



IRWA Puget Sound Chapter 4 Executive Board Meeting Minutes

October 10, 2018 | 10:00am – 11:30am

Hotel Red Lion Bellevue, WA

Call to Order

The meeting was called to order at 10:04 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
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 Larson, SR/WA, Past President
Kent Melton, SR/WA, Past President

I. Meeting Minutes

Dianna Nausley

- Review and approve September 2018 Executive Board Meeting minutes

The September 2018 Executive Board meeting minutes were previously circulated via email to the board by Dianna Nausley. Clarification of the minutes was requested by Melanie Rabaglia regarding the free membership given to HDR. Minutes need to be amended to read – 1 of the 3 free memberships received as part of the Gene L Land Award.

Motion: Dawn Fletcher asked for a motion to approve the September 2018 board meeting minutes as amended to read “1 of the 3 free memberships received as part of the Gene L. Land Award”. Melanie Rabaglia motioned to approve the September 2018 minutes. Kelli Larson seconded the motion. There was no discussion. The September 2018 minutes were approved as amended.

II. Chapter Financials

Michelle Talbot

- Treasurer’s Report
- Monthly Uploads

Michelle reported that the treasurer’s report shows a bank balance of \$30,475.27. She has not yet completed the monthly uploads.

Action: Michelle Talbot to confirm what financial reports she needs to upload and will let Dawn Fletcher know when it happens.

III. Committee Business

Professional Development

Melanie Rabaglia

- Review certification-Cyndi Whelpley (R/W-URAC)
- Review certification-Crystal Stevens (RWA)
- Assist new member with SR/WA path options
- Andrew Hester SR/WA plaque arrived (no presentation)
- Keith Dang SR/WA recertification
- Welcome letter to 10 new members approved in September

Melanie reported she worked with the individuals noted in the bullets above on certifications and recertifications. Melanie mentioned she is concerned when new members take an SR/WA course before their basic courses because that starts their 5-year clock to obtain their SR/WA. She believes new members may not understand this and wants to reach out to clarify so they understand.

Melanie also mentioned she will mail the plaque to Andrew Hester as he was not able to come to any upcoming IRWA meetings.

Clarification was provided that the welcome letter to new members sent by the Membership Chair is different from the letter sent by the PDC chair.

▪ **Nominations, Elections & Special Awards**

Melinda Burkhart

- Revised nomination forms
- Nomination Incentive (Drive)
 - Agency vs. consultant competition
 - \$5 coffee card for 1st nomination

Melinda could not be at the meeting today. Dawn reported Melinda is doing a nomination drive. Melinda recently sent out an email and challenged members to refer new members from 9/12-11/12 for a chance to win a free membership – one of the free memberships we received as result of the Gene L Land Award.

▪ **Education**

Karen Wright

- Course interest survey resent
- C901 10.22.18 (13)
- C902 10.23.18 (19)
- C800 11.27-28.18 (7)

Karen reported she didn't get a great response for course interest survey. She has done some personal outreach to several who had previously attended classes. She checked in with WSDOT to see if they want to host the partial acquisitions class. Karen is interested in seeing what new people want to take. She is also reaching out to consultants to see what new hires need. She will finalize classes in the next couple of weeks. She mentioned she is always looking for free places to hold a class as it is difficult to find places that are more economical. Red Lion has done good with being flexible with our lack of budget.

▪ **Membership**

Michele Pescador

- 277 Chapter members confirmed w/HQ
- 5 pending new members: 1-Milne/PSE; 2-Balansay/PSE; 3-Luce/?; 4-Teller/Vargas & Ass; 5-Olsen/CLS
- 1 transfer from Chapter 28 Arizona: Charlene Mullis/WSDOT
- Membership Incentive

Michele reported that she sent out a revised membership committee report and we now have 5 pending members to approve as shown above and 1 transfer from Chapter 28.

Michele is doing a membership drive trying to encourage chapter members to bring in new members. She prepared an announcement for the email blast. The drive will go from last meeting (Sept) until December – She will be drawing for the winner in December.

Motion: Dawn Fletcher entertained a motion to approve the memberships. Kelli Larson motioned to approve the 5 new members. Michelle Talbot seconded the motion. Discussion - Melanie Rabaglia asked if the board was going to approve applicant Luce without knowing anything about her as there was no information in her application. No one knew of her at the board meeting. Googled her and concluded she is an Account Manager with a title company. Motion carries to approve all 5 new members.

