** -
- **Region 7 Spring Forum Update**
 - **Basket Donation for Monday Night Auction (RWIEF)** – Discussion on how much to spend on a basket, thinking \$300 to \$500, thoughts?
Motion: Karen made a motion to spend \$400 on basket for RWIEF. Michelle Talbot, SR/WA seconded the motion. There was no discussion. Motion passed.
Action: Michele Pescador will be the lead and will reach out to Dawn for guidance – Northwest stuff – Seattle stuff, local gift cards – Karen has past containers that can be used – Michele will coordinate
 - **RWIEF Contribution Budget Increase (from \$2,500 to \$3,600-based on instructor time donated-2 days each from Michael Rabb, Faith Roland & Brad Thomas)** – Chapter budgeted \$3,600.

John provided update of Spring Forum. There was discussion on international budget for 19/20 that lasted about 3 hours. The group talked about transparency. An investigation is underway. The meeting ended with a lot of questions. Dee and Jim are available for questions regarding budget through June.

Portland conference going to be great.

- **Education Task Force (IDEAs) Issues** – Push discussion to next meeting
- **Portland Conference Volunteer Update** – no update

Kent Melton

VI. **Announcements**

John Nidecker

- **RSVP's** – 24 (minimum guarantee 30) – 32 registered today

VII. **Recap of Action Items**

Dianna Nausley

- **Action Items: Michele to send a welcome letter to new members – will go back from November to look at all new members to see if they have been sent. She will also send email to HQ to approve members and will provide Julie a list of email addresses.**

- **Action: Eblast planned for March 18th to announce upcoming April program and then then Monday the week before the meeting. Announce on April 1st that the April meeting registration will close on April 4th.**
- **Action item: Get in eblast and announce at meeting regarding the Slate of Officers. John to reach out to candidates to get them to send email confirmations.**
- **Action: Michele Pescador will be the lead on donations for the RWIEF basket and will reach out to Dawn for guidance – Northwest stuff – Seattle stuff, local gift cards – Karen has past containers that can be used – Michele will coordinate**

VIII. Adjourn Meeting

John Nidecker

11:30 am – John adjourned meeting

IX. Next meeting – April 10, 2019 Tulalip (Introduction of Slate of Officers & Drone Presentation)

Executive Board Meeting begins at 10:00 AM

General Membership Meeting registration/social at 11:30 AM; lunch at Noon

Meeting minutes taken 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