



Region 7 Spring Forum 2021 Meeting Minutes
Friday, April 9, 2021
Hilton Vancouver Washington
301 W. 6th Street, Vancouver WA
(In-person and Virtual hybrid)

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 who 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

8:34 AM

2) Housekeeping and Forum Events Review – Leslie Finnigan, SR/WA

Leslie thanked all the Region 7 Spring Forum sponsors.

3) Roll Call & Introduction of Guest & First-time Attendees - Krista Chambers SR/WA

- **Chapter 03 –**
 - Tara Heesacker, SR/WA, President; David E. Balfour, President Elect
- **Chapter 04 –**
 - Jesse Ray, SR/WA, President ; Michelle Talbot, SR/WA, President Elect (virtual)
- **Chapter 19 –**
 - Teresa Weaver, SR/WA, President
- **Chapter 45 –**
 - Dylan Swanson, R/W-NAC, President (virtual), Michelle Householder, Director (virtual)
- **Chapter 49 –**
 - Sterling Lopez, President, Kathryn Schreckenghost, SR/WA, RW-NAC, Director
- **Chapter 64 –**
 - Midge A. Kline, SR/WA, R/W-NAC, Vice-President (virtual)
- **Chapter 71 –**
 - Cora Shook, President, George Stefan, President Elect (virtual)

Special Guests and first-time attendees:

- Charlie Nobles, CEO (virtual)
- Sharon Slauenwhite, SR/WA, International President (virtual), Chapter 65
- Jacob Farrell, SR/WA, International President Elect (virtual), Chapter 78
- James Olschewski, SR/WA, RW-NAC, International Vice President (virtual), Chapter 38
- Judy Jones, SR/WA, R/W-AC, R/W-NAC, International Treasurer (virtual), Chapter 24
- Fred L. Easton Jr., SR/WA, R/W-AMC, International Secretary (virtual), Chapter 6
- Tim Drennan, CAE, Director Field Operations (virtual)
- Jaime Rose Tieu, CAE, Manager Field Operations (virtual)
- Smedmore Bernard, MAI, SR/WA, International Finance Committee, DEI, Chapter 12
- Koby Godwin, SR/WA, Chapter 62 (virtual)

Others:**In-Person**

- Faith Roland, SR/WA, Advisory Council and Past International President, Chapter 4
- Ernie Tischhauser, Treasurer, Chapter 3
- Leslie Finnigan, SR/WA, RWIEF, Chapter Membership Committee, Chapter 3
- Anna Michalski, Co-education Chair, Chapter 3
- Genesee Jayasuriya, SR/WA, Vice President, Chapter 3

Virtual

- Jo Ellen Jarvis, SR/WA, R/W-AC, Chapter 3 Jim Prossick, SR/WA, R/W-RAC, R/W-AC Chapter 4
- Andrew Sorba, SR/WA, Education Chair, Chapter 4
- Tanya Johnson, SR/WA, Chapter 4
- David Whitlock, SR/WA, PDC, Chapter 45
- Dee Oakland, SR/WA, Chapter 45
- Michelle Householder, Director, Chapter 45
- Claire Mueller, SR/WA, INEC Region 7 Representative, Chapter 49
- Danika Simpson, SR/WA, Past President, Committee Member Chair, Chapter 49
- Lorie Baird, R/W-AMC, Chapter 64
- Denise Skinner, SR/WA, Region 2 Chair, International Secretary Candidate, Chapter 39
- Virginia Anderson, SR/WA, R/W-RAC, R/W-NAC, International Secretary Candidate, Chapter 26
- Connor McDonald, SR/WA, CPDC, Chapter 27
- Mike Flanagan, SR/WA, R/W-NAC, Chapter 11

4) Purpose Statement – Jim Lingeman, SR/WA

Mission Statement overview.

5) Approval of the 2020 Region Fall Forum Minutes & Treasurer Report - Jim Lingeman SR/WA

Support Material: Region Fall Forum Meeting Minutes and Treasurer Report.

Minutes and Treasurer's report

Motion "Approve the 2020 Region 7 Fall Forum Minutes & Treasurer Report:

Motion: Cyndi Whelpley; 2nd Sterling Lopez.

Favor: All

Opposed: None

Nay's: None

Abstentions: None

Approved: 2020 Region 7 Fall Forum Minutes & Treasurer Report.

6) Region Vice Chair & IPEC Update – Cyndi Whelpley, SR/WA & Kristen Bennett, SR/WA, R/W-RAC

Background: Region Vice Chairs meeting monthly.

