



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

November 14, 2018 | 10:00am – 11:30am
Tacoma's Landmark Convention Center, Tacoma, WA

Call to Order:

The meeting was called to order at 10:07 am by President, Dawn Fletcher

Present:

Dawn Fletcher, President
Jesse Ray, SR/WA, Vice-President
Dianna Nausley, SR/WA, R/W-RAC, Secretary
Michelle Talbot, SR/WA, Treasurer
Michele Pescador, SR/WA, Membership Chair
Karen Wright, SR/WA, Education Chair
Melanie Rabaglia, SR/WA, Professional Development Chair
Kelli Root, SR/WA, Past President
Kent Melton, SR/WA, Past President
Pam Dittloff, SR/WA, Past President
Jenifer Olsen, Registration
Andrew Sorba, Golf Chair
Philip Cole, Member
Thomas Lorz, Member
Nicole Bissett, Guest

I. Meeting Minutes

Dianna Nausley

- Review and approve October 2018 Executive Board Meeting minutes

The October 2018 Executive Board Meeting Minutes were previously circulated via email to the board by Dianna Nausley. There were no comments.

Motion: Dawn Fletcher called for a motion to approve the October 2018 board meeting minutes. Dianna Nausley made a motion to approve the October 2018 minutes. Michelle Talbot seconded the motion. There was no discussion. Motion passed - the October 2018 minutes were approved.

II. Chapter Financials

Michelle Talbot

- Treasurer's Report

Michelle reported on chapter financials stating a checking account balance of \$31,710.22. She also mentioned the chapter received incentives for 4th quarter – education \$370, membership grown 2017/18 \$500, and 1st quarter \$75 for entering QB, \$240 education.

Dawn Fletcher highlighted the following: golf income – roll extra dollars into social holiday event and acknowledge sponsors so we are encouraging sponsors to come; Advertising– on budget; Donations - Chapter donated to Region 7 two conference registrations and \$500 in cash - budgeted \$1500 but they only need one so we are trying to figure out how to handle; Website - \$900 expense from StarChapter for new website is offset by lack of monthly expenses due to loss of prior website manager. Budget is on track.

III. Committee Business

- Professional Development

Melanie Rabaglia

- Welcome letter to 5 new members approved in October
- Tracey Cooper R/W-RAC candidate approved/passed capstone exam
- Bryan Petri SR/WA recertification approved
- Crystal Stephens RWA certification

Melanie provided update for professional development. The member who recently received their SR/WA lives in Bellingham and cannot come down for a presentation. Melanie will mail and provide a receipt for reimbursement. There was discussion regarding whether there were capstone exams for new pathway. Melanie said yes there is an exam but was not aware if it had yet been created. Teague Pasco is ready, she only had 1 class left and then will

need to take the exam. This will be the first for our chapter under the new pathway. SR/WA capstone study sessions will no longer be offered for the new pathway. Exams have not yet been developed for the new pathways. Seems to be confusion so Melanie will reach out to Francis and inquire with him as to new pathway for exams and study sessions.

Action: Melanie will reach out to Francis at HQ to inquire as to new pathway for exams and study sessions.

▪ **Nominations, Elections & Special Awards**

Melinda Burkhart

- Nomination Incentive awarded to Cynthia Para/Tierra
- 6 nominations received from 4 people

Melinda was not present at the meeting, so Dawn provided her report. Melinda got the incentive program going and has 6 nominations for chapter awards – impressive. She has at least 1 nomination in each category. Members should continue to recruit for project of the year since there is only 1 nomination. The incentive has been awarded to Cynthia Para of Tierra.

▪ **Education**

Karen Wright

- C800 principles of RE Law-16 registered
- Establishing 2019 calendar

Karen provided update for education. She is working on the 2019 course calendar and trying to figure out what to do with 100. She mentioned that Pierce County has a great facility with parking if a class needs to be scheduled, however, they do not want to coordinate. Karen is working on locations for classes. Sound Transit wants to have a class, HDR is opening their office, and WSDOT has the shoreline facility. Dawn put Karen in touch with Fred Easton who is heading up a task force committee, so she can work directly with him on our chapter education issues. Many are frustrated with the Climb process. We have lost a lot of instructors due to the number of hoops they must jump through.

