



**International Right Of Way Association Chapter 36**

<b>Meeting Minutes</b>				
Meeting Type	Chapter Meeting			
Meeting Date	January 10, 2006			
Meeting Time	Board Meeting @ 10:30; Regular Meeting @ 11:30			
Meeting Location	Addison Center, Midway Road, Addison, Texas			
<u>Officers - 2006</u>			In Attendance	Absent
President	Jan Whatley	<input type="checkbox"/>	X	<input type="checkbox"/>
Vice-President	Craig Marek	<input type="checkbox"/>	X	<input type="checkbox"/>
Treasurer	Bill Stoll	<input type="checkbox"/>	X	<input type="checkbox"/>
Secretary	Diane Burkhardt	<input type="checkbox"/>	X	<input type="checkbox"/>
Director-1 Year	Steve Kunkel	<input type="checkbox"/>	X	<input type="checkbox"/>
Director-2 Year	Dan Wright	<input type="checkbox"/>		X
<u>Committee Chairs</u>			In Attendance	Absent
PDC – 1 Year	Kathy Robertson	<input type="checkbox"/>		X
PDC – 2 Year	Greg Althoff	<input type="checkbox"/>	X	<input type="checkbox"/>
PDC – 3 Year	Cheryl Bennett	<input type="checkbox"/>		<input type="checkbox"/>
Education	Greg Cook	<input type="checkbox"/>	X	<input type="checkbox"/>
Education	Heather Knipstein	<input type="checkbox"/>	X	<input type="checkbox"/>
Education	Bob Carroll	<input type="checkbox"/>		X
Membership	Kathy Hall	<input type="checkbox"/>	X	<input type="checkbox"/>
Program	David Harry	<input type="checkbox"/>		X
Newsletter	Denise Perez	<input type="checkbox"/>	X	<input type="checkbox"/>
Historian/Photographer	Denise Perez	<input type="checkbox"/>	X	<input type="checkbox"/>
Social Director	Karen Gnuse	<input type="checkbox"/>		X
<u>Guest:</u> Cleo Grounds				

## **CHAPTER MEETING HELD ON JANUARY 10, 2006**

The meeting was called to order by President Jan Whatley.

The 2006 December Planning meeting minutes were read and revised. Bill Stoll made a motion to accept the said minutes, Greg Cook seconded the motion. **Motion Carried.**

### **President – Jan Whatley**

Present. Due to the growing success of the Chapter meetings, Jan suggested that some of the seasoned members meet some of the younger/new attendees, find some interesting facts about them, and introduce them at the beginning of each meeting. It could be called “Member or Guest Spot Light”.

Diane Burkhardt, Craig Marek and Steve Kunkle are responsible for the February meeting.

### **Vice-President – Craig Marek**

Present. Craig Marek presented his information on the upcoming Spring Seminar.

- 1) Date for Seminar/Golf Tournament - April 6-7, 2006
- 2) Seminar Location & Lodging – Tarrant County Assembly Room, 200 E. Weatherford St., Ft. Worth, Texas 76102. The garage address is 101 Calhoun St. It is currently \$3.00 a day but is going up to \$4.00 a day. Will get Ft. Worth information re: maps, restaurants, hotels, etc.
  - Kathy Robertson and Jeanne Green have offered to get and set up arrangements for coffee, donuts, drinks, cookies etc. during breaks. Have set up a \$500.00 budget for breaks.
  - Will call Worthington to see about reserving 20 rooms.
- 3) Speakers: Confirmed:
  - a) Lisa Harrison “New Business Interview Requirements” and/or “Appraisal Inspections – Real Property or Personal Property Issues” (Donna Harrison)
  - b) Richard H. “Dick” Kelsey, Attorney – He will refresh some of his previous presentations that he has made for CLE Seminars for attorneys in Dallas and Austin. (Kyle Ray)
  - c) Sherry Peel, Esq., with the Attorney General’s Office – She will speak on the Westgate case or Eminent Domain cases after the Westgate case. (Dan Wright)
  - d) Hyla Head, Chief of Real Estate, Corps of Engineers in Ft. Worth – She has offered to speak on the latest information about the challenges with and progress on recovery efforts and eminent domain issues in response to Hurricane Katrina. (Bill Stoll)
  - e) John Campbell, TxDOT Austin – “Hot Topics”, Current Projects and Issues. (Cheryl Bennett)
  - f) Will Higgins, Tarrant County Civil DA for Condemnation – Kathy Robertson said that he would be interested in speaking. Have not been able to contact him yet.
- 4) Getting Continuing Education Credit (MCE) – IRWA, Appraisal Institute, TREC, TALCB, Legal MCE.

