

Spring Forum Minutes

Region 7 Spring Forum
March 6, 2020
Bozeman, MT



Our Purpose: *We improve people's quality of life through infrastructure development.*

Mission: *We empower professionals by elevating ethics, learning, and a standard of excellence within the global infrastructure real estate community.*

Core Values:

- **Integrity:** *We are role models that embody the highest standard of ethical practice.*
- **Excellence:** *We constantly improve our products, our services and ourselves.*
- **Flexibility:** *We embrace our continually changing environment to adapt to the needs of our stakeholders.*
- **Collaboration:** *We engage our members, partners, and other stakeholders to build a shared body of knowledge and experience.*
- **Leadership:** *We shape our future through courage, clarity, and transparency.*

1) **Call to Order – Jim Lingeman, SR/WA, Region Chair – 8:04 am**

2) **Housekeeping and Forum Events Review – Michelle Householder and Chapter 45**

- Michelle Householder welcomed everyone.
- Chapter 45 and Dee Oakland, SR/WA was thanked for the gift bags.
- Norm L. (not in attendance) was thanked for lavender oil.

3) **Roll Call & Introduction of guests & first-time attendees – Krista Chambers, SR/WA, Region Secretary**

- **Chapter 3** – Anna Michalski, President and Tara Heesacker, SR/WA, President Elect
- **Chapter 4** – Jesse Ray, SR/WA, President Elect
- **Chapter 19** – Karen Phillips, RWA, Treasurer
- **Chapter 45** – Michelle Householder, President, Dylan Swanson, R/W-NAC, Secretary/Treasurer
- **Chapter 49** – Kathryn Schreckenghost, SR/WA, President, Sterling Lopez, Vice-President
- **Chapter 64** – Renee Jayo, Vice-President
- **Chapter 71** – Cora Shook, President Elect

Special Guests and first-time attendees –

- Jo Ellen Jarvis, SR/WA, Chapter 3
- Faith Roland, SR/WA, Advisory Council and Past International President, Chapter 4.
- Leslie Findlay, SR/WA, R/W-RAC, SR/WA, R/W-RAC, Chapter 4
- Jim Prossick, SR/WA, R/W-RAC, R/W-AC Chapter 4

- Karen Phillips, RWA, Chapter 19
- Calista Montgomery, MBA, Chapter 45
- Dee Oakland, SR/WA, Past Region 7 Chair, Chapter 45
- David Whitlock, SR/WA, Chapter 45
- Jill Wilson, Chapter 45
- Michelle Householder, President, Chapter 45
- Rose Shea, R/W-EC, Chapter 45
- Claire Mueller, SR/WA, INEC Region 7 Rep., Chapter 49
- Danika Simpson, Past President, Chapter 49
- Bill Geise, SR/WA, Chapter 48, Calgary, AB

4) Purpose Activity – Cyndi Whelpley, SR/WA, Region Vice Chair

Michelle Householder and Dave Whitlock from Chapter 45 shared their IRWA Purpose and how it relates to the work IRWA members do every day.

- Michelle Householder – She moved to Region 7 over seven years ago and really got involved. Chapter 45 was very welcoming in all aspects included providing her chances to become involved. She mentioned one of the most amazing parts of the IRWA is having the people to network with as well as opportunities to connect with other disciplines. Most importantly, Michelle feels the quality education courses and the wonderful people are the most important impacts of the IRWA in her life.
- Dave Whitlock, SR/WA – Welcomed us to the Montana Big Sky and has been involved in IRWA since 1993. The purpose and impacts are in knowledge, education, networking and smartest group of people that can be called on at any time. That is what keeps Dave coming back.

5) Approval of the 2019 Fall Forum Minutes & Treasurer Report – Krista Chambers, SR/WA and Cyndi Whelpley, SR/WA

Support Material: 2019 Fall Forum Minutes (5a) & Treasurer Report (5b)

Motion: Cora Shook made the motion to approve the minutes with grammatical errors corrected, Jim Prossick, SR/WA, R/W-RAC, R/W-AC seconded the motion.

Vote: All in favor; content accepted with grammatical errors corrected.

Cyndi Whelpley, SR/WA – Provided the Treasurers report.

Questions:

Katherine S. - Is Headquarters going to pay the Secretary's travel expenses?

- James Olschewski, SR/WA – The amount of money allotted to travel for the Conference can be spent by the Region for travel as needed. The Secretary is not a “funded” position, however, the Region can be reimbursed as needed for travel up to the budgeted amount.

Champagne Toast discussion – Chapter 49 donated a \$200.00 check towards the champagne toast. Chapter 3 will donate to the toast as well.

