

Meeting Minutes

IRWA Region 3 Fall Forum Friday, October 14, 2005 Bloomington, Minnesota

Meeting called to order at 8:30 a.m., by Jack Holt, SR/WA, Region 3 Chair

Welcome remarks from Craig Knudsen, Chapter 20 President

Officer roll call was taken all chapters were represented.

Region Secretary/Treasurer Report - Rita Rasmussen

Balance of \$4,716.09

Vote to approve

Chapter Reports

Chapter Reports found on line www.irwaregion3.org

Comments from Nancy Halvorson, SR/WA

Nancy Halvorson announced that she is running for the IEC. Goals are education oriented and membership retention.

Pat Cairns proposed financial support from region 3 and chapters for Nancy's campaign. Campaign costs include travel to 4 forums and hosting a hospitality reception at the Annual Conference.

Jack Borgmeyer motioned to support Nancy with a sum of \$2,500.00 from Region funds, second by Chris Pawloski, unanimously in favor.

The Region 3 Secretary/Treasurer, Rita Rasmussen shall track expenses. A 1099 will need to be issued to Nancy if paid over \$600.

Special Recognition

A letter from David Sinclair thanking Region 3 for the \$1,050.00 donation to the RWIEF in memory of Howard Armstrong

International Committee Reports (will be put on line www.irwaregion3.org in the future for viewing)

Asset Management – Report sent by Cynthia Gan

Judi Sorensen from Chapter 78 was Vice Chair of the Committee. Ms. Sorensen sent letter to Region resigning from IRWA due to job promotion.

Environmental – No Report

Ethics – No Report

LPA – Report sent by Ashleigh Robison

Rita Rasmussen provided brief overview of committee. The Committee is receiving interest in Right of Way Best Practices Program by other chapters. Committee last met in Toronto. Sessions in Toronto were well attended and

successful. As an outreach, the Committee hosted a membership booth in September at the APWA Conference in Minneapolis with the help of the Minnesota Chapter.

Membership – Joanie Miller

Discussion on recruiting membership as Chapter 78 recruited Nebraska DOT through education courses. 2006 Land Award is given to the Chapters with the largest percentage increase and largest absolute increase in members. The winners will be presented at the 2006 Conference. The Member Appreciation Program (MAP) recognizes an individual member who recruits the most members in 1 year. Chapters may request mapping of members within the Chapter. It is recommended each chapter have a couple people assigned to the committee.

Nominations and Elections – No Report

Pipeline – Marvin DeJear

Chicken Plucking session in Toronto was very successful.

Professional Development – Ed Opstein

The #1 reason people volunteer is that people believe in the purpose of the organization. Focus is course curriculum, enhance instructors and presentations. Nurture members in our region for instructors. Committee is working to develop more information to help course coordinators and determining education priorities for SR/WA designation. Jack Borgmeyer is the Chair and the committee is doing some great things. Need coordination within the region that the core courses are being held throughout the region. Developing new course. PowerPoint presentation for course coordinator. Quality education, professionalism and how do we enhance that. Like to hear of ideas. The Pipeline course name has been changed to Right of Way Agent Development Course.

Relocation – No Report

Survey – Dan Shiflett

The committee last met in Toronto. They are working on a couple of new courses and looking for authors. Next meeting in Spring of 2006. The Committee is hosting a membership booth at the survey conference.

Transportation - Don Corrigan

The Annual Conference was a land mark for the ITC with 10 breakout sessions in Toronto. The ITC published 2 articles in ROW Magazine.

Utilities – No Report

Valuation – No Report

Region Education Schedules – Craig Poorker

- Connie Sanchez has list of classes and senior designation candidates.
- No activity recorded for Jan, Feb, or March from Region 3.
- Focus on core courses. Put on 1 every 3 years.
- Let Craig know when a course is scheduled.
- Chapters 41 and 78 must coordinate with each other. Chapters 78 & 5 also need to coordinate because they are close together. Be aware of competing interest.
 - 2004 – 18.1 students per course
 - 2005 – 16.5 students per course
- We are down in attendance. Make sure you are advertising the course.

