



Meeting Minutes
IRWA Region 3 Fall Forum
Friday, October 1, 2010
Renaissance Airport Hotel
St. Louis, MO

Meeting called to order at 8:30 a.m., by Rita Rasmussen, SR/WA, R/W-NAC, Region 3 Chair.

Welcome Remarks were given by Lou Ann Dollar, SR/WA, Chapter 37 President

Introductions were given by attending members.

Roll Call was taken and all chapters were represented with their Directors.

Region Secretary/Treasurer Report: By Mike Murray, SR/WA, R/W-NAC

The minutes from the 2010 Region 3 Caucus in Calgary, AB were brought forward for approval with a motion to approve by Paul Blee, SR/WA, R/W-NAC 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 Joey Kramer, SR/WA with the motion carrying.

State of the Association (Talking Points): Rita Rasmussen, SR/WA, R/W-NAC

The International Governing Council (IGC) became effective 7/1/2010. All Region Chairs now have a voice and a vote along with the IEC on association matters. Annual Education Conference attendance was up along with revenue. An external auditor says that IRWA is doing better than most other associations. IEC is looking to plan a quality education summit using only quality facilitators and information. IRWA has been approached by Great Britain for educational opportunities. Discussions are taking place on whether or not all members taking classes for recertification should also be taking the exams. IRWA is considering doing away with Public Real Estate Symposium and bringing back the Federal Agency Update. Membership renewals have been sent out and IRWA is focusing on retaining current members along with bringing on new members. Be sure to take advantage of the chapter tool kit. Website is being revamped

to a more professional level. QuickBooks will be discontinued at the regional level as the regions will go back to Excel Spreadsheets. Feb. 11 & 12, 2011 will be the next joint IEC and IGC meeting.

A task force has been put together to look at position descriptions for Region Chairs and Committee Chairs. The following proposals are being discussed: 1) Region Chairs must now hold the SR/WA designation. 2) Committee Chairs must now hold a certification or designation. These will probably be voted on at the next Board of Directors meeting.

Transportation Committee Presentation: Chris Pawloski, SR/WA, R/W-RAC

Chris gave a presentation on the goals and objectives of the Transportation Committee. The committee is focused on communicating at all levels, especially with the chapters since most new ideas come from that level. Every chapter should have a Transportation Committee Chair. Committee is looking at providing information to the chapters for inclusion into chapter newsletters and websites.

IRWA Leadership Institute Session: Rita Rasmussen, SR/WA, R/W-NAC

A 1 hour video was presented along with participants work sheets. Lots of good valuable information was discussed by the participants during this session. Chapter leaders discussed best practices and a need to provide training to their newer members. Participants also discussed: expectation of value and quality from our members, chapters and region leadership; start thinking outside the box; stop procrastinating and get involved; hold members accountable for their duties and actions; a need for more credibility for employer support; more recognition in the industry; and mentoring.

IRWA Generalist Career Path: Cynthia Gan, SR/WA Region 3 IPDC Representative

Cynthia showed a presentation that is currently on the IPDC website. New career path goes into effect on 10/1/2010. The presentation touched on all 4 steps of the career path. There are currently 48 frequently asked questions with answers on this new program. We need to get employers to buy into this new career path so they can see the value.

Region Vice-Chair Report: Randy DeGeorge, SR/WA, R/W-NAC

IRWA will be hosting webinars every month on education. These will be of interest to Education Chairs, PDC Chairs, and other officers. IRWA has identified five key factors that are crucial to Region and Chapter Leaders when compiling their education plan for the coming year. Those five factors are:

- **Travel Restrictions:** 72% of right of way professionals only attend classes within their state/provincial lines due to cost and time constraints. Thus these members rely on their local chapters to meet their needs.
- **Blended Learning Strategy:** A balanced curriculum of offering beginning, intermediate, and advanced classes is critical to each chapter's success in this new economy.
- **Layered Marketing Strategy:** Most right of way professional learn about upcoming classes through e-mails by their local chapter. Thus this e-mail communication is having a strong impact and should use a strong subject line to help gather attention.
- **Employer Outreach:** 66% of participants tuition is paid by their employers. Those chapters that have a strong relationship with local employers also have the most successful classes.
- **IRWA's Credentialing Programs:** IRWA's Credentialing Programs are the driving force behind the demand for classes as well as membership retention.

