



MEETING MINUTES	
Meeting Type	Board of Directors Meeting
Meeting Date	May 6, 2004
Meeting Time	4:30 PM
Meeting Location	Coors Distributing Company Hospitality Meeting Room 2550 McMillan Pkwy Fort Worth, TX - 76137

Officers – 2004		In Attendance
President	Steve Kunkel	X
Vice President	Dan Wright	X
Treasurer	Craig Marek	X
Secretary	Cheryl Bennett	
Director – 2 year	Wendell Pyles	X
Director – 1 year	Kyle Ray	X
Committee Chairs		
PDC – 1 year	Jeanne Green	
PDC – 2 year	Scott Rustand	
PDC – 3 year	Donna Harrison	
Education	Greg Cook	X
	Bob Carroll	X
Membership	Bill Stoll	
Program	Jan Whatley	X
Newsletter	Denise Perez	
Social	Diane Burkhardt	X
Guests		
	Curtis Brownlow	X

Minutes of the April meeting were amended and approved.

FINAL

REPORTS

President – Steve Kunkel

Steve opened the meeting by distributing the agenda for the Board to review. After some discussion regarding the prior (April) meeting and the minutes, one revision was made to the Draft Meeting Minutes for April in connection with the members' cost to attend the May meeting and the minutes were unanimously approved. Steve requested the respective reports from the chapter officers and committee chairs.

Vice-President – Dan Wright:

Dan reported on some of the follow-up activities associated with the Spring Seminar held in early April. Originally, he estimated a \$6707.00 profit to the Chapter after all expenses were paid but indicated that the actual profit may vary slightly as a result of final reconciliation of tuition and expense payments. The 2005 Spring Forum topic will be Legal Aspects - Condemnation and we hope to secure some very effective condemnation attorneys as speakers for the day long forum. Dan recommended that the planning for the 2005 Spring Seminar begin now in order to receive the necessary accreditation from the Texas Real Estate Commission. Accordingly, the Board moved to create a Seminar Committee for purposes of advance planning. The Seminar Committee will be chaired by Dan Wright. In addition to Dan, Craig Marek (Treasurer) and four others to be named by Dan Wright will comprise this 6 member Seminar Committee. The charge of the committee is to identify and pursue planning activities needed to select tentative dates, investigate possible alternative locations for the 2005 seminar, extend advance invitations to sought-after speakers and begin preparation of accreditation submittals.

Director – 1 Year – Kyle Ray

Kyle reported that the joint meeting with the Surveyors Association is tentatively scheduled for the month of September in Dallas at the Citiplace banquet facility. Details will be worked out over the summer and advance notification will be published in the Newsletter prior to the next meeting.

Director – 2 Year – Wendell Pyles

Wendell reported that he would acquire and deliver the gift items for the Silent Auction and the Austin Raffle to the IRWA Annual Conference in Philadelphia on behalf of Chapter 36.

Secretary – Cheryl Bennett

No Report

Treasurer – Craig Marek

Craig presented the Treasurers' Report dated 5-06-2004 for the period from March 1st through March 31st which reflected a beginning balance of \$43,179.90 and an ending balance of \$42,324.93. This included an inflow of monies in the amount of \$680.79 and a total outflow of \$1535.76. Profits from the Spring Seminar were not included in this report. A motion was made by Wendell Pyles to approve the Treasurers Report and seconded by Dan Wright. **Motion Carried.**

Education Committee- Greg Cook, Chair

Greg reported that Chapter 36 had conducted 4 classes during the first 5 months of the year with mixed results. One (1) class was canceled. However, the education program sponsored and promoted by Chapter 36 is still considered to be an overall success. Class offerings will be suspended for the summer and will resume in the Fall.