6) Chapter Elections Region 7 INEC Representative – Claire Mueller, SR/WA
Support Material: Chapter Election Process (6a)

Claire reviewed proper election procedures:

- One change - Nominations from the floor now requires only one question to the membership instead of three questions.
- International Directors are elected separately as the Chapter President may or may not be considered an International Director. Chapters should refer to their bylaws.

Questions:

1) Claire M. to Headquarters: Do we always use paper ballots? If so, how long do we keep the records? Tim Drennan confirmed paper ballots should retain the ballots until the next election process.

2) Can we use Survey Monkey for Chapter elections?

- Tim Drennan – Yes that can be approved.
- James Olschewski, SR/WA – as long as Chapter bylaws allow for electronic voting. These may need to be amended. If that is how you chose to move forward.

7) Fiscal Year End Chapter Leadership Transition Planning – Cyndi Whelpley, SR/WA
Support Material: 2020 Outgoing Chapter Leaders Checklist (7a)

Cyndi Whelpley reviewed the Year End Checklist for Chapter Presidents and President Elects.

- Some important items: Review the checklist with incoming Presidents – it’s a good reminder of not repeating any errors from the past.
- Change authorized signors on the Chapter bank account as soon as possible.
- Check in with Chapter Treasurer monthly if possible – easier to resolve issues as they occur than try to fix entries at the end of the year.
- Taxes – Deadline August 15th.
 - James Olschewski, SR/WA – Mentioned Rakhshan M. is taking appointments now. These appointments take approximately 30 minutes and can be done anytime.
- Deadline: July 1st to send Headquarters confirmation of your new Chapter Leadership and their contact information. Copy the Region Secretary on your email.

8) Chapter Resources and Support Discussion – Cyndi Whelpley, SR/WA and Tim Drennan, Director of Field Operations

2020-2021 Chapter Incentive Program (CHIP)

Support Material: 2020 IRWA CHIP Incentive Program Info (8a)

Tim Drennan reviewed the new incentive components of the 2020-21 Chapter Incentive Program.

- 5% and 10% has not changed.
- Compliance has not changed.
- 15th of August is the Tax deadline – The new officers take over July 1st. So only there is only six weeks to switch everything over. Get this done ASAP.
- New Changes July 1st, 2020 – All class attendees must be members to receive the incentive.
 - Education is important and is why we exist & why we do what we do.
 - Currently, downside so far is that online courses provide Chapters with \$0.00.

- As of July 1 – If your Chapter holds the equivalent of an in-person class online, the Chapter will receive incentives.
- Addressing non participants: If you have non-members attending your course, take advantage of this resource and leverage the course to recruit new members.
- Anyone who takes an online course that is a member the chapter receives \$10 per course. The individual members must identify the host chapter to receive the \$10 incentive.
- As of July 1, Headquarters will count the number of class participants. If those numbers are increased by 10% the following year, the EDUCATION CHAIRS will receive \$500 to attend their Chapter's Fall Forum. The idea is to grow your Chapter's participation in classes by 10% and provide Education Chairs an opportunity to attend the Fall Forum with the idea that training will be available at the Forum for the Education Chairs.
- Jim Prossick, SR/WA, R/W-RAC, R/W-AC – shout out to Andrew Sorba, Chapter 4 who is single-handedly driving the chapter education.
- Dave Whitlock, SR/WA – Education Chair is the most important job in the Chapter. It is a lot of work.
- Tim Drennan who is the Education Chair in his own Chapter said he is feeling the pain.

Questions:

1. Cyndi Whelpley, SR/WA – Are both online and in-person incentives available? What will be the situation as we move forward?
 - a. Tim Drennan - Right now a chapter can receive both. However, you must hold the course in-person to receive the online incentive for that course.
2. Kathryn Schreckenghost, SR/WA – If we hold a course in Alaska, will attendees from other states count for incentive to the Alaska Chapter?
 - a. Tim Drennan – No, when members sign up, they must indicate on their registration their Chapter affiliation in order for Chapter's to receive the credit. Headquarters will not be going back and reconciling these items.
3. Kathryn Schreckenghost, SR/WA asked what the Chapter's incentives are if they cannot fill the class in-person.
 - a. Tim Drennan – No incentive, the course must be held in person to get the online incentive.
4. Claire Mueller, SR/WA – Comment: because of this incentive this creates a membership drive opportunity.
5. Cyndi Whelpley, SR/WA will head up the report to the Chapters as well as who needs which class next.
6. Jim Prossick, SR/WA, R/W-RAC, R/W-AC - Has HQ ever considered any job fair type activities?
 - a. Tim Drennan - yes it has been considered. If your chapter wants to participate with IRWA, Tim Drennan offered to ship the IRWA Roadshow items to you for those events. Tim Drennan reminded the Region that there is no Headquarters funding for travel to these job fair events.
7. Dee Oakland, SR/WA asked what the baseline for the 10% incentive is.
 - a. Tim Drennan - July 1st the baseline will be formed based on June 30, 2019 -July 1st, 2020.

