



Meeting Minutes
IRWA Region 3 Fall Forum
Friday, October 2, 2009
Council Bluffs, IA

Meeting called to order at 8:10 a.m., by Rita Rasmussen, SR/WA, R/W-NAC, Region 3 Chair.

Welcome Remarks were given by Joey Kramer, SR/WA, Chapter 78.

Introductions were given by attending members.

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

IRWA Core Purpose, Vision Statement, and Major Strategies: By Rita Rasmussen, SR/WA, R/W-NAC

These were gone through by Rita in detail to remind everyone of the purpose, vision and strategies of the IRWA. These can be found at www.irwaonline.org.

Chapter Reports:

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

Chapter 5: Matt Armfield, R/W-NAC, Chapter President, reported that they continue to get great support from their group of dedicated core members. Despite a rather aggressive membership campaign, membership has continued to fall as there appears to be little employer support at this time. 93 members to date. Chapter 5 has selected William “Bill” Wright, R/W-NAC as their 2009 Chapter Professional of the Year.

Chapter 20: John Foster, SR/WA, R/W-AC Chapter President, reported that they have had 8 applications this year for SR/WA and 6 for certifications. They are working on developing a scholarship program to assist in certification and SR/WA activities. Meeting attendance and education going very well. 193

members to date. No Professional of the Year selected at this time but, working on it.

Chapter 37: Angela Lawson, SR/WA, R/W-NAC, Chapter President, reported that they had a very good response to their membership interest survey. A major strength of the chapter is the variety of industry represented and the dedicated group of core members. 82 members to date with 38 SR/WA's. Education offerings are consistent and well attended. Chapter 37 has selected Ed Dirk, SR/WA, R/W-NAC as their 2009 Chapter Professional of the Year.

Chapter 41: James Diemer, SR/WA, President (Not Present); verbal report given by **Don Corrigan, SR/WA, R/W-RAC**, Chapter President Elect. Don reports that a major strength of their chapter is a solid core of members. Chapter will be putting on a series of Best Practices presentations over the next couple of years. A weakness is not enough active young members to move up the ranks as older members retire. Membership is 78 to date. Chapter 41 has selected Linda Martens, R/W-RAC as their 2009 Chapter Professional of the Year.

Chapter 72: Don Hellman, Chapter President, reported that the chapter had 2 new SR/WA's and 5 new Certifications this year. A major strength of the chapter is a lot of young enthusiastic members and a good education program. Membership is at 95 to date and feel there is still potential for new member recruitment. Chapter 72 has selected Valeree King, R/W-NAC as their 2009 Chapter Professional of the Year.

Chapter 78: Joey Kramer, SR/WA, Chapter President, reported major strengths in education, strong leadership, and good attendance at meetings and classes. Joel Walker, SR/WA, has reached requirements to teach 400 course. Chapter promotes financial support for SR/WA candidates and facilitators. Membership is currently at 116 with 22 SR/WA's. Chapter 78 has selected Joey Kramer, SR/WA as their 2009 Chapter Professional of the Year.

Region Secretary/Treasurer Report: By Mike Murray, SR/WA, R/W-NAC Reported that the minutes and treasurer's reports were sent out to the Chapter Presidents previously. The minutes from the 2009 Region Caucus in Indianapolis, IN were brought forward for approval with a motion to approve by Chris Pawloski, SR/WA, R/W-RAC and a second by Joey Kramer, SR/WA, with the motion carrying. It was noted that there was no change in the Treasury Report balance since the Region Caucus in Indianapolis, IN and that it was being brought forward for information purposes only.

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

Asset Management – No Report

Environment – Report given by Craig Poorker, SR/WA, R/W-NAC

The Environment Committee is looking for any topics for sessions at the 2010 Annual Education Conference in Calgary. Committee is finalizing review of Course 302.

Local Public Agency – Report given by Rita Rasmussen, SR/WA, R/W-NAC

LPA Committee is working on programs for voluntary acquisitions and best practices for 2010 Annual Education Conference in Calgary.

