



Meeting Minutes
IRWA Region 3 Spring Forum
Friday, April 9, 2010
Honey Creek Resort
Moravia, IA

Meeting called to order at 8:32 a.m., by Rita Rasmussen, SR/WA, R/W-NAC, Region 3 Chair.

Introductions were given by attending members.

Special Guest: Rita welcomed IEC Rep Lisa Harrison SR/WA, R/W-RAC, R/W-NAC who was in attendance.

Roll Call was taken and all chapters were represented with Chapter Officers.

Welcome Remarks were given by Nancy Halvorson, SR/WA, R/W-RAC. Nancy mentioned the previous night's auction brought in \$2,311.25 which will be donated to the Region 3 treasury. Nancy is very impressed with the large turnout.

Region Secretary/Treasurer Report: By Mike Murray, SR/WA, R/W-NAC
The minutes from the 2009 Fall Forum in Council Bluffs, IA were brought forward for approval with a motion to approve by Don Corrigan, SR/WA, R/W-RAC and a second by Jake Farrell, with the motion carrying. The updated treasurer's report was brought forward for approval with a motion to approve by Don Corrigan, SR/WA, R/W-RAC and a second by Bruce Reed, SR/WA with the motion carrying. It was noted that all chapters in Region 3 have their Region dues paid in full. No chapters presented any issues in using QuickBooks for their accounting activity. IRWA HQ reported that Region 3 taxes are complete and that they are close with Region 3 chapters. The Region 3 website has been moved to a new server and it is back up and running.

Region 3 Vice Chair Report: By Randy DeGeorge, SR/WA, R/W-NAC
Four classes within Region 3 have been postponed or cancelled to date. HQ has not been reporting to Randy whether or not courses are being held, postponed or cancelled.

Region 3 has a total of 43 points built up for the Calgary contest. Anyone interested in the facilitator's clinic in Calgary should make an application very soon. A second facilitator's clinic will be held in Chicago on August 20th & 21st with agency employee's taking up all but 6 seats. Both facilitators' clinics will be facilitated by Lisa Harrison, SR/WA, R/W-RAC, R/W-NAC. Online courses are proving valuable with the budget constraints associated with travel.

Region 3 Chair Report: By Rita Rasmussen, SR/WA, R/W-NAC

IEC and Region Chairs Meeting – Las Vegas on Jan, 2010

Fiscal Year: Regarding the fiscal year change, IRWA HQ and Region Chairs need compelling reason for or against the change. A change to fiscal year allows immediate leadership opportunities for Chapter Presidents at the annual conference, improves education scheduling. HQ is talking about including the Chapter Presidents in the annual conference installations that take place with the Region Chairs and Vice Chairs and the fiscal year would support this. The fiscal year change requires a change in bylaws.

Education: HQ is looking at going away from fully electronic evaluations and going back to mostly paper evaluations for course facilitators. HQ is still trying to figure out the best way to evaluate.

Branding: 60% of members voted to keep IRWA as the associations' name, but maybe change the logo.

IEC and Region Chair Governance

HQ is further identifying region chair roles and how they fit in with the IEC.

Governing Council planning consists of:

- Support for Senior Management team to attend 3 Governing Council meetings a year.
- IEC travel to region and chapters will be based on strategic business purposes and involve multiple objectives, like corporate, chapter/agency visits.
- Technology for short meeting presentations.
- Financial Committee – Establish additional region chair participation on Finance Committee.
- Job Description & Roles.
- Centralize travel in hub cities.

Region Announcements: By Rita Rasmussen, SR/WA, R/W-NAC

Region Secretary Treasurer: Some Region's are operating without a Secretary/Treasurer position and just put the extra duties on the Chair and Vice Chair.

QuickBooks: It is being reported that QuickBooks is being used very well by most Chapters and Regions.

Region Alignment: This has been tabled. Still looking at Chapter consolidations but no chapters in Region 3 should be concerned. This is mostly geared toward consolidating the extremely small chapter with larger chapters.

Forums: Spring Forums for all regions will have a common agenda which is to include: Leadership Training, By-Laws, IEC Attendance, and Budget reports.

Annual Conference: Lisa Harrison SR/WA, R/W-RAC, R/W-NAC made mention that HQ is looking at a region rotation to host the annual conference. Discussion took place on when Region 3 would like to host. San Diego and Anchorage are already running for the 2015 host city. It was decided to establish a committee of members from each Region 3 chapter with the following action item: committee is to brief the region officers and members during the Region 3 Caucus in Calgary on what our options are and the plan going forward to make this a reality. HQ is hoping to move the burden of annual conference site selection to the region and not individual chapters.