- Craig will have the courses downloaded on the Region website. Schedule for region to chapter education chairs and on website.
- Course 801 is being put on in the same month by 20 & 78.
- The education chair must notify Region VC about cancellations.
- The coordinators need guidance. Encourage them to promote course. Send e-mails to neighboring chapters. Don't rely on e-mail. PowerPoint – education chair and course coordinator information. Interactive website on HQ website. Information for course coordinators getting info to education chairs. Updated.
- 103 or 104 – Region has not been putting courses on lately, encourage for recertifications of SR/WA.
- Region assistance program: Deadline is approaching if you are going to claim any funds for this at the end of the year. Information on website, but application is not. Chapter 41 is having trouble getting people to register for courses because proximity to Nebraska. Iowa DOT staff cannot cross state line. Neb Dept of Roads dictate education schedule.

Report on Region Chair Meeting in Salt Lake City – Jack Holt

Last 2 years the Region Chairs have met with the IEC. Faith Roland is the liaison chair. IEC reviewed talking points with Region Chairs that will be resented this afternoon. Each region presented issues to IEC. Region 3 is a respected region due to the efforts of Nancy, Bruce, Darryl and Jack. We should be proud of Region 3.

2006 Denver Conference

The Annual Conference in Denver will be June 18-21, 2006. The format schedule of the conference has changed as follows:

- Sunday-General Session
- Monday morning-Region Caucus
- Monday evening-Auction
- Tuesday afternoon-Golf
- Wednesday morning-Finnegan Fun Run
- Wednesday afternoon-Board meeting
- Wednesday evening-Banquet

Deadline for 2011 bid to HQ is March 1, 2006

Uniform Act Symposium

November 7-9, 2005 in Anaheim, California

Anticipate 500-700 registrants

2nd conference similar to the Mesa, Arizona conference

US Federal Update

January 26, 2006

The IEC and Int'l Committee Chairs and Vice Chairs to meet on January 27, 2006

US Uniform Act Seminar

Held in 14 Cities

Chapters can put on seminar

Well received by Federal Agencies

Education Summit Report – Jack Borgmeyer

- Education fee and tuition will account for 42% of all our revenue. Each region is represented. Course presentation down by 10. Problem is student enrollment.
- In 2004 there were 4,274 students
- In 2005 there were 3,702 students
- Average class size has gone from 18.1-16.5 from 2004-2005. Still need revenue from 18 or more students.
- Suggest Chapter put on PowerPoint presentations for course coordinators at chapter meetings.
- Along with new price, HQ has revamped invoicing. Course Coordinators can check course registrations online.
- Written agreements with course coordinators work good.
- 40% of course coordinators are first time. IRWA has expanded information for course coordinators.
- Initiatives: Change 16 courses and textbooks. Foundation to fund. This is a major revamping of courses. Education Summit is scheduled for November in Chicago to develop a strategic plan for future education and professional development. Follow up meeting in mid March 2006 and will present in Denver.
- Region shall plan and guaranty all core courses. Declining class size is a concern. Chapter Assistance is available at \$3,000 per region. Chapter can apply to Region for funding.

Chapter Professional of the Year Selections

Chapter 5 – no nomination
Chapter 20 – Doug Johnson
Chapter 37 – Sarah Hernandez
Chapter 41 – Nancy Halvorson
Chapter 72 – Scott Lang
Chapter 78 – Chris Pawloski

Time Management PowerPoint Presentation

IRWA Talking Points Narrated by Dennis Stork
All of us are volunteers to the association. How can we encourage the volunteers to take on positions?
Presentation available on-line November 15, 2005
Contact Craig Poorker if you want a copy

Fall 2005 Region Forums IRWA Update PowerPoint Presentation

Contact Craig Poorker if you want a copy

Spring Forum 2006 – Chris Pawloski

Chapter 78 will host the Region 3 Spring Forum in Omaha at the downtown Hilton newest hotels across the street from the Qwest Center. A course or motivational speaker will be Thursday and an auction will be Thursday evening.

Meeting Adjourned.