Education Foundation (RWIEF) Update: Craig Poorker, SR/WA, R/W-NAC

Craig gave an overview of what the Foundation is, which included a history of the Foundation going back to 1976, purpose of the RWIEF, a list of the Trustees, types of programs funded, new courses, revamped courses, web based courses, and educational outreach & development. Craig also went over what each member and the association as a whole gets back from investing in the RWIEF. Chapter 41 donated \$500 to RWIEF. Chapter 5 donated \$100 to RWIEF in memory of Greg Labuck. Chapter 78 matched last year's donation of \$300.

Committee Trends and Issues: International Committee Representatives

- **Asset Management:** Cynthia Gann, SR/WA
Committee had 9 members in attendance in Calgary and presented 3 breakout sessions. Committee is currently reviewing 700 level courses. Committee has put out a new spring newsletter and a canned presentation on "Disposing of Surplus Property".
- **Environment:** Craig Poorker, SR/WA, R/W-NAC
This committee seat was vacant and Craig Poorker volunteered to stay involved with this committee until someone is found to assume this position.
- **Local Public Agency:** Vacant
Rita Rasmussen, SR/WA, R/W-NAC is still involved as a member at large. Still need a Region 3 Chair for this committee
- **Pipeline:** Nancy Greer, SR/WA, R/W-NAC, R/W-AMC, R/W-EC
The Pipeline Committee has had 2 meeting since the last Forum. To become a member you must attend 2 meetings and then be voted into the committee. 90%

of the members are from the Texas area. Committee currently has a \$6,000 budget. Committee has been asked to put together a Land Agents Guideline Book, which is now in the works. Alan Wurtz, SR/WA has started a Young Professionals Group for age 30 and under.

- **Relocation:** Bob Merryman, R/W-RAC
The committee holds 3 meetings per year. Course content is a big subject at all meetings. A joint presentation with the Environmental Committee called “Environmental Justice” will be held during the 2011 conference in Atlanta. To date, no one will respond to the RFP to revamp courses 503 & 505.
- **Survey:** Chad Johnson
The committee is seeking to have survey booths at trade shows and conferences. Committee is currently reviewing 900 series courses. Committee continues to pursue new surveying courses.
- **Transportation:** Angela Lawson, SR/WA, R/W-NAC
Same as the Transportation Committee Presentation given by Chris Pawloski, SR/WA, R/W-RAC earlier.
- **Utilities:** Missy Wurtz, SR/WA
Committee is looking for volunteers to write articles for the IRWA magazine and other outside magazines. Trying to get railroad folks to attend Atlanta Conference.
- **Valuation:** Joel Walker, SR/WA
No Report

Nominations and Elections: Nancy Halvorson, SR/WA, R/W-RAC

Nancy stated that this is now the time for nominations for Region Officers for the July 2011 – June 2013 term. Craig Poorker, SR/WA, R/W-NAC nominated Chris Pawloski, SR/WA, R/W-RAC for the position of Secretary/Treasurer. Chris accepted. Nancy suggests that all chapters look into their membership for those interested in Region positions now or groomed into the future.

Nancy briefly went over the upcoming International Awards. Region 3 has had Balfour nominations for the last few years and she hopes to continue that streak. Other awards that chapters should take a strong look at are Chapter of the Year, Employer of the Year (20 or fewer employees AND 20 or more employees), Newsletter of the Year, and SARPA Scholarship which will again be \$5,000. Nancy also said that the committee is looking at a new award for Website of the Year.

Region Professional of the Year nominations are coming due and every chapter should have someone to nominate.