Action: Review topics discussed and outcome from the monthly Region Vice Chair meetings.

Cyndi Whelpley Vice Chair update:

- Pandemic and how do we get people in seats, we had a healthy and robust course representation, thank you to all chapter education chairs, Andrew Sorba, Ch. 4 – shoutout! Great job and appreciate his efforts.
- Virtual program is robust – Faith Roland has donated 10 days of education courses both in-person and virtually. Shout out to Faith.
- Challenges pivoting and moving past the pandemic.
- Bold Statement – we can beat Region 2! Let's do this!
- Super Proud of our Region and I know we can meet it or beat it.
- Thank you to all in the Region.

Kristen Bennett: New Course updates policy

- Thanks to Head Quarters Amir Vafamanesh. Anthony Campbell. and Charlie Nobles feedback for all materials and the ability to track course materials feedback.
- Review teams working on 5 courses 502, 421, 900, 100, 604
 - 92 active courses and some haven't been looked at in over 10 years.
- Finalizing a course rewrite policy to address outdated courses and how to fund those rewrites.
 - Course deletion and development policy to be worked on next.
 - Canadian course 431 finalized by September.
 - Course 102 is available online as well.
 - Lora Gunter, SR/WA and James O. participated in this and is now available online.
- Credentialing subcommittee
 - 95-100% of time spent on SR/WA pathway
 - Survey out to all members and with a tremendous response and most supported a single pathway. We are working through that and it is quite a challenge for the committee. Working on transitioning all and this is a monumental task. Looking at exam, course materials and courses for the pathway. Very important for us all to get it right this time.
 - Phase 1 of the IPEC structure is this year, next year there will 3 subcommittees which include:

- Credentialing
- Instructor Development
- Curriculum

Kathryn S. – When is the next scheduled CLIMB class?

- Kristen B. We have recently been asked by numerous members when will it be. Please email Kristen Bennett when there is a need. Alaska only has 2 instructors statewide – 70 in TX or OK.
- CLIMB at the conference, possible in Cleveland? We do not have funding approved yet but that seems to be on the horizon.
- CLIMB costs to attend and it costs money to put the CLIMB course on and it does cost quite a bit to provide the course. Cost will change depending on location.
- Exploring all the options and please again reach out to Kristen with comments.

7) Chapter Reports

- Chapter 3 – Tara Heesacker, SR/WA
- Chapter 4 – Jesse Ray, SR/WA
- Chapter 19 – Teresa Weaver, SR/WA
- Chapter 45 - Dylan Swanson, R/W-NAC
- Chapter 49 – Sterling Lopez
- Chapter 64 – Midge Kline, SR/WA
- Chapter 71 – Cora Shook

8) Committee Reports

- Young Professionals Report – Jesse Ray, SR/WA
 - Having monthly meetings and will not have an event at the Conference.
 - Always looking for others to participate.
 - College outreach program – end of April.
 - Following up with previous members.
- Local Public Agency – Cyndi Whelpley, SR/WA
 - International agency.
 - 2 webinars with over 700 people and thank you to Head Quarters staff to helping make that happen.
 - 1st webinar - David Leighow, FHWA presented the expectations for a review vs. an audit which was informative for all levels. He reiterated that FHWA is not there to hurt us they are here to help us.
 - 2nd webinar - Attorneys presenting for an eminent domain and the takeaway being “in our state” process wise.
 - Upcoming webinar mid-May - watch for these in your inbox, all of these will have 1 CE toward your recertification, and they are free.
 - Looking for subject matter experts from Region 7 please let us know if you are interested.
 - Kathryn S. - For recertification? where does the CE hours apply?
 - Cyndi W. in the “or other” category.

- Valuation – Jo Ellen Jarvis, SR/WA, R/W-AC & Rich Duncan, MAI
 - Article already submitted to the Education conference “alternatives to appraisal valuations such as PFE’s and what those reports need to contain.
 - For appraisers coming into the industry, doing virtual appraisals.
 - Oregon had a change in legislation – reports only must be kept for 5 years instead of 6 and there is now a 5-year statute of limitations for legal ramifications.
- INEC – Claire Mueller, SR/WA
 - Renaming IRWA Lifetime Achievement Award Update.
 - Thank you for all that submitted an award application. Please always be aware of anyone that you may be interested in nominating.
- Ethics Committee – Cyndi Whelpley, SR/WA
 - Virtual 102 course.
 - Shoutout to Dee Oakland, SR/WA for stepping into that role. They are working on the policy for investigations and appeal process that will be presented to the IGC in April 2021.
 - If you are interested in serving in the ethics committee, contact one of the Region Representatives.