▪ **Social**

Leslie Beard

- Dec 12th Holiday Event (Tap House Seattle)
- Sponsorship banner to be used for holiday party

Leslie was not at the meeting, so Dawn reported that the Tap House in Seattle has been reserved for the holiday event. John confirmed he does not have a room yet for board meeting as he cannot reserve until the 14th of November. He will reserve it at that time.

Banner from golf tournament has been delivered to Dawn.

▪ **Golf Tournament**

Shawn Greninger

- Budget objective met
- Goal for 2019: start early & increase female attendance

Dawn reported that golf tournament conveyed a loss of \$78, however an additional sponsor paid that he didn't know about so it made a profit of \$500. Dawn explained the chapter can account for it now as sponsorship income and we can use it for golf expenses next year. She also mentioned one of the biggest thing Shawn learned was that he needed to start earlier on the planning efforts. Dawn mentioned we have

money now for a deposit for next year's event. She also mentioned this is a social activity and should fall to social chair to find the volunteer to do the golf tournament.

Action: Social chair is encouraged to find a golf chair now in order to get a facility booked.

Action: John will get golf tournament information to Julie for email blast.

▪ **Program**

Jesse Ray

- Speakers/Topics for April & May 2019
- Holiday Party Discussion

Jesse reported that Doug Hummel is talking today about ROW acquisition in the UK. November's speaker is Steve Fuchs and he will be presenting on the SR167 Gateway Project. January speaker is Jason Kack. He is still working on February and March will be the Project of the Year presentations. He is also still working on speakers for April and May.

▪ **Young Professionals**

Jesse Ray

- Marketing to YPs
- International YP update (conference calls)
- new website
- YPG social media
- New YPG email

Jesse reported he had a conference call this morning with IRWA about Young Professionals. He provided a power point presentation highlighting the topics of conversation. There will be a big YP focus at conference. They are pushing to expand the program.

▪ **Communication**

Julie Aune

- StarChapter Update
- Sponsorship & advertising policy updates

Julie was not at the meeting. Dawn reported she is working with StarChapter on getting the website up. They wanted to set up automatic withdrawal from a credit card. Julie will use her card and chapter will reimburse her for using her personal card. Not sure when it will be complete. She will continue to take registrations for meetings via email until it gets the site up and running.

IV. New Business

Dawn Fletcher

- IGC Video call 10/11/18 w/International Directors – John and Dawn have a conference call tomorrow – a lot of decisions made without engagement from chapters. She expressed concerns to Dee – Governance Project is a huge topic. Going to talk about education as well.
- FixIRWA
- Fall Forum Agenda – classes put on my HQ will be added to the agenda to see if other chapters are having issues with this

Dawn reported on the above bullets. Communication with HQ is challenging. The concern is taking the board of directors from 2XX to 14. Also concern with HQ allowing classes and not going through the chapter. Funds should come to the chapter for these trainings. It was agreed at IGC meeting that they will check with chapters before scheduling classes. Discussion regarding the upcoming 900 class. Dawn will ask for 100% of funds from class.

Action: HQ had classes without chapter knowledge. Dawn will follow up with HQ to get reimbursement for 100 class and the 900 class.

V. Ongoing Business

Dawn Fletcher

- Position Descriptions Finalized 10.4.18
- **Registration Desk Volunteer needed**
- Conference Assistance for Chapter 3

Kent Melton

Dawn reported that she finalized the descriptions. She also reported she is still looking for volunteers for the registration desk. Kelly and Melanie from Thurston County have agreed to help out when needed. Ken Melton reported that Chapter 4 has offered to volunteer at the conference in Portland. He will put together something for the email blast. He would like for people to contact him via email stating what they would like to do. He would like people to be specific.

Action: We will have until next month to review position descriptions, if no changes we can adopt. Send track changes to Dawn by Monday November 5th.

VI. Announcements

Dawn Fletcher

- RSVP's – 23 (as of 10.3.18)

Dawn reported we had a total of 29 RSVPs for today's luncheon meeting.

VII. Recap of Action Items

Dianna Nausley

Action: Michele Talbot to confirm what financial reports she needs to upload and will let Dawn Fletcher know when it happens.

Action: Social chair is encouraged to find a golf chair now in order to get a facility booked.

Action: John will get golf tournament information to Julie for email blast.

Action: HQ had classes without chapter knowledge – Dawn will follow up with HQ to get reimbursement for 100 class and the 900 class.

Action: We will have until next month to review position descriptions, if no changes we can adopt. Send track changes to Dawn by Monday November 5th.

VIII. Adjourn Meeting: Meeting adjourned at 11:15am

IX. Next meeting – November 14, 2018 Tacoma Landmark (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