State of the Association: Rita Rasmussen, SR/WA, R/W-NAC

IRWA is a dynamic organization focused on growing its membership and dedicated to providing education, certifications and designations for its members. Total association income is holding steady. Class sizes are down while online participation has gone up.

Update from the International Executive Committee: By Lisa Harrison, SR/WA, R/W-RAC, R/W-NAC, Executive Committee Member

Membership: Trying to overcome the economy to convince members and employers the importance of the value of IRWA and its designations and certifications. Need to show clients it is better to hire IRWA members for their knowledge, training and networking. Currently our outreach is not reaching all the users that would find value in IRWA membership.

Governing Council: The Governing Council goes into effect at this year's annual conference. Region Chairs will now have a vote starting July 1st. Every member of the council will have one vote. Region Chairs will be asked to take on much more responsibility which makes selecting the right person for the position of Region Chair critically important. Region Chairs responsibility will grow significantly all the way to the international level.

Leadership Institute: IRWA has a whole new initiative on leadership training. We need to figure out how to attract the younger generation who will bring in a new way of thinking.

Career Path: Goal is to have a broader range of achievements to include an earlier achievement for the newer R/W professional and a more advance level for

the seasoned professional who desires a management level. Levels of achievement will be attained by experience levels, IRWA course work, and college level degrees. SR/WA will not go away and will be grandfathered in. This career path is long overdue and hope to roll out soon with the understanding there may be a few bugs early on.

Partnership Development: IRWA is looking to partner with different folks and organizations to add value to our association. There are several different levels of partnership. The higher the level, the more the cost, the more benefits and perks gained from both sides.

New HQ Building: Due to the economy, HQ staff was able to negotiate a great deal on a beautiful new facility. The cost of owning this new building is less than the cost of leasing the previous building. We now have an asset which helps raise our profile.

Lisa challenges all chapters to look at how much money they keep in the bank and try to find some way to use it for courses, education, etc. Too many chapters don't know why they carry such a large balance and don't know what to use it on.

Education Foundation (RWIEF): By Bruce Reed, SR/WA

RWIEF is here for the member's education. So funding from the members and chapters is important. The \$15 dues check off has raised \$54,000 to date. RWIEF provides the funding for evaluating and revamping the courses to keep them current. Asking chapter's to try to put a line item in their budget for RWIEF. Golf hole sponsorship is one of the largest fundraising events for RWIEF which raised \$20,458 last year. The auction brought in \$7,600 last year. Again asking the regions and chapters to donate \$300 to sponsor a golf hole. Motion by Chris Pawloski and second by Paul Blees for Region 3 to donate \$300 for golf hole sponsorship with motion carrying. Chapters wishing to contribute to the golf hole sponsorship should mail their checks to Mike Murray fairly soon as Bruce Reed needs the donations by early May. Bruce announced that he is stepping down in Calgary and that Craig Poorker, SR/WA, R/W-NAC will be assuming his position on the RWIEF Board of Trustees.

Proposed 2010 – 2011 Association Budget: By Rita Rasmussen, SR/WA, R/W-NAC
A summary of the proposed budget was presented as follows: Budget is balanced. HQ is looking at adding up to 20 online courses. There was a modest increase in healthcare costs. FAU conference had a modest loss. Added cost of the new building to the budget.

Chapter Reports:

See Chapter Reports on line at www.irwaregion3.org for full detail.

Chapter 5: Paul Blee, SR/WA, R/W-NAC Chapter President, reported that they have a loss of a few members due to the economy. Membership is currently at 86 members. They have 2 new SR/WA's and 3 candidates. Updated bylaws are in draft form and ready to be sent to HQ for approval. Chapter budget is nearly complete. They are currently struggling in course participation. The chapter has reinstated the Robert J Gordon membership award for recruiting the most new members.

Chapter 20: John Foster, SR/WA, R/W-AC Chapter President, reported that they have completed their fiscal year change and updated their bylaws. The chapter has been very successful in its course offerings. The chapter started using Pay Pal with success. MNDOT will be hosting a Right of Way Conference of which Chapter 20 will be a sponsor. Membership currently sits at 200. Started working on a chapter scholarship fund.