▪ **Membership**

Michele Pescador

- Membership Incentive Update
- 278 members as of 10.31.18 (pending confirmation w/HQ)
- October is membership renewal drive (added to e-blast)
- Welcome emails to new members
- 4 new members to approve: Neislet/HDR; Newlean/WSDOT; Sorba/AGNW; and York/Sound Transit

Michele reported that she is trying to get an updated membership list with membership numbers and expiration dates, however the new person at HQ is on vacation. There was discussion regarding whether it was a good idea to supply this information on our chapter webpage. It was determined the chapter will not move forward on that request. HQ is also not comfortable giving out that information. She will send out an email blast for incentives for new members with the deadline. Michelle also mentioned there are 4 new members to approve today.

Motion: Dawn Fletcher entertained a motion to approve the memberships. Kent Melton motioned to approve the 4 new members. Melanie Rabaglia seconded the motion. There was no discussion. Motion passed, and the 4 new members were approved.

▪ **Social**

Leslie Beard

- Holiday/Social Event Update (Flyer/Program)
- Golf Volunteer (Andrew Sorba/Appraisal Group NW)

Jesse Ray

Jesse Ray provided update on behalf of Leslie. They have the Tap House reserved for the holiday party. Michelle is waiting for something from Leslie regarding payment. Dawn approved Michelle to pay. Julie is doing a flyer for the event and Jesse offered to provide input. Some suggestions for entertainment has been a comedian, games, door prizes, mixer? Menu is finished, it will be appetizers. Dawn mentioned we want to Thank our sponsors at this event and recognize them. Dawn also challenged all board members to bring something to donate for the raffle. Dawn will bring a bottle of "Something" alcohol to donate. Budget for the event is \$500-\$600 to purchase raffle prizes. There is no plan to do a charity function in conjunction with the holiday party. We can do something for toys if people want to bring them. We will open registration when flyer is done. The flyer needs to be done by next Tuesday. Possible toy drive. Karen will lead effort. Reminder the December 12th Board meeting is at 4pm.

Action: Jesse will reach out to Julie regarding flyer for the holiday party.

Golf – Andrew will lead the effort. Budget is \$1,500 and goal is to break even or lose a little. He may go south for the golf tournament. Dawn will provide membership list to Andrew if he emails her. Look at registration list from last year. Jesse suggested a survey monkey to see where people want to go. Email blast can include a blurb – He will reach out to prior attendees to see what they want.

Action: Dawn will provide membership list if Andrew sends Dawn an email.

- **Program**

Jesse Ray

- Need speakers for April & May 2019

Jesse provided an update on speakers for meetings. Today's meeting– Gateway Completion SR 167project –Steve Fuchs; December meeting is a holiday party at Tap House in Seattle. January's meeting will have a speaker on Drones, February will be a membership drive at Miller, Graham, Nash, and March will be Project of the Year. Need speakers for April and May.

- **Young Professionals**

Jesse Ray

- YP Conference Volunteer Task Force to assist Chapter 3
- IRWA YP Developments-new website, YPG social media, New YPG email

Jesse reported that there was a conference call this morning regarding IRWA conference 2019 . He missed the call but will reach out to find out what was discussed on the call.

- **Communication**

Julie Aune

- StarChapter Update
- Sponsorship & advertising policy review status
- Website Volunteer (Michelle Rude/HDR)
- Photographer

Julie provided an update on the chapter's new website. She is working with StarChapter and has 12 action items they are working through. StarChapter would like membership numbers and expiration dates. She is not sure we want to provide that type of information to have on our website. StarChapter mentioned that Chapter 36 provided the information. Julie reached out to them to get feedback on their experience. She spoke with TJ – they are launching a new website, but he didn't provide much feedback. After much discussion it was decided that our chapter is not interested in membership management at the website level. Julie mentioned a final step is to upload calendar events for December to connect payment gateway. She was hopeful to connect Thursday or Friday. They will run a test payment and then have the ability to accept payment. Should be back up by Thanksgiving. Discussion regarding members at large. Karen wants education class list to go to everyone including members at large. Julie will merge constant contact list and chapter list after the holidays.

Sponsorship and Advertising policy –

Action: Look at policy drafted, and we will discuss at next meeting. Reviewers should propose any edits/comments to Dawn before next board meeting.

Michelle Rude is now the assistant to the communication chair. She will be happy to assist and work on website function. Julie mentioned it would be nice to have a website chair as there is a tremendous amount of work for one person. Julie recommends two chair positions. Other chapters have 2 positions. Thanks, Dawn, for passing on the name, she works for HDR and has skill. Dawn agrees something is necessary and she suggested that Julie draft something up and get it to Dawn - separation of duties between both positions.