2020 Vision Scholarship

Support Material: 20/20 Scholarship Flyer (8d)

Region Newsletter Update

- Jim Lingeman - Region 7 newsletters are dead. We would like to change the bylaws and we will propose a possible change at the caucus.
- Dee Oakland, SR/WA – Suggested the Region 7 website be updated. She suggested forming an online committee to update the website.
- Jim Lingeman – Very few Regions have a website so Region 7 is the forerunner on many of these items & supports the idea of a committee. He suggested updating the website every two weeks to a month so that we can be the front runner again.
- Anna Michalski – Chapter 3 would like to eliminate their newsletter and is discussing a blog vs. the newsletter.
 - Anna's question - if we do not have the newsletter, what type of format should we implement. If we go one way or the other, who's decision is that to make?
- Jim Lingeman - It is the responsibility of the chapter to provide the information to the members.
- Michelle Householder – Chapter 45 sends members an email.
- James Olschewski, SR/WA – Addressing comments about communication, he said IRWA has a new CEO that wants to revive the communications committee. These communication ideas as well as the discussions of implementing the new ideas should be sent by email to Tim Drennan and reminded Chapters to follow the proper “chain of command” to get these ideas and questions to the proper channels..
- Dee Oakland, SR/WA - Suggested Chapters to review their bylaws – rules are in place for a reason. If a change needs to be made Chapters should start there.
- Tim Drennan – there are many chapters that are using social media, for example, Region 7's Facebook page. He suggested Chapters be effective and shared Headquarters just this last week started an internal communications model. There are changes being made and you'll see more organization from Headquarters.
- Jim Prossick, SR/WA, R/W-RAC, R/W-AC – Facebook and Linked In are great tools, let's use them.

9) 2020-2021 Draft Budget Presentation – James Olschewski, SR/WA, SR/WA, R/W-NAC and Jim Lingeman, SR/WA

Support Material: Draft Budget (9a)

- Jim Lingeman presented he budget draft for review and feedback prior to presentation at the June Board of Directors meeting.

Reminder: All Board of Director information can be found under the Leadership Resources > International > Board of Directors section of the IRWA webpage.

Finance Committee determinations from January 2020 meeting for the upcoming fiscal year:

- Leadership Development, Staff Training and Development and Professional Consulting, CEO search and HR firm for the removal of the past CEO, HR, staff recruitment and temporary help needs will continue to be ongoing through this year.
- Remove affiliates.
- Database updates will be needed.
- Move to approve the IRWA 2020-2021 Fiscal Budget to be presented for review and discussions at the Region Forums.

Discussion topics for Draft Budget Presentations:

- Key measures – not meeting our goals from last years – doing better than expected.
- As of today – two changes \$392, and expenses.
 - Expenses unplanned:
 - CEO search.
 - IGC meeting unplanned.
 - 40/40 scholarship – unused funds must be sent back to the foundation for money that was not spent.
 - Conference – coronavirus may impact our conference – we are making sure that we don't miss anything along the way.
- Membership – the committee broke out the affiliates and you will see a better breakout of these different types of memberships. The second page will now show these different breakouts.
- Education – online classes and classroom courses are trending down. Currently, there is a deficit of 17 classes. Education revenue makes up 65-80 % of our association's overall budget.
- Alcohol spending for the organization is at \$1,430.71 to date. This started from July 1, 2019 and includes all committee expenditures. The Finance Committee was surprised that it the total is this low. However, this is the first time the expenses has been monitored on expense reports.
- Fiscal Budget -
 - Income: \$5,182,170
 - Expenses: \$5,164,997
 - Income.
 - Net Income - \$17,182.
 - 3,173 online participants.
 - 341 Classroom Courses.
 - 13 participants per class.

Questions:

- Dan Beardsley: What is the expense of the online courses vs. online income? What is the major move for education? James Olschewski, SR/WA said he'd cover that later in the presentation.

James Olschewski, SR/WA continued with reviewing of Key Measures:

- 92 New Members per month.
- Reach 5 year retention of existing members – 80.
- Expenses: \$354,064.
- Payroll and Benefits: \$2,393,377.
- Conference: \$903,051.
- Region Travel: \$50,000 –Region Secretary travel can be used from this fund. Currently this is broken down to \$5,000 per Region, Chair and Vice Chair.
- Community of Practice and Industry Committees.
 - \$18,000 – only committee that has used this is the International Transportation Committee.

Questions:

- Jim Prossick, SR/WA, R/W-RAC, R/W-AC – what is the process to request this funding?
 - James Olschewski, SR/WA - There may be a form to request, however right now Committees can send Rakhshan an email and cc: James Olschewski, SR/WA
- Leslie Findlay, SR/WA, R/W-RAC – there is a restriction on these funds. No travel paid out of this for committee members. Noted to James that this is a resource fund.
- Ethics Committee is allotted \$5,000.