Chapter 37: Lou Ann Dollar, SR/WA Chapter President, reported that they will be celebrating their 50th anniversary with the fall forum. They are working on changing bylaws to reflect the new fiscal year policy. Since the last forum they have a net loss of 5 members. Employers are not as involved in supporting membership. Chapter goals are to get speakers at all meetings, update the chapter website, and to get younger members more involved and motivated.

Chapter 41: Don Corrigan, SR/WA, R/W-RAC Chapter President, reported that they are trying to provide best practices speakers for each meeting. They started using video conferencing to increase meeting attendance. Goals achieved are using best practices, reaching 80 members, and rewrote bylaws. Chapter is going back to one year terms on officers. They are working on Governors proclamation for October as R/W month. Chapter is trying to find new members for chairs and officers. Want to start Employer of the Year Award and are in need of recommendations from other chapters.

Chapter 72: Don Hellman, Chapter President (not present); **Valeree King, R/W-NAC** Chapter Second Vice President, reported that course attendance continues to be successful. Goals for the year are a 5% increase in membership, offer courses that will meet members need with designations and certifications, proceed with Chapter website, initiate a detailed budget, and update the bylaws to reflect fiscal year change. Annual meeting in Deadwood was very successful

again with the auction raising enough money to cover the social costs and make a donation to the RWIEF. Chapter is having difficulty in getting newer or younger members to serve on committees and as officers.

Chapter 78: Joey Kramer, SR/WA, Chapter President, reported that they are in the process of updating their bylaws to reflect the fiscal year change. Offering several course through 2010. Goals for the chapter are to offer member desired courses, get bylaws approved by international, continue to invite high quality speakers for meetings, retain and recruit new members. The chapter purchased a projector in 2005 and it has been a great asset. Chapter needs continued member networking in these times of unemployment.

Chapter Roundtables: All

Rita broke up attendees into 6 different round table groups to discuss chapter issues, solutions, and best practices. The following is a brief summary of the results:

<u>Issues</u>	<u>Best Practices</u>	<u>Solutions</u>
Group 1:		
Loss of membership	More incentives & awards	Promote benefits
Employer of the Year		Define criteria
Group 2:		
Loss of membership	Same as above	Same as above
Annual Conf. attendance	Less expensive locations	Alternate hotels and sites
Group 3:		
Timing of meetings	Pick popular meeting dates	Not on Fridays
Expert information	Provide to membership	Establish speakers pool
Aging Group		Member recruitment
Group 4:		
Gain membership	Younger generation	Use newer hip technology
Designation levels	Achieve earlier in career	HQ working on this
Group 5:		
Facilitator expansion	Assist in funding for training	Chapter support
Productive meetings	Hold separate board meetings	
	Use video conferencing	
Group 6:		
Meetings not appealing	Use social items	provide meals, etc
	Presentations	

IRWA Leadership Institute Session: By Rita Rasmussen, SR/WA, R/W-NAC
IRWA partnered with Randy Pennington to help incorporate this leadership information. Rita presented a leadership video by Mr. Pennington, to those in attendance. Throughout the video those in attendance worked on a group exercise.

International Committee Reports (view reports on line at www.irwaregion3.org)

Asset Management – Report given by Mike Murray, SR/WA, R/W-NAC
The committee just released their first semi-annual newsletter. Courses 700, 701, and 703 are scheduled for 2010. They will be assisting in the development of 1 or 2 more Asset Management courses. A canned presentation is complete on Disposal of Surplus Property, by Jim Prossick, SR/WA. Cynthia Gan, SR/WA will be ending her term as Chair of the IAMC in Calgary. Robert Drayton, SR/WA will be the new Chair with Sue Findley, SR/WA as the Vice Chair.

Environment – Report given by Craig Poorker, SR/WA, R/W-NAC
The committee met in Las Vegas on January 1, 2010. They are adding new course 606. They will be developing a new course on green energy. The committee will be presenting 5 sessions in Calgary. The committee is assisting in rewriting the Principles of Right of Way.

Local Public Agency – No Report

Nominations & Elections – Report given by Nancy Halvorson, SR/WA, R/W-RAC
The committee met in San Diego on March 27th. Ken Davis, SR/WA will advance to International President, with the following slate of officers requiring a vote of the membership to assume their duties: Randy Williams, SR/WA as International President Elect, Pat Pettito, SR/WA, R/W-RAC as International Vice-President/Treasurer and Lisa Harrison, SR/WA, R/W-RAC, R/W-NAC as International Secretary. Terrance F. Gamble, SR/WA, C.E.T. and Lee S. Hamre, SR/WA, R/W-RAC are both running for the position of International Executive Committee Member. Rita Rasmussen is a candidate for the Balfour Award. Jonathan Knowlen (son of Angela Lawson, Chapter 37) won the SARPA Scholarship. INEC is revamping award applications.

