

**International
Right Of Way Association Chapter 36**

MEETING MINUTES	
Meeting Type	Board of Directors Meeting
Meeting Date	May 5, 2005
Meeting Time	10:00 AM – 11:00 AM
Meeting Location	Lancaster Country Club Dallas, Texas

Officers – 2005		In Attendance	Absent
President	Dan Wright	X	
Vice President	Cheryl Bennett	X	
Treasurer	Craig Marek	X	
Secretary	Donna Harrison	X	
Director – 2 year	Steve Kunkel	X	
Director – 1 year	Wendell Pyles	X	
Committee Chairs			
PDC – 1 year	Scott Rustand		X
PDC – 2 year	Kathy Robertson		X
PDC – 3 year	Greg Althoff		X
Education	Greg Cook	X	
	Bob Carroll	X	X
	Heather Knipstein		X
Membership	Bill Stoll	X	
Program	David Harry		X
Newsletter	Denise Perez	X	
Historian/Photographer	Ben Claybour		X
Social	Diane Burkhardt	X	
Guests			
	John McLerran	X	
	Kyle Ray	X	

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OFFICER & COMMITTEE CHAIRMAN REPORTS

President Dan Wright called meeting to order. The minutes of the April meeting were distributed and reviewed. Steve Kunkel noted that Scott Rustland was not present at the last meeting and that Dan Wright submitted the PDC report. Dan Wright moved to accept the minutes as corrected. Wendell Pyles seconded the motion. **Motion carried.**

Vice-President – Cheryl Bennett

Cheryl Bennett reported that she had mailed letters to all presenters and all had accepted the invitation to attend the Spring Seminar with the exception of Buck Ritz who is on stand-by due to the legislature session.

Cheryl received all biographical information from all the presenters for Donnie Sherwood who will make the introductions.

Treasurer – Craig Marek

The financial report was presented.

There were 31 paid members and 4 guests for a total of 35 at the April luncheon.

Dan Wright suggested having a “raffle” as a fund raiser to help support with the luncheon expenses. The raffle would be held at each meeting starting in the fall.

Dan Wright mentioned that he has a receipt for printing expenses for the Spring Seminar in the amount of \$2101.94. He will give the receipt to Craig for reimbursement.

Dan has also purchased gift Certificates for all nine (9) presenters in the amount of \$50 each.

Wendell Pyles made a motion to reimburse Dan Wright for his expenses. Gregg Cook seconded the motion. **Motion Carried.**

Ending balance as of 4-30-05 is \$29,841.79 that does not include Interest Earned for the months of March or April.

John McLerran made a motion to accept the Treasurer’s report. Gregg Cook seconded the motion. **Motion Carried.**

Secretary – Donna Harrison

No report

Director – 1 Year – Wendell Pyles

No report

Director – 2 Year – Steve Kunkel

Steve Kunkel reported that he is registered for the IRWA International Conference in Toronto and will be attending all week.

Wendell Pyles reported that he is also registered. Others attending the conference are Dan Wright, Donnie Sherwood, Cheryl Bennett, Jan Whatley, John McLerran, and Donna Harrison.

All of the voting delegates will be in attendance.

Education Committee - Greg Cook, Chair

Gregg Cook reported that DART and the City Irving are considering hosting future IRWA courses. He mentioned that DART is looking good.

He has received invoices from International for past courses.

Course 501 is scheduled for May 9 & 10 and Course 502 is scheduled for May 11 & 12 with Lisa Harrison, Instructor. Attendance is up with approximately 25-30 enrolled.

Professional Development Committee – Scott Rustand, Chair

Dan Wright reported for Scott Rustand that Daria Padegimas and Bill Stoll are scheduled to receive their SR/WA certificates.

An application for SR/WA Candidacy is being processed for Doug LaVerne, with TXU.

Membership Committee – Bill Stoll, Chair

Bill Stoll reported the receipt of five (5) new applications and fees received for membership for the following:

Tim Head, Manager for SRLS Texas, LLC
Karen Gnuse, Right of Way agent with US Right of Way Acquisition Company
Craig L. Brandt, Acquisition Specialist with DFW Advisors, LTD.
Nancy J. Aston, Right of Way agent with Pharos Corporation
Alyssa Arends Johnson, Technical Asst with Pharos Corporation

Bill verified that IRWA has received the fees and he recommended these candidates for membership. Wendell Pyles made a motion to approve the applications for membership. Gregg Cook seconded the motion. **Motion Carried.**

Bill sends e-mail when any of the following occurs:

1. When an application is received.
2. When an application is approved.

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3. When guests attend, he sends an e-mail encouraging them to join.

Steve Kunkel thanked Bill Stoll for all his hard work and efforts in sending out the letters to all new member applicants. Everyone agreed.

With these actions Chapter 36 membership totals 231 members including 57 members with SR/WA designations. Of the 57 SR/WA's, 7 are retired members.