9) Region Business

- Dan Beardsley Memorial – Pat Thayer, SR/WA
 - Cannot wait for all to get together. Sharon S. will discuss a letter that was presented to IEC to change the Lifetime Achievement Award to the “Dan Beardsley Lifetime Achievement Award”.
 - The letter contained many amazing contributions to Dan Beardsley. Please read the contribution in the IRWA Magazine for a memorial for Dan.
 - Sharon S. The determination has not been made, we are taking this request into serious consideration. Working with the RWIEF as well. Celebration of Life on May 29th in Arizona. Possible virtual option as so many want to be a part of this and cannot with current Covid guidelines.
 - 2nd celebration of life will be held the first part of July at his cabin.
- Sponsor a hole at the golf tournament at Education Conference in Dan’s honor?
 - We want to sponsor a hole at the Golf Tournament, and we are asking for donations to sponsor the hole – Leslie F.
 - Over \$2,000.00 raised in Dan’s Name.
- Upcoming Chapter Education – Andrew Sorba, SR/WA
 - We had a great 2020 in the first 6 months. We are offering the course bundle for members at a discounted rate of \$1200 rather than the \$1510. Four courses will be offered in the bundle.
 - May 5th to July 15th two courses per month and get some folks moving toward credentialing – limited to 25 students virtually.
 - Chapter 3 – Course 213 on May 12.
 - Co-Education chairs, Anna M. and Kari Lowe – Hosting 213 Conflict Management. Chapter 3 could really use course coordinator, as a coordinator, they do get the course for free and coordinate the course, venue, instructor etc.
- Kudos to chapters for updating their websites
 - Thank you to Andrew Sorba, SR/WA volunteering to help set up Chapter 19’s website.

- Cyndi W. spent a couple of weekends going through the Chapter and Region websites, and some of the websites need to be updated. The Region 7 website is “under construction.”
- Sterling L. would like to have the Alaksa website and Region planning workshop scheduled.

10) IEC Candidates

President – Jacob Farrell, SR/WA, International President Elect (virtual), Chapter 78

- I echo what has been said so far. Heavy weight in terms of what has happened in the past.
- Big focus now how do we get the association recognized outside or the organization. This is paramount for our credentialing and the importance of those initials. We are looking at marketing and pushing member and leadership engagement.
- Reach out if you have any questions.

President Elect - James Olschewski, SR/WA, RW-NAC, International Vice President (virtual), Chapter 38

- Your hard work never stops.
- Education has and continues to be his passion. We are making positive strides and continue to provide amazing work on all these fields.
- Anthony and Amir at HQ have been busting out so much work and doing amazing work and continue to do so nonstop.
- We are making progress and thank you so much for support and continued efforts to make strides forward.

Vice President – Judy Jones, SR/WA, R/W-AC, R/W-NAC, International Treasurer (virtual), Chapter 24

- These last few years have been so challenging.
- We meet week to week and we really are a family.
- We cuss and discuss, and we are truly improving the associations financial processes. These are more transparent than ever.
- She would love to continue as Vice President and is all about moving forward.

Treasurer – Fred L. Easton Jr., SR/WA, R/W-AMC, International Secretary (virtual), Chapter 6

- I do not want to take anything for granted. I realize this is not a shoe in.
- You have my commitment that our plan to revisit the strategic plan and is approved yearly by the IGC.
- Education efforts have been getting knocked out of the park.
- Hope to see you all in San Antonio.

Secretary Candidates - Denise Skinner, SR/WA and Virginia Anderson, SR/WA, RW-RAC, R/W-NAC

Denise Skinner, SR/WA

- Great job adjusting on the fly. Virtual/in person hybrid format for the Forum. This has been a very difficult year and just seeing how our organization has been pivoting and moving formats and now a long-term strategic plan to move this vision forward. Education planning task force to take those ideas forward to allow our organization to grow.

- We need targeted marketing – we need a presence with state and provincial agencies with effective communication and supporting IRWA membership that will bring training, recognition, and value to their work product.
- We need to work to develop and move the credentialing to cross sector markets IE appraisal institute.
- Young professional career opportunities by having a presence at college job fairs.
- Leadership models and career models to identify trends in the education and work force.
- Solution mindset that will continue to build the organization.