Nominations & Elections – Report given by Nancy Halverson, SR/WA, R/W-RAC

Every chapter should be taking a look at the following international awards available through IRWA, which have nomination deadlines of Feb.1, 2010.

1. Frank C Balfour – Region 3 had no nominations last year. Ideally all chapters should have someone they feel deserving of a nomination for this award. Do not have to be an SR/WA.
2. Chapter of the Year Award
3. Employer of the Year Award – Two categories for this award are for employers with 20 or fewer employees and employers with more than 20 employees. Region 3 employers have won this award 3 out of the last 4 years.
4. Newsletter of the Year – No longer need to send 11 copies of newsletter. Only 3 copies required now and send them to Nancy.
5. Region Professional of the Year form – Chapter Presidents need to get this Region Professional of the Year nomination for completed and returned to Nancy as soon as possible.
6. SARPA Scholarship – The value of this scholarship can vary from year to year, but is at \$5,000 for 2010.

Pipeline – No Report

Relocation – No Report

Survey – Open

Request by Rita for Chapter Presidents to seek someone interested within their chapter. Reminder that \$250 reimbursement is available for Region Committee

Positions that attend Forums and Committee meetings, but seek assistance through your chapter first.

Transportation – Report given by Angela Lawson, SR/WA, R/W-NAC and Chris Pawloski, SR/WA, R/W-RAC

Angela reported that the ITC is working on an outreach program to make sure all international information gets down to the chapter levels. Chair and Vice Chair are looking into the expertise levels within the committee by reviewing resumes. ITC members are currently serving presenters for classes, conferences, and in magazines. Chris reported that the ITC is being asked to take a look at all courses since the ITC has an interest in all these courses.

Utilities Committee – No Report

Valuation – Open

Chapter Presidents please seek someone interested.

Professional Development – Report given by Joanie Miller, SR/WA, R/W-EC
IPDC is reviewing many courses at this time. Reviewing facilitator qualifications.

Branding Initiative – By Rita Rasmussen, SR/WA, R/W-NAC

Rita handed out an outline of the Brand Platform from International. IEC looking at changing the name of IRWA to make it fresher, by possibly dropping the word international or association. A name change requires a vote of the membership.

Region Chair Task Force Report – By Rita Rasmussen, SR/WA, R/W-NAC

Task Force of region chairs conducted a survey of the membership to see what they felt needed changing or updating and the results are: Chapters want a regional governance with more leadership training, more interactive engagement with members, retain spring and fall forums, change meeting format's, and separate region and chapter duties. Region chairs are being asked to mandate all chapters to comply with a fiscal year of July 1 to June 30, update bylaws for consistency. Need all chapters, regions, and IEC aligned. Rita would like all chapters to discuss this and bring any arguments to the Spring Forum. Other issues discussed include providing interactive leadership on the website, hold joint region chair and committee chair meetings at annual conference, and having the Region Vice Chair implement a quality improvement program. IRWA membership fell 3 % short of the goal. IRWA wants to try and recapture dropped members. Region 3 membership was up 1% in 2007, up 9% in 2008, and down 3% in 2009. There were 7,411 course participants this year. Core courses will be priority for on line courses. Bylaws updating initiative was discussed. IRWA Member Services

needs a copy of all Chapter bylaws. Some regions don't have a Secretary/Treasurer position. All regions must have this position. IRWA is looking into this becoming a funded position for conferences. Rita would like chapter reports to focus on the future, not the past. New leadership program will be launched after the first of the year.

Education Coordination and Marketing – By Randy DeGeorge, SR/WA, R/W-NAC, Region 3 Vice Chair

Flyer was passed out recognizing October as International Right of Way Month. Chapter publicity kits are available to help chapters promote this. Flyer was passed out on Advantage Rewards Program. Region education survey results were not completed in time for this forum. Chapters need to review Region 3 course schedule. Randy wants a list of all upcoming courses in Region 3 through the end of this year and eventually for the next 3 years. Key measures from 2008 to 2009: education income went up, classes were up, participation was up, class size was down, and on-line course participation of 304 attendees last year. CMSA's are now needed 90 days in advance of the class date. Send e-mail to Randy on any interest in facilitators training.

