



**International Right Of Way Association Chapter 36**

<b>Meeting Minutes</b>				
Meeting Type	2006 Planning			
Meeting Date	December 14, 2005			
Meeting Time	11:30 A.M.			
Meeting Location	Humperdinks in Arlington, Texas			
<u>Officers - 2006</u>			In Attendance	Absent
President	Jan Whatley		X	
Vice-President	Craig Marek		X	
Treasurer	Bill Stoll		X	
Secretary	Diane Burkhardt		X	
Director-1 Year	Steve Kunkel		X	
Director-2 Year	Dan Wright			X
<u>Committee Chairs</u>			In Attendance	Absent
PDC – 1 Year	Kathy Robertson			X
PDC – 2 Year	Greg Althoff		X	
PDC – 3 Year	Cheryl Bennett			X
Education	Greg Cook			X
Education	Heather Knipstein			X
Education	Bob Carroll			X
Membership	Kathy Hall			X
Program	David Harry			X
Newsletter	Denise Perez		X	
Historian/Photographer	Denise Perez		X	
Social Director	Karen Gnuse		X	
<u>Guests:</u> Kyle Ray Linda Burkett Donna Harrison				

## **2006 PLANNING MEETING HELD ON DECEMBER 14, 2005**

The meeting was called to order by President Jan Whatley.

The November meeting minutes were read and revised. Steve Kunkel made a motion to accept the November minutes, Kyle Ray seconded the motion. **Motion Carried.**

Kyle Ray distributed and had executed by all members present the *Conflict of Interest* forms as required by International. There is also an additional form to be executed by the Director's to allow them to vote at the Summer Conference.

Denise Perez reported that Ben Claybour is no longer working for DART and will not be assuming the role of Historian. She will assume the responsibilities of Historian along with the newsletter responsibility. She explained that they are similar and should not be a problem for her.

Next Chapter meeting is planning to be held January 10, 2006, with the program being provided by someone from DART. The Chapter will either have the meeting at DART's headquarters in downtown Dallas or at a place called the Addison Event Center on Midway Road in Addison.

### **Vice-President – Craig Marek**

Craig Marek is responsible for the 2006 Spring Seminar. On December 10, 2005, he met with his committee - Dan Wright, Jan Whatley, Bill Stoll, Kyle Ray and Wendell Pyles. As a committee they are considering the following issues:

- Dates being considered are:
  - April 6<sup>th</sup> and 7<sup>th</sup> – with golf on the 6<sup>th</sup>
  - April 20<sup>th</sup> and 21<sup>st</sup> – with golf on the 20<sup>th</sup>
- Location is being considered at the Tarrant County Meeting offices in downtown Fort Worth.
  - Kathy Robertson is seeking approval from Tarrant County to use the rooms.
  - The rooms are new.
  - There would be no costs in using the room
- Due to the location of the facilities, the committee is also considering have an open lunch – allowing the attendees to have lunch at one of the local restaurants.
- Speakers for the event are being considered at this time.
- Brochures:
  - Pyles & Whatley is donating the brochures to the Chapter.
  - Kunkel has recommended having the brochures ready (even in limited form) to be distributed to the other Chapters at the Winter Forum to be held in Hot Springs, Arkansas, in February.
- Kyle Ray is working with John McLerran to secure a golf course in the Fort Worth area for the event.
  - Last year only 10 or 11 golfers also attended the Spring Seminar. This year, we hope to double that number.

- Money received from the Golf Tournament is donated to East Texas Hospice
- Spring Seminar Theme –
  - Needs to be an Eminent Domain theme or topic which will allow the Chapter to get TREC credit for the attendees.
  - It was discouraged to have a narrow theme. A broader theme, or a list of “hot topics” allows the committee to be more flexible with speakers.
- The committee is also looking into getting a block of rooms at a local hotel for a reduced rate to accommodate the out of town attendees.
- After the golf tournament, Karen Gnuse, the newly appointed Social Chairman, will be in charge of the evening’s social event.
  - Last year there were approximately twenty (20) attendees to the social event, so a hospitality suite is being considered.

### **Treasurer – Bill Stoll**

Present. Bill Stoll reported that the Tax return was received on December 14, 2005, and is due on March 15, 2006.

The signature authorization cards for the newly installed President (Jan Whatley), Vice-President (Craig Marek), Secretary (Diane Burkhardt) and Treasurer (Bill Stoll) for the Chapter’s Bank of America accounts were distributed and executed. Bill Stoll needs to provide to Bank of America official chapter minutes or an affidavit to show verification of the election of the 2006 officers. Diane Burkhardt is to get this for Bill Stoll.

The Chapter has been considering having credit card payment options for meetings, education classes and seminars. Jan has requested that Bill Stoll check into this for the Chapter. Bill reported that the *Dial up* option would better suit the Chapter’s needs and help limit costs. It would cost 2.45%, plus \$0.40 per transaction, a monthly fee of \$9.95 and a one time set up fee of \$25.00. The *Dial up* option requires the Treasurer to call in the numbers and information into the bank after the event to have the money transferred into the Chapter’s account.