- PIPE Committee is allotted \$30,000: PIPE is adding two additional people to the committee. They hold four face-to-face meetings and bi-weekly meetings via phone call.
 - Currently Mary Ann Marr, Kristen Bennett, and Dave Arnold serve on the committee. There will be two more members added.
- Two recommendations from the PIPE committee:
 - 1) Consolidate PIPE and Credentialing Committee.
 - 2) Change names of Communities of Practice to “Industry Committee”

Questions:

- Faith Roland, SR/WA asked for background on the increase of PIPE expenses from last year with only two extra members of the committee.

Continued discussion topics for Draft Budget Presentations:

- Instructor Training scheduled at the 2020 Education conference.
- Tim Drennan shared an e-version of course material will be available to course attendees after they complete the course. This material is located in the member’s Course History as a PDF file.
- Leslie Findlay, SR/WA, R/W-RAC –Course 505 has been revised with new case studies
- James Olschewski, SR/WA - Course 100 moved from four- to two-day course.

Chase Bank Discussion: Credit/Debit Cards – James Olschewski, SR/WA

- Association Finances – switching to CHASE bank.
- Every time we talk about these issues; Headquarters IS NOT trying to devise an evil plan to take your money. All of these are options and available to Chapters.
- If we change to a national bank, the change of officers will be immediately not those people trying to go across the state for no reason and all form are a nightmare.
- Headquarters will be the administrator of the account; this can be done at ANY financial institution.
- Opt-in program is available – If you want to be part of this great, however it is optional. There is one Chapter and one Region in the program now.
- Headquarters will now pay the bank service fees.
- HQ can directly deposit funds into Chapter or Region accounts (direct deposit).
- Chapters & Regions maintain full ownership of all finances.

Questions:

- Faith Roland, SR/WA – Asked why are we, as leaders, allowing this to be optional, shouldn’t it be a requirement?
 - James Olschewski, SR/WA - Based on previous resistance this is optional.
- Anna – how are the pilot programs going?
 - James Olschewski, SR/WA - Still in testing process. Nothing negative yet.
- Kathryn Schreckenghost, SR/WA – Are any of the test subjects areas without CHASE banks?
 - James Olschewski, SR/WA – No however, we are asking Canada to pilot too.
- Cora Shook - Chapters can use this?
 - James Olschewski, SR/WA – Yes.
- Claire Mueller, SR/WA – how would we do that when there is no CHASE bank.
 - James Olschewski, SR/WA – we are working on that.
- James Olschewski, SR/WA – Reminder to all – we have an ethical obligation to never use your personal account – ever.

- Dee Oakland, SR/WA – she said that at one time she was asked to change the bank to a different bank than at HQ. Why now can we use the same?
 - James O - Explained that CHASE has the ability to maintain different chapter/region accounts and that now they are set up individually. This an institutional plan that is different then what was available in the past.

Opt in

- National account provides online banking.
- All chapters/regions would be treated equally.
- No financial information will be comingled.
- All reporting is based on individual account.
- Chapters/regions must follow policy and procedures regarding Credit Card usage.
- HQ will absorb the credit card use and account fees.
- Chapters/regions with existing chase accounts can remain open and chose to be moved under new national account.
- PayPal and square accounts would need to be updated with new chase account information.
- There are further banking options that the chapters and regions may benefit from.

Questions:

- Dylan Swanson - what about Venmo?
 - James Olschewski, SR/WA - must be changed to Chase.
- What about defaulting on the credit card?
 - HQ will pay and bill chapter/region.
- Kathryn Schreckenghost, SR/WA - Are these individual accounts personal credit?
 - James Olschewski, SR/WA – These are not individual, they are chapter cards – they will not be on personal credit. Not tied to you as the individual at all. James will provide pilot program results and give the chapters/regions to opt-in.

10) International Governing Council (IGC) Update – Jim Lingeman, SR/WA

- IGC met February 28 & 29, 2020 in Marina Del Rey, CA. Jim provided a summary from of the items discussed and reviewed votes taken at the meeting.
- IGC voted to combine the Credentialing committee and the PIPE committee.
- International Chapters – Mexico is struggling right now. Saudi Arabia has a successful education program. Australia is having its highs & lows and there may be a possible joint session in Melbourne.
- Faith Roland, SR/WA pointed out that typically the Region has an opportunity to review the language on items we are being asked to vote on. Those are typically offered to us here at this Forum meeting.
- Jim Lingeman explained that the Spring Forum is the place where resolutions are delivered and then the Board of Directors take these resolutions back to their chapters. We will have ample opportunity to work through these resolutions. Once the formal language is ready we will provide it to all members and in addition, we will be within the 30-day notice required for delivery of this information.
- Jim Lingeman said that we did not have the resolution language yet from the IEC Secretary. James Olschewski, SR/WA shared the resolution for the PIPE change.
- Budget changes will be fluid at the Board of Directors meeting.
- Jim Lingeman committed to an additional Region call before the Board of Directors meeting.
- 183 pages of information given to IGC 24 hours before the IGC meeting, and even the day of travel – a lot of that is stemming from IEC resources being distributed within.
- We need an open forum to discuss these – where are these items and how are we REALLY going to review, discuss and make an informed vote.