Virginia Anderson, SR/WA, RW-RAC, RW-NAC

- Moved from Ch. 19 to Florida.
- Honored to serve in Region 2 and Region 6, electric and utilities committee vice chair.
- Educational reach and consistency in the credentialing.
- Marketing platforms to create an overall plan to present to all chapters and regions, job fairs etc.
- Came to the ROW industry by accident. Real Estate with a paycheck was what brought her to ROW.
- Involved and dedicated since 2001, delivering these plans to those that are not familiar with who we are.
- Would like to take our industry to AASHTO and other platforms.
- Although she doesn't have the Region leadership experience she feels she truly brings the member experience as serving in many chapters and roles within the numerous chapters.

11) CEO Update – Charlie Nobles, CEO

- We have made a lot of progress and are in line for better courses and marketing outside of our association.
- To bring awareness to our designations both ROW and IRWA and in terms of professionalism and integrity to the profession.
- New Benefits and payroll managing.

12) International Governing Council Update – Jim Lingeman, SR/WA

- Chase Bank – Rakhshan Mazarei.
 - For 13 years since QuickBooks was established in the association. We have needed to unify our Banks under one roof.
 - Funds will be available – however not all states have a Chase bank.
 - Difficulties – we promised that we would not share any financial information about Chapters. However, the Bank is asking if we want to apply for credit card, they will need to see two years of those statements.
 - So far, we have three chapters that want to join the national account.
 - Emphasize that this is your money – HQ does not want it or any part of it.
 - Faith R. If credit cards are available for chapters, these are not debit cards, how do we put a name on the credit card, if these names are always changing? Also, will the named party have access to all funds in the account.
 - RM – these are credit cards with a limit. There is no way for a person to withdraw all the money from the account.

- I believe there needs to be a policy with all checks and balances in place until we see just how these progresses.
- Kathryn S. If I have a credit card in my name, does my personal credit affected?
 - RM – No - the association's Tax ID numbers are used for the card not the card name holder.
- Smedmore B. is the card attached to the Chapter or the association?
 - RM – the Chapter. They all have individual tax id numbers.
- Conditional Chapter 88 status
 - Between Region 4 and 5 so even though they lie in one Region they will be in the other. Located in Region 5 and this motion was made during the IGC/IEC meeting. The boundaries of the Region were discussed, and the motion passed 15-0 and allow the process with the IEC to add Chapter 88.

13) Chapter Elections — Electronic Exception: Claire Mueller

Support Material: Chapter Election Process

- Claire presented the information that will be used in the virtual electronic voting process.

14) Fiscal Year End Chapter Leadership Transition Planning – Jim Lingeman, SR/WA

Support Material: 2021 Outgoing Chapter Leaders Checklist

Background: The new fiscal year that begins each July 1st gives us the opportunity to ensure that all Chapter and Regional officers understand the roles they will be taking on July 1st. At all Spring Forums, we will spend some time familiarizing the outgoing Chapter leadership with their responsibilities prior to handing over the reins and discussing what to provide to the incoming leadership.

- Review fiscal year-end 2020-21 tax filing requirements.
- Review all required financial uploads for the year as well as board agendas and minutes.
- Ensure that incoming officers have reviewed and understand their role descriptions, duties, and commitments.
- Reminder to turn in 2021 Chapter Leadership forms after the installation
- Reminder to turn in 2021-22 Chapter rosters to include all chapter chairs & committee chairs.

15) Field Operations Update and 2021-2022 Chapter Incentive Program (ChIP) – Jaime Rose Tieu, Manager Field Operations

- Kudos to Chapter 19 who increased membership by 10% and received two conference registrations free.
- Membership renewals are down in general.

16) 2021-2022 Draft Budget Presentation and Finance Committee Update. – Judy Jones, SR/WA, R/W-AC, R/W-NAC, International Treasurer (virtual) and Smedmore Bernard, MAI (in-person)

Judy J. read Dan Beardsley's 2006 Dedication and commitment speech.

- Our members are our heart and soul.
- There are already quite a few instructors in place that we need to take a pulse for what that looks like with the Climb.
- Education Income dropped due to Covid-19, we are hoping to raise all these numbers now that we have implemented these practices.
- Possible change in management company if we are not getting what we are paying for.
- Noted that there are financial benefits available to help Chapters with their education expenses as they relate to course scheduling. Reach out to the Region Vice Chair for these tools.
 - Faith R. What about a change to use an outside service provider to tackle HR. This would save on liability insurance. Are there other costs associated with this service?
 - Judy J. yes there are those and we do have those in the budget for other expenses.
 - Faith R. There is a difference from when this original firm was hired. Just want to make all aware that there are other costs that may show up because of a new firm.
 - James O. in the end there will be a savings to the association in the long run.
- The IT assessment needed to be done and now that we know that we need to change.