Action: Julie will draft up position description for a Website Chair and present at the January meeting.

StarChapter will provide a few one-hour training sessions. This will be for Julie and Michelle Rude.

Photographer needed as the current person cannot do photos. Dawn wants discussion to see if we need a person to do this as she is not sure is necessary. We can all take photos and share. Melanie suggested if someone wants to step forward great. Dawn will announce at meeting to see if someone wants to do be the Chapter photographer, if no volunteers, Dawn will continue to take pics.

- International Director Leadership Video Meeting 10.11.18 – Dawn reported that the first one is done. Jeff Jones headed it. IEC and IGC heard a lot of stuff going on and they are listening. They have created task forces to address the issues.
 - Governance Task Force (Dave Whitlock Region 7) - Lead by Dave Whitlock – Chapter 45 PDC Chair – reach out to him for questions.
 - Education Task Force (Fred Easton, Region 9 Chair) – pipe, climb issues, loss of instructors – Duplication of effort – Jim Lingemen of Chapter 3 is not connected to task force and should be.
 - Bylaws Task Force (Brad Kuhn, Esq) – Not a lot of discussion
- Region 7 Fall Forum 10.27.18 – John and Dawn attended
 - Governance on hold
 - \$188k incentives – Issue came up. Told HQ is sitting on this money and not sure what to do with it. Emailed a survey. Dawn provided it to board and asked for input. Not sure how they will divide it up. Dawn thinks the survey went out to all members as well. Chapters want the money. Communicate to Fred Easton if you have ideas.
 - Region 7 Travel Fund Donation – already discussed

Dawn provided additional highlights. Jim to have another education meeting in January and Karen is on the invite list. Look at region bylaws but wait till HQ is done before they submit.

Leslie Finnigan provided a handout for a new scholarship 2020 - \$175,000 to spend. Looking at what to do and it was suggested to give one to an instructor for Climb.

V. Ongoing Business

Dawn Fletcher

- Approval of Position Descriptions Finalized 10.4.18
- Compensation request for HQ Approved Courses within Chapter 4 Area (C-900 & C-100) – we are getting funds from 900 . Dawn followed up with Jamie about course income from 100 and she is waiting to hear.
- Registration Desk Volunteer-Jenifer Olsen/CLS – New volunteer, works for CLS – Yippee!!!
- Update-Conference Assistance for Chapter 3

Kent Melton

Position Descriptions – do we want to approve now and do amendment later.

Motion: Dawn received a motion from Karen to approve the October 4th position descriptions that were updated and distributed last month. Michele seconded the motion. No discussion. Motion passed.

Conference assistance – Kent will reformat and put in email blast. Chapter 3 has a link on their website. Go to site to sign up. Email blast will discuss the areas needing help. Kent will get information to Julie in January. Rose Festival is happening the same time as the IRWA Conference and there is a parade on Saturday by the hotel.

Action: Kent will get information regarding conference volunteer sign up to Julie in January, so she can include in the email blast.

VI. Announcements

Dawn Fletcher

- RSVP's – 41 (40 meals)
41 rsvp – only 40 eating – one with food allergy
Dawn will not order extra meals for future meetings due to no shows. Red Lion has a minimum for our meetings which provides extra meals – honor system for buffet meals.

VII. Recap of Action Items

Dianna Nausley

- **Action: Melanie will reach out to Francis at HQ to inquire as to new pathway for exams and study sessions.**
- **Action: Jesse will reach out to Julie regarding flyer for the holiday party.**
- **Action: Dawn will provide membership list if Andrew sends Dawn an email.**
- **Action: Look at policy drafted, and we will discuss at next meeting. Reviewers should propose any edits/comments to Dawn before next board meeting.**
- **Action: Julie will draft up position description for a Website Chair and present at the January meeting.**
- **Action: Kent will get information regarding conference volunteer sign up to Julie in January, so she can include in the email blast.**

VIII. Adjourn Meeting

Dawn Fletcher

11:26 adjourned by Dawn Fletcher

- IX. Next meeting** – December 12, 2018 IRR 600 University St, #310 Seattle
Executive Board Meeting begins at 4:00 pm
Holiday Social Event 6:00 pm Seattle Tap House

Respectfully submitted for approval by:

Dianna Nausley

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