- James Olschewski, SR/WA asked the Chapters not to beat up Jim. He said that CEO Charlie Nobles is reviewing the policy & procedures.

Question: Kathryn Schreckenghost, SR/WA – why was PIPE and the Credentialing Committee separated?

- Dave Whitlock, SR/WA explained PIPE and IPDC split up to deal with credentialing, education, and support. When it was disbanded, it was a very large committee. The idea was to have sub-committees to lighten the workload.
- Dan B. – 2005 Education Summit, decided that we needed to set up course material and the new courses that would need to be created for credentialing. A large change in the career paths since then. Now the agenda may be able to be accomplished.

Resolutions:

1. Change the name of the PIPE (partnership for infrastructure education) committee name, although can be decided by the IEC, they are choosing to include the BOD. To the IPEC, International Professional Education Committee.
2. Combine either PIPE (or IPEC) and the credentialing committee.
 - They want the buy in from all members.
 - The presentation from PIPE will be delivered with the Budget presentation.
 - Then at conference, during our caucus we will discuss again before the BOD meeting.
3. Change Communities of Practice (CoP) to Industry Committees.
 - CoPs have been reporting back to the IEC/IGC as before.
4. Budget.
 - Climate at IGC/IEC was very positive and we are finally moving in the right direction.
 - We need to continue on this path and being more inclusive with the BOD having a vote on these topics will be part of that.

Discussion:

- Dee Oakland, SR/WA – as an officer and region chair, she supports the name change and most definitely support combining the two committees.
 - If the groups are combined, is the \$35,000 enough compensation to provide the number of meetings in person?
 - James Olschewski, SR/WA no most likely not, we need to flush some of these things out. There needs to be some conversation.
 - Dee supports the work to be done
- Dave Whitlock, SR/WA: Does not agree with the workload of those two committees. They have different tasks. Maybe they both don't need to be at all meetings.
- Kathryn Schreckenghost: Are there any changes with credentialing at this time?
 - Jim Lingeman shared at the IEC/IGC it was voted on that the SR/WA can chose to go through the generalist or specific. They don't have to take the review class. And, you can take the test with any proctor.
- Jim Prossick, SR/WA, R/W-RAC, R/W-AC - Are they keeping the generalist?
 - Jim Lingeman – yes, anyone going for their SR/WA can chose their test.
- Kathryn Schreckenghost, SR/WA – what is the difference between the old SR/WA and the new, the generalist.
 - The new one is smaller however, if you chose the minor, you are testing on the smaller part not the whole.
- Kathryn Schreckenghost, SR/WA – will there be a new SR/WA study session?
 - James Olschewski, SR/WA the idea is that all 5 areas are at the same level. Having a test in these will be the goal.
- Faith Roland, SR/WA shared she recently taught the combined study session with James Olschewski, SR/WA, and 8 of 9 candidates passed. They were asking not to get rid of the study session. It is helpful as the comments she read on the course were positive and the refresher is worth it.
- Kathryn Schreckenghost, SR/WA – are there prerequisite courses for the study session.

- You just have to be a candidate.

11) New Member Acquisition Campaign - Field Operations – Tim Drennan

Tim Drennan, Field Operations representative, present a recap of the October 2019 campaign and provided details for the April 2020 campaign.

Support Material: 2019 Chapter Membership Drive (8b) & April 2020 Membership Drive Flyer (8c)