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 their chapter has completed switching from a calendar year to a fiscal year. A major goal is to increase membership. The chapter has 6 new members which brings the total membership to 90. Chapter needs ideas on how to increase course offerings and attendance. Matt Armfield is the Chapter 5 Professional of the Year.

Chapter 20: Jason Alt, Chapter President, reported that they held a Public Utilities Seminar which was very successful. The chapter started a memorial fund in honor of Gary Ostrom, SR/WA to assist with IRWA education. The chapter's installation ceremony was held along with the 2nd annual golf tournament. No Professional of the Year chosen at this time.

Chapter 37: Lou Ann Dollar, SR/WA, Chapter President, reported the chapter has offered several courses this year. The successful Fall Forum was coordinated by Angela Lawson, SR/WA, R/W-NAC. A major goal for 2010 is to increase membership by 25% which may be difficult given the economy. Another goal is to have a speaker at every chapter meeting. Chapter needs to have more employer support. No Professional of the Year chosen at this time.

Chapter 41: Don Corrigan, SR/WA, R/W-RAC, Chapter President, reported that they have formed a committee to put on a small best practices seminar. The chapter received a proclamation from the Governor of Iowa recognizing October as IRWA month. Joe Anderson is the Chapter 41 Professional of the Year.

Chapter 72: Ron Golden, Chapter President, reported that the 2011 Spring Forum will be held in Deadwood, SD. The 2010 goal of increasing membership by 5% did not happen. Chapter is working on a detailed budget. The chapter website is nearly complete. Chapter is looking at starting to use web conferencing for chapter meetings. Kenn Haugen is the Chapter 72 Professional of the Year.

Chapter 78: Jake Farrell, Chapter President, reported that the chapter has converted to the new fiscal year. Goals going forward are membership retention and more active membership. The chapter is trying to organize all the policies from past years. Membership currently stands at 109 members. Brent Lundgren is the Chapter 78 Professional of the Year.

Other Business:

- **Professional of the Year Candidates:** Rita Rasmussen, SR/WA, R/W-NAC
See chapter reports!
- **Chapter Assistancess:** Rita Rasmussen, SR/WA, R/W-NAC
There is \$3,000 available per year for Region 3's chapter. This is to help offset monetary losses in course offerings. Region 3 has a history of not needing this assistance.
- **Possible funding for Region 3 Sec/Treasurer Position:** Rita Rasmussen, SR/WA, R/W-NAC
Employers are cutting back on funding due to economy. Chair and Vice-Chair are funded by International to attend meetings, forums and annual conference. Secretary/Treasurer is a non-funded position. Discussion took place on possible assistance to Secretary/Treasurer. Ideas are to possibly increase chapter dues to create funding from Region 3, Chapter provide the funding, rely on auction proceeds to provide the funding, no funding. Membership feels that International should provide this funding, but not all Regions have a Secretary/Treasurer position. Region currently holds a large balance of which a portion could be used for this funding or else donated to RWIEF.
- **Coordinate Campaign for 2016 Host Bid for Omaha:** Chris Pawloski, SR/WA, R/W-RAC
Omaha offers excellent opportunities for motivational speakers. We are looking at tough competition with Anchorage and Virginia Beach. Rumors are that New Orleans may bid. We need to market the Midwest and our Region. Region 3 will need a booth at the Atlanta Conference. Chris will have an updated report during the 2011 Spring Forum in Deadwood, SD.

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

- Chapter Installations
 - Chapter 5: Was held in April and was effective July 1, 2010
 - Chapter 20: July 1, 2010
 - Chapter 37: Not sure
 - Chapter 41: Tentatively set for June 3, 2011
 - Chapter 72: 2012
 - Chapter 78: 2012
- 2011 Region 3 Spring Forum
 - March 4, 2011 in Deadwood, SD
 - Flyer handed out
- Annual International Education Conference
 - June 12-15, 2011 in Atlanta, GA

Adjourn:

Motion to adjourn by Don Corrigan, SR/WA, R/W-RAC and a second by John Boheman, SR/WA, R/W-NAC with the motion carrying.

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