



# IRWA Puget Sound Chapter 4 Executive Board Meeting Agenda

September 11, 2019 | 10:00am – 11:30am

Red Lion Inn - Bellevue

- I. **Meeting Minutes** **Christopher Anderson**
  - Review and approve May 2019 Executive Board Meeting minutes
  
- II. **Chapter Financials** **Dianna Nausley-McKeon**
  - Treasurer's Report
  - Approve FY 2019-2020 Budget
  
- III. **Committee Business**
  - **Professional Development** **Janae Barbeau**
    - Review RWP certification application for Marlene Ozanich
    - Nicolas Oniskey received RWA certification
    - Reviewed and approved college degree submittal by Andrew Sorba
    - Karen Wright completed SR/WA recertification
    - Keith Lee received R/W AC certification
    - Reviewed RWA certification application for Dustin York
    - Assisting Tyler Geyer with identifying path requirements
    - Dawn Fletcher to submit application for SR/WA
  
  - **Nominations, Elections & Special Awards** **Nicole Bissett**
    - Reached out to previous NESAs chair to obtain copies of nomination forms
  
  - **Education** **Andrew Sorba**
    - August class had 5 participants plus coordinator. Estimated loss of \$600.
    - Current class count (as of 9/4/19 11:40am)
      - 501 Residential Relocation Assistance – 13 registered, Estimated Profit of \$3,800.
      - 201 Communication in Real Estate Acquisition – 9 registered
      - 803 Eminent Domain Law Basics for ROW Professionals – 5 registered
    - Finalizing 2020 Course Schedule
      - Includes Instructor Hire Letters & Securing Locations
      - Still need to identify and assign course coordinators
    - Provide education voucher for September Meeting raffle.
  
  - **Membership** **Amber Louis**
    - October membership drive at MNGD
    - 2020 Dues Structure Form-submitted to HQ 8.15.19 (no changes)
  
  - **Social** **Leslie Beard**
    - December Holiday Event – Seattle?
  
  - **Golf Tournament** **Andrew Sorba**
    - Report on Golf Tournament
    - Financials
    - Begin plans for next year
  
  - **Young Professionals** **Jesse Ray**
    - 2019 Annual Education Conference
    - \$ for YP dinner Boise?
    - Marketing to potential Young Professionals

- Updated Young Professionals IRWA Website Live (and under development)
- Succession planning – Identify YP’s throughout the region
- Chapter 4: Jesse Ray, Melinda Burkhart, Thomas Loranz, Nicole Bissett
- International Young Professionals conference calls

▪ **Communication**

**Julie Aune**

- Define Communication Chair role versus website, etc
- Weekly e-blasts
- Coordinating with Michelle and Andrew as needed re website and monthly conference call
- Timely program advertising and notification to membership

▪ **Program**

**Michelle Talbot**

- September 2019 – Joe Gray, Director of Real Property, Sound Transit- Update on Sound Transit Link projects.
- October 2019- Membership drive- MNG&D
- November 2019 – IRR appraisal topic (John and Lori)
- December 2019 – Holiday Event (Tap House Grill)
- January 2020 – Angela Brady, Deputy Director, Office of the Waterfront- Seattle Waterfront update
- February 2020– Charlene Mullis, WSDOT Real Estate Services- Title Encumbrances
- March 2020- Project of the Year
- April 2020- June DeVoll, Manager, Regional Programs and Projects- Community Transit- Swift Bus Rapid Transit
- May 2020- TBD
- June 2020- Installation Dinner- TBD
- Speaker/topic schedule (table update)

**IV. New Business**

**John Nidecker**

- **Need Chair for Spring Seminar – have confirmed speakers**
  - Need Venue?
  - Brochure
  - Food
  - Need Chair

**V. Ongoing Business**

**John Nidecker**

- **Registration Desk Volunteer needed**
- Photographer?
- Clarification of roles for Communications and website

**VI. Announcements**

**John Nidecker**

- RSVP’s – 20
- Fall Forum September 25-27 hosted by Chapter 64 Boise, ID

**VII. Recap of Action Items**

**Christopher Anderson**

**VIII. Adjourn Meeting**

**John Nidecker**

**IX. Next meeting – October 11, 2019 MNGD**

Executive Board Meeting begins at 10:00 am  
 General Membership Meeting sign-in at 11:30 am; lunch at 12:00 pm