- New membership drives are held in October and April.
 - Really good turnout for the October membership drive: Received 39 new applications from 13 different Chapters.
 - Incentives listed in handout.
 - The October membership drive was successful we are doing it again in April 2020. April is the first month that we prorate our membership fees. Application fees are waived. Chapters will receive up to \$300 reimbursement for the event.
 - Headquarters is tracking these new 39 members to see if they are renewing next year. Tim Drennan thinks they will renew due to the fact that the members were brought by hand into the organization.
- Tim shared that Jamie Rose will be back in the organization by Sept-Oct 2020. She is doing well.
- JCCA, EU and Memberships: they have been enjoying their discount. Others across the board are paying full memberships. Needs to be addressed.
Comment: Kathryn Schreckenghost asked if we could increase this 30, 40 and 50% etc.
 - Tim Drennan shared Headquarters has been working with them to move them up in terms of structure, and the process needs to be consistent. As it turns out they have a significant amount of money that they have collected on behalf of the organization. They are now coming to the table to do this as everyone else.
- Tim Drennan shared there is a professional group, Pittsburg R/W, that has been meeting the 2nd Tuesday of every month since September of 2017. They have submitted a letter to the IEC and would like to seek conditional status as a Chapter. They have done all required documentation for the Pittsburgh group Chapter 88. Tim shared that Chapter 55 was dissolved about 4 years ago due to losing members and staff of their executive board. At that time, they were part of Region 5. This new Chapter 88 requested to be included in Region 4 based on geographic travel to their meetings. Now that they are conditional, they have to show that they can exist as a chapter. They are ready and talking about other cross marketing ideas with landmen organizations, etc. and looking for other like-minded associations that they can collaborate with and increase exposure to many other organizations. Chapter 88 has not hosted a course yet, however, they are ready to host courses. They are going to try to hold two to three courses with Headquarters help. Any income they receive off the revenue will be theirs when they become a charter chapter & can receive that money.

Questions:

- Faith Roland, SR/WA - We have in the past had affiliate members when a chapter dissolved. Are any of these members at large, or all affiliates? In other words, how can we help them be successful?
 - Tim Drennan - There is a handful, so the IEC reached out and gained support. The answer is yes, it is going to lessen the membership in the other chapters in the geographic region.
- Dee Oakland, SR/WA – will the board of directors vote in this Chapter 88?

- Tim Drennan – yes, we will engage the board of directors however, it will not be voted on in Minneapolis, it will be the next conference.

12) Governance Task Force Update – Jim Lingeman, SR/WA and Cyndi Whelpley, SR/WA

IGC developed a Governance task force to review the current IRWA governance model and review suggested the governance changes presented during the 2018 IRWA Educational Conference.

13) Election of Region Officers – Claire Mueller, SR/WA

Background: Each year the Region presents Region officers to the Board of Directors that are elected at the Board of Directors meeting at the annual Conference.

Action: Present candidates for the 2020-2021 fiscal year, for election by region and chapter leadership.

Claire Mueller, SR/WA reviewed the script for the election process and conducted the Region elections for 2020-21 Officers.

- Region 7 Chair – Dave Whitlock SR/WA made a motion to elect Jim Lingeman, SR/WA as Region 7 Chair and Kathryn Schreckenghost, SR/WA seconded the motion. Jim Lingeman accepted the motion. There were no other nominations for Region Chair. By acclamation Jim Lingeman, SR/WA selected as Region 7 Chair.
- Region 7 Vice Chair/Treasurer – Dave Whitlock made a motion to elect Cyndi Whelpley, SR/WA to the Region Vice Chair/Treasurer position and Faith Roland, SR/WA seconded the motion. Cyndi Whelpley accepted the nomination. There were no other nominations for Region Vice Chair/Treasurer. By acclamation, Cyndi Whelpley SR/WA elected as Region 7 Vice Chair/Treasurer.
- Region 7 Secretary – Dave Whitlock SR/WA made a motion to elect Krista Chambers, SR/WA as Region 7 Secretary and Faith Roland, SR/WA seconded the motion. There were no other nominations for Region Secretary. By acclamation, Krista Chambers, SR/WA elected as Region 7 Secretary.

Claire asked Chapters to copy her on the emails they send to Headquarters with the of Director forms. She would like to be first to finish the sign in for the BOD.

14) IEC Candidate – Claire Mueller, SR/WA

Support Material: IEC candidate handout. (14a)

Background: We have two confirmed candidates running for election to the International Executive Committee at the June Board of Directors Meeting.

Denise Skinner, SR/WA

- From San Antonio, Current Region 2 Chair.
- She came late into the Right of Way industry mid-career and started as review appraiser.
- Currently a Project Manager with NewStar Energy.
- We are at a very interesting juncture and heading into a building stage. She wants to be a part of that and she wants to bring the goal/vision.
- Five year strategic plan – this first year will be a lot of work. Involving all major stake holders, IGC/IEC/PIPE/Instructors/members. To determine if we are bringing value. Finance and staff will need to be involved to determine available resources and prioritize goals.
- Working on leadership model – leadership outside of IRWA within your industry. More and more companies are looking for managers and leaders. We want to

provide you with new skills as well as self-improvement. Learning is something we can all do, all the time. She wants to bring her appraisal and project management skills to the table & focus on the positives and negatives of the issues.

Fred Easton, SR/WA, R/W-AMC – phoned in as he was unable to attend in person.