-Dan has information for getting approval

- 5) Golf Tournament – John McLerran
  - a) Kyle Ray has spoken to John and he indicated that a Ft. Worth location is fine. Kyle is working on getting a site, but has not yet found a site. John indicated that he would like Chapter 36 to handle the registration and money issues rather than the way it was done last year.
- 6) Social & Networking Events - Suggestion, Stockyards Ft. Worth
- 7) Seminar Pricing & Door Prizes - \$100 IRWA Members, \$125 Non-members, Walk-in registration \$25 additional fee.
- 8) Seminar Sponsorships - \$200
- 9) Brochure Printing, Processing, Postage.  
-Pyles/Whatley Corporation has volunteered for Brochure printing and processing to prepare design of brochure.
- 10) Speaker Gifts. \$50.00

**No Motion required.**

**Treasurer – Bill Stoll**

Present. Bill Stoll thanked Craig Marek for his additional efforts to make his transition into his new position as smooth as possible.

During the month of December:

The Chapter's total inflows are:	\$3,868.00
The Chapter's total outflows are:	\$7,045.02
The Ending Balance of:	\$27,736.08*

(\*does not include interest earned for the months of November and December)

During the November Chapter meeting there were – 43 attendees (40 paid members and 3 Guests)

Denise Perez moved to approve the Treasurer's report, Heather Knipstein – seconded the motion – **Motion carried.**

**Secretary – Diane Burkhardt**

Present. Diane Burkhardt submitted an idea for a regular article in the monthly newsletter called "Professional Protocol." It would be a short article about simple professional etiquette, such as: introductions, thank-you letters and how to write notes of condolences to peers and employees. Denise wanted to review the requirements for the national newsletter competition to make sure it would be an asset in the Chapter's competition. She will follow up with Diane.

**No Motion required.**

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

Present. Steve Kunkel reported that Donny Sherwood is honored to be nominated for the Balfour Award. He will complete the information needed and submit to International. Lisa Harrison has confirmed that Pinnacle would be honored to be nominated as Employer of the Year and will complete the application process to be submitted to International. Both applications are due to International by February 1, 2006.

There was much discussion regarding the scholarship application and the Chapter's award to students.

- The on line application needs to be up-dated to indicate that it is not limited to North Texas University
  - Jan will follow up with Mark Breedlove concerning the needed corrections.
- It is open to members attending classes or students recommended by members in good standing.
- Student may be a full or part time student.
- Must be attending an accredited college or university
- Will be open for application beginning on February 1<sup>st</sup>, closed by April 30<sup>th</sup>.
- Scholarships will be for a total of \$3,000
  - May be awarded to three applicants for \$1,000 each
  - May be awarded to two applicants for \$1,500 each
- Award will not exceed \$1,500 per student.
- Student must be enrolled in right of way related classes.
- Scholarship awards to be announced in the May Chapter Meeting.

Jan Whatley made a motion to approve the \$1,000 scholarships, up to 3 awards for a total of \$3,000 awarded annually to applicants in any right of way related fields, attending an accredited college or university as a part or full time student, being recommended by a Chapter 36 member in good standing. The application will be open to applicants beginning on February 1<sup>st</sup>, ending April 30<sup>th</sup> to be awarded in May, Denise Perez seconded the motion. **Motion Carried.**

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

Not present. No report.

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

Present. Greg Cook reported that the chapter is above average in its education budget because of larger than expected class attendance and participation of non-members. Greg submitted 2006 course schedule which is also on line at the Chapter's webpage.

The committee's goal is to maximize the Chapter's profits by having the classes in free facilities.

He also indicated that the 2007 and 2008 classes are being address on the regional levels at this time.

Diane Burkhardt made a motion to accept the education course schedule, Craig Marek seconded the motion. **Motion Carried.**

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

Not present. No report.

**Membership Committee – Kathy Hall, Chair**

Present. Kathy Hall reported that two applications with payment have been received:  
Heather Wallace of Spitzer and Associates  
Richard Balcom a certified process server

Bill Stoll made a motion to approve the applications for membership, Greg Cook seconded the motion. **Motion Carried.**

**Program Committee – David Harry, Chair**

Present. David Harry stepped into the meeting to report that he has a list of presenters working and all meetings are on schedule.

Next meeting will be at City Club in Arlington on Abrams and Mesquite.

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

Present. Denise reported that the Chapter intends to submit the newsletter in the annual competition as a chapter with 100+ members category. By February 3, 2006, she must submit three newsletters, and has chosen: January, February and September

**Social Committee – Karen Gnuse**

Not present. No report

**Website – Mark Breedlove**

Not Present. No report.

**New Business:**

Jan Whatley requested recommendations for “Highway” speakers for College Station. Our chapter was responsible for Friday speakers. Please contact Jan.

There was no other new business.

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

Meeting Adjourned at 11:45 A.M.  
Minutes recorded by Diane Burkhardt,  
Secretary for IRWA Chapter 36.

**Meeting Minutes:**

---

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