Smedmore B.

- We are a little flat now with courses being down due to the pandemic as well as membership.
- We are hoping to improve our membership numbers and courses as we master this virtual world, we are living in.
- When the new normal becomes normal. We will continue to move these platforms forward.

17) DEI Task Force – Cyndi Whelpley, SR/WA & Smedmore Bernard, MAI, DEI Task Force Chair

- The Task force was set up to explore how Diversity, Equality, and Inclusion Task Force Update.
- How does are association relate with the DEI Mission.
- Developed a Plan.
- Created a Survey.
- Sent the Survey to membership – response from 455/8702 members.
- Reviewed the Data.
- Developed Recommendations – based on 254 recommendations were responded. 153 comments to take no further action; 22 didn't have enough information or do not know how to address DEI.

- 12-13% very dissatisfied which became the focus and possibly move the needle.

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

Region 7 Chair: Cyndi Whelpley, SR/WA

Motion “ Elect Cyndi Whelpley, SR/WA as Region 7 Chair.”

Motion so moved: Faith R.; 2nd Kathryn S.

Favor: All

Opposed: None

Nay’s: None

Abstentions: None

Motion carries with ratification planned for the IRWA Education Conference in San Antonio, TX, June 2021.

Region 7 Vice Chair: Krista Chambers, SR/WA

Motion “ Elect Krista Chambers, SR/WA as Region 7 Vice Chair.”

Motion so moved: Sterling Lopez; 2nd Kathryn S.

Favor: All

Opposed: None

Nay’s: None

Abstentions: None

Motion carries with ratification planned for the IRWA Education Conference in San Antonio, TX, June 2021.

Region 7 Secretary: Jesse Ray, SR/WA

Nominated by Faith R., 2nd Sterling Lopez

Motion to close the nomination by acclamation - Cora Shook, 2nd Faith R.

Motion carries.

Cyndi, Krista and Jesse - presented their ideas for the future. Including a Regional Work Planning Session in Fall of 2021 likely on a Saturday. In addition to the planning session, they would like to have monthly coordination meetings held on the 1st Tuesday of every Month at 5 pm.

International Conference Update 2021 – Georgia Snodgrass , SR/WA, RW-NAC, R/W-AMC, R/W-RAC

- Headquarters and Staff are working diligently in collaborating with the International Conference Planning Committee and Host Chapter 39 to prepare for IRWA’s 67th Annual International Conference, held both virtually and in-person in San Antonio, TX.
 - Review COVID-19 protocol and attendance options (in person or virtual).
 - Get head count of members coming in person & virtually – Jim Lingeman, SR/WA.

19) Education Foundation Reports – Leslie Finnigan, SR/WA & Koby Godwin, SR/WA

Leslie F.

RWIEF – Right-of Way International Education Foundation

- Separate from IRWA - raises funds for education and scholarships made up of 16 Trustees and 3 young professionals.
- Programs come to RWIEF for funding and grants for opportunities.
- Dan Beardsley had the wish for the Project Management Course which was his passion to bring this course to life. This would be a great tribute and perpetual recognition for Dan.
- Scholarship – Professional of the Year.
- Monday Night event is now sponsored by the RWIEF solely and now with the Canadian Event as well.
- Monday Night Event Sponsorship Opportunities were presented.

Koby G.

CRWEF – Canadian Right-of-Way Education Foundation

- Thank you for the invite.
- Condolences on Dan Beardsley.
- Dallas Maynard passed away this year and he was a pillar in the Canadian Education Foundation.
- There will not be any Canadian Attendance as they must stay in a government issued Hotel for quarantine when returning to the country.
- They are still accepting scholarship opportunities, does not have to be Canadian.

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

Cyndi Whelpley, SR/WA was awarded the Region 7 Professional of the Year for 2020.

21) Upcoming Meetings – Krista Chambers, SR/WA

- Region 7 Caucus – Sunday, June 6, 2021 – San Antonio, TX
- Region 7 Fall Forum 2021– Spokane, WA
- Region 7 Spring Forum 2022 – Chapter 71 tentative
- Region 7 and 10 Joint Forum Fall 2022 -
 - Vancouver or Seattle

22) Motion to adjourn

- Motion - Cora S., 2nd Faith R. 3:53 pm.