- From Denver.
- Challenges and opportunities we face as an association.
- He asked that members call/email him any time and that he would love to have a conversation about IRWA.
- Why am I running – I am running because of where the organization is now. In the decade he has been here he has noticed membership continually being just around 10,000 members while the number of people in our career has grown exponentially.
- Look around and you will see a lot of potential members.
- So how can we grow our organization?
- Education – when the past members were asked, why didn't you renew?
 - Answer: Not enough member value.
 - Course updates, and a long history of “the squeaky wheel” with courses
 - Asset management plan that keeps our materials up to date and new data is innovative.
 - Online courses – no way for students to ask questions. Unlimited supply – doesn't work.
 - What about a virtual classroom – led by instructors?
 - We want to create a perception of limited courses that will increase attendance.
- Marketing – continue to engage our local chapters – local advertising efforts to membership drives. Let's do this with educational events – better advertisement for these upcoming courses to reach those outside our current membership.
 - Our monopoly on courses – we need to work with an online marketing company to reach our participants and more importantly those that make the financial decisions for their employees to help us grow.
- International – let's ask those chapters outside the US to hold job fairs in their areas.
- In job descriptions, add the designation SR/WA is preferred.
- Communication and transparency will continue to be moving forward.
- He does not have a lot to gain on this personally – more time volunteering, more time and trying for 10 years – so by joining the IEC he can continue this charge.

15) RWIEF Report, Monday Night Event details – David Whitlock, SR/WA

- Dave Whitlock discussed the Monday Night event and asked members to support the event. Note: Use the Leslie's event flyer to discuss the event with your Chapter.
- Download the HandBid app for the auction – which starts June 1st and ends the 22nd.

Question:

Cyndi Whelpley, SR/WA – How can we keep touch at conference – building a private Chapter Facebook page was suggested.

16) Young Professional Group (YPG) Report from Region 7 Representative – Jesse Ray, SR/WA

- Recognized that Hannah is out and wished she could be here.
- Meeting their goal of a YPG Rep in every chapter – which is accomplished.
- Coordination call to facilitate information to all YPs.
- College outreach program.
- Mentor/mentee plan to keep them.

- Conference – YPG members are offered a discount on registration. Jesse encouraged all to attend the YPG Saturday night event. You can register at conference at the Registration Center.
- This year's event will be held on Saturday, June 20th6/20 at Brits Pub. Jesse said they will asking for donations to support this \$10,000 event.

17) Discussion from Community of Practice (CoP) Representatives

A. Asset Management - James Prossick, SR/WA, R/W-RAC, R/W-AC

- Jim Prossick, SR/WA, R/W-RAC, R/W-AC – good participation in this year and last.
- The CoP is updating the educational courses and a possible questionnaire as far as future courses.
- We unfortunately did not make it to Colorado. They will try tying it to an event in the spring.
- There will be three Asset CoP presentations at the conference:
 - Brian on metro service in Canada
 - Tech presentation tied to GIS organizations
 - Third one is still to be decided.
- There are 200 sessions scheduled for the Education Conference, so Jim is hoping there is some way to represent all the groups in the IRWA fairly.

B. International Valuation Committee – Jo Ellen Jarvis, SR/WA.

- There will be two presentations at Conference this year:
 - USPAP and Yellow Book for appraisers
 - Jo Ellen will be talking about Administrative Offer Summary reports and other items at the panel discussion this summer.
- CoP is talking about developing a mentor program but it was tabled as no one wants to take that on right now.
- CoP is also working on a spreadsheet to compare what different agencies require of appraisers.

Other Discussion about Education Conference:

- Tim Drennan – Dee Oakland has reminded us of the Conference cost \$175 discount if they sign up TODAY!
- James Olschewski, SR/WA – make sure the hotel understands your block of rooms. If you reach someone at the hotel that doesn't see the IRWA block of rooms, call back and talk to another reservations person.

18) Chapter Reports

- **Chapter 3** – Anna Michalski Held a public law course. Another DOT and Region symposium planned for fall.
- **Chapter 4** – Jesse Ray
 - The Chapter's recent membership drive was a success. Jesse shared there is a problem with getting invoices for the new members and having them show up in the HQ membership directly. Tim Drennan confirmed the new members are included in the Chapter's current head count and all new members have paid their dues. Tim Drennan shared that HQ is working through the kinks since this was the first membership drive and noted that membership cards still need to be sent.
 - Andrew Sorba, Education Chair, has a packed course calendar for 2020.
 - Chapter has a baseball game night planned on May 31st.

- Krista Chambers announced Brad Thomas's retirement at end of July of 2020.
- **Chapter 19** – Karen P Phillips shared Courses 900 and 902 recently held were a success.
- **Chapter 45** – Michelle Householder and Dylan Swanson
 - Thanked Tim Drennan for setting their Chapter meetings up on the Blue Jeans platform. This is vital for membership engagement, for instance, some are required to drive over 350 miles for a Chapter meeting.
 - Tim Drennan explained BlueJeans is the conferencing call service with our chapters. May be difficult in certain locations as there is no technical support from IRWA to do this. Chapter 3 is interested in setting their meetings up on BlueJeans.