Certifications and designations task force update – By Rita Rasmussen, SR/WA, R/W-NAC

Task Force presented a proposed new 10 year career path: Level 1 – Associate R/W Professional (2 year degree, IRWA courses, and 2 years experience), Level 2 – Certified R/W Professional (2 year degree, IRWA courses, and 5 years experience), Level 3 – Senior R/W Professional (4 year degree, IRWA courses, and 7 years experience), and Level 4 – Management level (4 year degree, IRWA courses, and 10 years experience). Rita would like the names and addresses of all new SR/WA's for recognition by letter and on Region 3 website.

Chapter Assistance – By Rita Rasmussen, SR/WA, R/W-NAC

Looking to update the chapter assistance form. Reviewing the need for this program and if it is being used properly. In the past, Region 3 chapters tend not to use this. Discussion took place on what to do with the extra course books. John Boheman, R/W-NAC, Chapter 72 Education Chair suggested selling the books to other chapter holding the same course.

Treasurer Training – By Mike Murray, SR/WA, R/W-NAC

QuickBooks training was presented to those in attendance. All Chapters are being asked to convert their financial data and checkbooks over to the QuickBooks program. Rita mentioned that all chapters should have a budget in place so they know how much they can keep in reserve and how much to spend. IRWA recommends spending 50% of budget on education and membership.

Education Foundation – By Bruce “Beggar of Funds” Reed, SR/WA

When renewing your dues members have the option to give a little extra for the RWIEF. This RWIEF check off box on the membership renewals is starting to show great success. In 2007 there was \$38,000 brought in by the RWIEF check off, \$54,000 in 2008, and \$53,665 in 2009. To date RWIEF has \$629,450 in commitments with \$376,890 in liabilities. RWIEF website is coming along and almost complete. RWIEF is separate from IRWA and the website will be also. Chris Pawloski, SR/WA, R/W-RAC presented a check from the previous nights auction proceeds to the RWIEF in the amount of \$1,434.00 and in addition Chapter 78 made a donation in the amount of \$400.

Other Business – By Rita Rasmussen, SR/WA, R/W-NAC

Rita Rasmussen presented the Past Region Chair Plaque to Craig Poorker, SR/WA, R/W-NAC. Craig was honored and recognized the great Region that he had the privilege to serve.

Rita is looking for ways to enhance these Region 3 Forums. Suggestion to maybe have a morning sessions put on by the committee reps. It was agreed that starting with the Spring 2010 forum, sessions will be provided by a committee at each Forum. These sessions can discuss, projects, change in legislation, committee tasks, etc. Chris Pawloski, SR/WA, R/W-RAC volunteered the Transportation Committee to put on the first session.

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

Upcoming Installation Meetings:

- Chapter 5: Tentatively scheduled for Dec. 11 in Kansas City area
- Chapter 20: Tentatively scheduled for Jan. 13 at Great River Energy complex
- Chapter 37: Tentatively scheduled for Jan. 8
- Chapter 41: Scheduled for January 16 at Baratta’s in Des Moines, IA
- Chapter 72: Scheduled for Feb. 5 at Four Aces Casino in Deadwood, SD
- Chapter 78: Undecided

Region meetings:

- Spring Forum 2010 update – By Nancy Halverson, SR/WA, R/W-RAC
- Region 3 Spring Forum will be hosted by Chapter 41 on Friday, April 9, 2010 at the Honey Creek Resort. \$74 to \$85 per night for a room or cabin. Course 900 will be offered on April 7 – 8, an auction to benefit the Region 3 treasury, and a golf outing.

International meetings:

Federal Agency Update scheduled for Jan. 26 – 28, 2010 in Las Vegas, NV. \$75/night for a room at the Pink Flamingo.

Annual International Education Conference on June 27 – 30, 2010 in Calgary, AB. Passports will be required, so plan ahead. Takes about 4 weeks.

Drawing

Congratulations to Steve Oforah as recipient of the \$50 drawing.

Meeting Adjourned

A motion to adjourn by Chris Pawloski, SR/WA, R/W-RAC and second by Joanie Miller, SR/WA, R/W-EC with motion carrying.

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