Program Committee – David Harry, Chair

Dan Wright reported that David Harry is working with Ruth Kelton, of the Appraisal Institute, for a joint meeting in October. The location has not been determined but they are looking at either the Diamond Club at Ameritrust Field or Humberdink's Restaurant.

Installation of new officers will be held in November and Mazziano's Restaurant was suggested again since everyone had such a good time and great food last November. A decision was not made on the location.

The traditional September Coors meeting held in Ft. Worth was discussed again. Coulter's Bar-B-Q & Catering charges only for those that attend. Discussions were held that perhaps we could have a "Tall Tails Contest" or a less expensive form of entertainment. Nothing was decided.

Newsletter Committee – Denise Perez

The Adobe subscription has expired and a bill was sent to Craig Marek. Although Denise Perez has taken a position with DART-TRE, we hope she continues with our newsletter.

Social Committee – Diane Burkhardt

Diane Burkhardt asked if the Chapter wants to have a Summer Event? Group discussion was that we need to have a better attendance than last year. The cost of last year's event was \$10 per person. The 2004 budget was \$2500; however, the boat, which held 60 people cost \$1600.

Wendell Pyles moved to increase the cost to \$20 per attendee and the Chapter contribute \$2000. Steven Kunkel seconded the motion. **Motion Carried.**

Diane will research options for a mid July date and report back via e-mail.

Historian/Photographer – Ben Claybour

No Report

Website – Mark Breedlove

No Report

Old Business:

Dan Wright confirmed that Wendell Pyles will purchase a gift for that IRWA Auction to be held in Toronto. A Nolan Ryan Baseball, the Texas Star, or a Wicker Basket in the shape of the state of Texas was suggested.

Dan Wright reported that Dr. Baen requested the scholarship be presented tomorrow at the Spring Seminar. The University has received only one application as of May 2, 2005. Dan Wright stated that if all the scholarship funds are not claimed, then the general membership may apply. The scholarship qualifications were discussed and it was recommended that this year's applicant be approved and the \$2000 remainder be opened to the Chapter membership.

Kyle Ray stated that the entire scholarship should be awarded to UNT for this year. Wendell Pyles recommended that if the applicant meets the qualifications, they should be awarded the scholarship.

Wendell Pyles suggested that Steve Kunkel make the presentation to Dr. Baen tomorrow. Bill Stoll made a motion to approve the UNT applicant and make the presentation tomorrow with the balance of the scholarship open to relatives of the general membership with July 1, 2005 as the deadline for submitting an application. Steve Kunkel seconded the motion. **Motion Carried.**

Spring Seminar

Gift Certificates for Southwest Airlines tickets in the amount of \$250 are ready for the Seminar.

Jan Whatley confirmed:

Meeting rooms will accommodate 100 persons

Registrants will receive 3 drink tickets for the Hospitality Hour

Hors d'oeuvres will be extended past 7:00 if necessary.

Mexican Buffet Luncheon

Refreshments include coffee & danish for the morning break; cokes & cookies at the afternoon break

Integra will handle computers for the Power Point presentations, projectors and an overhead projector for Dr. Baen

Sponsors' signs are ready

Attendance is down from last year and was attributed to the Seminar starting on a Thursday instead of a Friday, some are going to AASHTO and cannot attend both, and the Seminar is later in the year than before. Wendell Pyles suggested that we have the Seminar earlier next year. Cheryl Bennett commented that events in the later part of the year affect TXDOT employees because their funding runs out. Dan Wright stated that based upon Austin's Seminar, attendance should be better next year.

John McLerran stated that the Steve Baggett Memorial Golf Tournament is typically held in April and on a Friday which allows more attendance. Registration last year was 72 vs. 63 this year. Nine registrants dropped out this past week. He suggested moving it up into

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April '06. Steve Kunkel suggested moving the Seminar to Thursday with the Steve Baggett Memorial Golf Tournament on Friday. Kyle Ray suggested sending out a survey to attendees to gather information on preference.

Donations to the Steve Baggett Golf Memorial Tournament totaled \$5200 with Chapter 36 and TXU donating \$1000 each. John McLerran thanked Chapter 36 for their support. The Steve Baggett Memorial Golf Tournament has donated over \$28,000 to Hospice of East Texas over the past 5 years. John McLerran agreed to write a news article for the IRWA magazine.

The IRWA Houston Chapter donates to Downs Syndrome.

New Business:

Dan Wright reported that he has received telephone calls from several TXDOT employees that would like to receive the Chapter Newsletter.

The IEC Region Chair has a vacancy this year with two candidates running, Juan Zaragosa and Sandy Griggs. Region 2 has a history of having a member on the Committee. Past Region Chairs include Allen Wirtz and Albert Allen.

Region 2 sent a \$1000 donation to the IE fund on behalf of Howard Armstrong.

Donna Harrison nominated Lisa Harrison for Region 2 Professional of the Year. Dan Wright seconded the motion. **Motion Carried**.

There was no other new business.

Meeting Adjourned.
Minutes recorded by Donna Harrison,
Secretary for IRWA Chapter 36.