Question:

- Kathryn – what do we need to do the BlueJeans? Tim Drennan said a member would only need a computer and call in system. From the platform, you can share your screen etc. If you want to try it, there can be a test meeting set up to try it.
- **Chapter 49** – Kathryn Schreckenghost and Danika Simpson – talked about the CE's request for their upcoming appraiser course. They ended up putting the course off two separate times. Then they reached out to cancel again and the week before the course the approved credentials from two months prior were provided. Unfortunately, this resulted in a loss of revenue for the small chapter – any issues for anyone else experience this?
 - Michelle Householder had similar issues they were told 90 days then they had sent out all course invites, they two lost revenue for the course and only ended up with 4 participants and many calls from people that would not take it without the CE's.
 - Tim Drennan let's put it out there, we have had problems and slips – chapter 49 did not make an error. Tim Drennan mentioned that the person at HQ was overburdened. 340+ courses were an issue. They are working on it. They are aware of the issue and they are saying there are protections in place to prevent this. However, mistakes do and will happen. Tim Drennan said that there is no reason for this happening, please be understanding and forgiving. Let's have processes in place, contact Tim Drennan or Jamie Rose to so this doesn't happen.
 - Michelle Householder asked if chapters could do the process –Tim Drennan said yes, and that HQ would pay the fees associated with the CE process.
 - Leslie F. had a comment about customer service, she ordered materials on Friday at 3 pm and received materials by 8 am Monday KUDOS!
- Kathryn Schreckenghost, SR/WA – membership approval process issues that Tim Drennan said we don't have the system to process some of these items and we need a new one.
- Sterling L. – what is the plan going forward so this does not happen again?
 - Tim Drennan we are working with Staff on process and that is part of staff evaluation to decide who is better in different positions. There is nobody in this room that wants your problems solved as much as Tim Drennan. We are working through that. In the smaller chapter the volunteers are frustrated. Chapter 49 is losing volunteers because of this issue.
- **Chapter 64** – Renee J. – nothing to report.

- **Chapter 71** – Cora Shook - Charlie Farr, SR/WA passed away in September a valued IRWA member and started with the first AK Chapter in the beginning. Huge loss to the industry.
 - We held social ecology course and it was a great class highly recommended. Membership social didn't result in any new members but they will be trying again in April.

Jim Lingeman – asked all of those with any issues at all to reach out to Region Leadership with any needs, concerns and especially here to help any Chapters struggling. We can continue to move forward.

19) Region Professional of the Year Award – Jim Lingeman, SR/WA

Jim Lingeman – announced Leslie Findlay, SR/WA, R/W-RAC, SR/WA, R/W-RAC.

- We had 4 RPOY nominations.
- The level and service she has provided is exceptional.
- She is an SR/WA committed to instructor.
- She is dedicated to the success of the chapter and region.
- CLIMB certified instructor.

Leslie F. – accepted the award and thanked the group.

Kathryn Schreckenghost, SR/WA – Asked when is next CLIMB?

- Tim Drennan - Right now CLIMB has not been scheduled as of now.

20) Upcoming Meetings – Krista Chambers, SR/WA

- Krista Chambers clarified dates and locations for upcoming Region Forums.

Caucus 2020 – Minneapolis, MN: June 21-24.

Fall 2020 – Fairbanks, AK.

- Cora is happy to host the early to mid-October. 15-16th, looking forward to a course at the same time. Forum will either be held at the Morse Business Center – Alaskan style potluck or China Hot Springs Resort.

***Spring 2021** - Portland, OR.

***Fall 2021** – Possible Joint Forum for Region 7, 1 & 10 – CA and Vancouver area.

- Rate of exchange, it is better in Vancouver – to consider this idea members are encouraged to apply for their REAL ID's or Passport and be conscious of background & international border crossing restrictions.
- Two day forum, one day for all a half day for break out.

Questions:

Anna Michalski – what is the benefit?

- Cyndi Whelpley, SR/WA and others, networking, new location, sharing of information with two forums, different feedback. Interesting. Broader lens on the issues.
 - Anna Michalski - That is great. How does it map out?
 - Cyndi will send out email and we could discuss at the caucus. It will take some planning.
 - Fall back to Seattle, WA.
 - Spokane – would like to see it.

Bill Giese – add Calgary to joining forces in the future

21) Adjourn for the evening events

- 3:32 pm – Dave Whitlock made the motion to adjourn the meeting. Motion - Dave Whitlock, SR/WA and 2nd - Danika Simpson – Adjourned unanimously.



Gem of the Northwest