The Chapter 36 courses scheduled for Fall, 2004 include the following:

Course 213	Conflict Management	Sept. 13, 2004
Course 200	Principles of Real Estate Negotiations	Sept. 20-21, 2004
Course 800	Principles of Real Estate Law	Oct. 4-5, 2004
Course 900	Principles of Real Estate Engr.	Oct. 18-19, 2004
Course 500	Uniform Relocation Assistance Act – Executive Summary	Nov. 5, 2004

Professional Development Committee – Jeanne Green, Chair

No Report

Membership Committee– Bill Stoll, Chair

Bill Stoll submitted a written report in his absence.

Bill's report reflected the receipt of three (3) new applications for membership which includes the following:

- Jeff M. Tillman – MAI Appraiser (Independent)
- Mike C. O'Brien – Appraiser (Integra Realty Resources DFW)
- Wendy Croft – City of Frisco (Transfer from Chapter 33)

Diane Burkhardt made motion to approve these applications with Bob Carroll seconding the motion. **Motion Carried.** Nametags for these individuals will be ordered.

Additionally, Bill reported that with the acceptance of the above new members, the membership for Chapter 36 will total 209 including 57 who have attained the SR/WA Designation.

Program Committee– Jan Whatley, Chair

It is anticipated that the Chapter 36 Meeting in September will be a joint meeting with the Surveyor's Association. New officers are normally installed in September by the Surveyor's Association and the guest speaker is typically an honorary member affiliated with or someone holding an official statewide position in the Surveyor's Association. Accordingly, Jan will concentrate on making arrangements for speakers at the IRWA October and November meetings.

Newsletter Committee– Denise Perez

No report was provided.

Social Committee – Diane Burkhardt

Steve Kunkel previously informed the Board that he had requested Diane Burkhardt to serve as the Social Committee Chair for the Chapter and that he had asked her to organize an event for the summer.

Diane proposed three options for summer activities in July. The Board selected the option of a houseboat cruise on Lake Lewisville with a capacity of 60 participants for a family activity. The houseboat would include a captain, fuel, an outdoor grill and air conditioning at a cost of \$300.00 per hour for a 4 hour excursion along the Lake. Diane estimated the all inclusive total cost to be \$2,000 including food and beverages.

Diane was authorized to proceed in making the houseboat arrangements for either July 17th or July 24th. Diane will provide details so that summer social can be promoted via the website. There will be a \$10 charge per person to attend this social event.

Kyle Ray made a motion to authorize Diane to proceed with plans for the July activity with an approval of expenditures in an amount not to exceed \$2,000. Bob Carroll seconded the motion.

Motion Carried. (Unanimous)

Old Business:

Website:

Kyle Ray distributed a draft of a Website Policy to the Board for review. Kyle emphasized that we need submission guidelines for setting up an external link on our website and that any submission **must** be beneficial to the Chapter. Kyle asked the Board to review the proposed policy and be prepared to discuss the issue at the May meeting. He said that an example of a possible website submission would be for Housman & Associates for the Region 2 IRWA Seminar at Texas A & M. This is something beneficial to both the Chapter and its members as it provides an educational opportunity. Each member would benefit from this inclusion. He suggested that perhaps another would be for the Appraisal Institute or the Surveyors Association.

Website Policy review tabled until September's Meeting.

Action: Board members to review the Draft Website Policy and be prepared to discuss at the September's Board meeting.

Golf Tournament:

The Golf Tournament held on April 23 at Lancaster Country Club in honor of Steve Baggett was once again a tremendous success. The tournament raised \$7,107 in contributions for East Texas Hospice. In the 5 years this event has been held, a total of \$28,182 has been raised. Each year's contributions are as follows:

- 2000 - \$1,625
- 2001 - \$5,205
- 2002 - \$6,684

FINAL

- 2003 - \$7,561
- 2004 - \$7,107

New Business:

The Board selected Lisa Harrison as its nominee for the Region 2 Professional of the Year. Steve Kunkel will notify Lisa of her nomination and formally make application on her behalf.

Meeting Adjourned at 5:35 p.m., 5/06/2004. Minutes recorded by Kyle Ray for Cheryl Bennett, Secretary for IRWA Chapter 36.

Minutes finalized by Cheryl Bennett and emailed to Mark Breedlove on 5/26/04 @ 3:05pm.