The Board discussed the following concerns:

- Approximately how many new attendees will this attract?
- What are the costs vs. attracting new attendees?
- Is the Chapter going to pass on the costs to our members or does the Chapter absorb the additional costs?
- Will it require the credit card holder to provide the Chapter with security information and do we have all of these requirements?
- How does this option compare to other plans, such as PayPal?

Donna Harrison did a calculation of a test case scenario and according to her calculations, it would be worth the Chapter’s time and money to give it a trial run and re-evaluate the results at a later date.

Greg Althoff moved to approve the funds to set up the Credit Card payment program for the Chapter – Diane Burkhardt – seconded the motion – **Motion carried.**

### **Secretary – Diane Burkhardt**

Present. No report

### **Director – 1 Year – Steve Kunkel**

Present. Steve Kunkel reported on the Winter Forum to be held in Hot Springs, Arkansas, at the Arlington Hotel on February 9<sup>th</sup> and 10<sup>th</sup> in 2006.

- Jan requested information on members that the Chapter pays their expenses to attend the Forum – President and Vice President?
- Kyle Ray will attend representing Chapter 36 as the IPC.
- Diane Burkhardt and Donna Harrison also plan to attend.
- New Orleans is scheduled to host the 2007 Winter Forum.
  - San Antonio has also expressed an interest in hosting it.
- At the Winter forum, the Chapters donate funds for the Texas A & M Chairman's Reception.
  - The Board discussed the amount (typically, the Chapter contributes \$300 to \$500) to be donated by Chapter 36 to contribute to the Chairman's Reception at Texas A & M.

Steve Kunkel made a motion to approve the donation of \$500 for the Chairman's Reception at Texas A & M. Diane Burkhardt seconded the motion. **Motion Carried.**

#### **Director – 2 Year – Dan Wright**

Not present. No report.

#### **Education Committee - Greg Cook, Chair**

Not Present. No report.

#### **Professional Development Committee – Kathy Robertson, Chair**

Not present. No report.

It was suggested that Kathy write a short article for the newsletter to request from the members (especially SR/WA applicants) information on needed classes. It was further recommended that a list of SR/WA applicants be kept on file to ensure the delivery of needed classes to the Dallas/Ft. Worth area. Greg Althoff has attempted to secure a list of SR/WA from International and they are not able to provide one. Donna Harrison has a spreadsheet that Pinnacle uses to track their employees and their education. She has offered to share this tracking system with the Chapter.

#### **Membership Committee – Kathy Hall, Chair**

Not present. No report.

#### **Program Committee – David Harry, Chair**

Not present. No report.

#### **Newsletter Committee/Historian/Photographer – Denise Perez**

Present. Denise reported that the Chapter intends to submit the newsletter in the annual competition. She has offered to complete the requirements for the Chapter.

#### **Social Committee – Karen Gnuse**

Present. No report

### Website – Mark Breedlove

Not Present. No report.

Kyle Ray asked if the pictures from the July boat trip information could be made available on the web page. Diane Burkhardt offered to contact Mark Breedlove and see if it was possible and would fall within his scope of work for our webpage.

### New Business:

Kyle Ray brought a letter written by Donny Sherwood regarding the Chapter's Scholarship program. The following issues were discussed:

- The letter addresses several of Mr. Sherwood's concerns:
  - Limiting the recipients to UNT students
  - Allow students from other Universities to apply and qualify
- Was the John Baens Honorary member scholarship a one time offer or was it intended to be a reoccurring scholarship? If it was a one time offer:
  - The web page needs to reflect the change.
    - The Chapter's web page specifically indicates that the applicant must be a student at UNT.
    - The application on the web page is "North Texas Chapter 36 University Scholarship Official Application"
- It was noted that only two students from Baens's class had applied for the scholarship.
- It was recommended that:
  - A total of \$3,000 be paid by the Chapter
  - Scholarships be made available to all members and their immediate family members
  - Depending on the number of qualified applicants, the money may be given to one recipient or divided among three (3) recipients.
- It was recommended that scholarship information be placed on all future agendas to keep the members informed and applications submitted in a timely manner.
- Steve Kunkel will respond to Mr. Sherwood's letter.

It is time for the Chapter to submit a nomination for the International Frank C. Balfour Award. It was recommended that Donny Sherwood be nominated for the award. Given the intensity and complexity of the application process, it was decided that it would be appropriate to discuss this with Donny before officially submitting his name.

Steve Kunkel made a motion to nominate Donny Sherwood for the Frank C. Balfour Award – pending his approval – Jan Whatley seconded the motion. **Motion Carried.**

Chapter 36 needs to submit their nomination for National Employer Award. It was discussed to nominate our local recipient, Pinnacle. Steve Kunkel offered to handle the application process.

Steve Kunkel made a motion to approve Pinnacle as Chapter 36's nomination for National Employer of the Year, Jan Whatley seconded the motion. **Motion Carried.**

There was no other new business.

Jan Whatley made a motion to adjourn, which was seconded by Diane Burkhardt.  
**Motion Carried.**

Meeting Adjourned at 1:30 P.M.  
Minutes recorded by Diane Burkhardt,  
Secretary for IRWA Chapter 36.

**Meeting Minutes:**

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**Diane Burkhardt**  
**Secretary, Chapter 36**