Pipeline – Report given by Nancy Greer, SR/WA, R/W-NAC, R/W-AMC, R/W-EC
The pipeline committee is the largest committee in terms of membership and just had a meeting in Las Vegas on January 1st. The Oil & Gas Commission is proposing to change how flyovers take place for aerial review and photography.

Course 215 no longer meets the requirements of the committee and will either be rewrote or renamed.

Professional Development – Report given by Joanie Miller, SR/WA, R/W-EC
Major tasks include working on the new career path, facilitator surveys, and raising the bar on facilitator training. 7 courses are now online with 13 expected by July and 20 by the end of this year. Course 401 has been reduced from a 5 day course to a 4 day course.

Relocation – No Report

Survey – Position is Open

Transportation – Report given by Chris Pawloski, SR/WA, R/W-RAC
Committee is working on an outreach program to reach the regions and chapters. If chapters don't have a Transportation Chair, they should develop one. Committee is currently sitting at 22 members. Committee has 4 presentations in Calgary and partnering with the LPA Committee on another.

Utilities Committee – Report given by Missy Wurtz, SR/WA
Committee just met in Las Vegas in January. We talked about goals and committee structure. Committee encourages a large contingency of members at large.

Valuation – Position is Open

Region 3 Professional of the Year: By Nancy Halvorson, SR/WA, R/W-RAC
Candidates for Region 3 Professional of the Year were called to the front of the room and they included: Bill Wright, SR/WA, R/W-NAC for Chapter 5, Joanie Miller, SR/WA, R/W-EC from Chapter 20, Angela Lawson, SR/WA, R/W-NAC from Chapter 37, Linda Martens, R/W-RAC from Chapter 41, Valeree King, R/W-NAC from Chapter 72, and Joey Kramer, SR/WA from Chapter 78. This year's Award was presented to Joanie Miller SR/WA, R/W-EC.

Nominations and Elections of Region Officers: By Nancy Halvorson, SR/WA, R/W-RAC

The slate of Region 3 officers were announced as Rita Rasmussen, SR/WA, R/W-NAC as Region Chair, Randy DeGeorge, SR/WA, R/W-NAC as Region Vice-Chair, and Mike Murray, SR/WA, R/W-NAC as Region Secretary/Treasurer. It was asked if there were any nominees from the floor and with none coming forward there was a motion by Bruce

Reed, SR/WA and a second by Matha Scott, SR/WA, R/W-AMC, R/W-NAC with the motion carrying to elect the current slate of officers for another year.

Upcoming Meetings: By Rita Rasmussen, SR/WA, R/W-NAC

IRWA Annual Education Conference will be held in Calgary, CAN on June 27 – 30, 2010. Director packets will be e-mailed and will include the proposed bylaw resolutions. The region caucus has been moved from 6:30 A.M. to 4:00 P.M. on Sunday afternoon. Items for the auction will most likely need to be shipped for customs and most items may have a duty tax imposed. Each chapter normally donates an item. Joanie Miller made a Finnegan's Fun Run quilt and will be donating it for the auction.

The 2010 Region 3 Fall Forum will be held on September 30th - October 1st at the Renaissance Hotel in St. Louis, MO. There will be a Cardinals baseball game get together on Wednesday evening.

Chapter 72 is in line to host the 2011 Region 3 Spring Forum.

Open Forum:

Rita encourages committees to put on presentations at region forums and chapter meetings.

Rita reviewed action items which include:

- Chapter 78 to share with all chapters their policy and application for providing funding for facilitator training.
- Chapter Presidents need to put together a pool of speaker's names and topics and present that list during the 2010 Fall Forum in St. Louis.
- Annual Conference Planning Committee is to be prepared to present the committee's plans, timeline and host city options during the Region 3 Caucus in Calgary.
- Chapter's need to let Randy know ASAP if they have anyone interested in the Facilitator's training.
- Golf Hole donations to Mike Murray ASAP.

Adjourn:

Motion to adjourn by Jason Alt and a second by Matha Scott, SR/WA, R/W-AMC, R/W-NAC with the motion carrying.

Minutes submitted by Mike Murray, SR/WA, R/W-NAC
Region 3 Secretary/Treasurer