

Status
Date

Draft Amended & Approved
December 8, 2008

MEETING MINUTES			
Meeting Type	December 2008 Chapter Planning Meeting		
Meeting Date	December 8, 2008		
Meeting Time	8:30 AM		
Meeting Location	Mimi's Café, Lewisville, Texas		
Officers - 2008		In Attendance	Absent
President	Donna Harrison	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice-President	Greg Cook	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer	Craig Brandt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secretary	Charles Stearman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director-1 Year	Bill Stoll	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director-2 Year	Diane Burkhardt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Committee Chairs		In Attendance	Absent
PDC – 1 Year	Cheryl Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PDC – 2 Year	David McCarthy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PDC – 3 Year	Robert Duran	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education Chair	David Harry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Education Co-Chair	Karen Gnuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Education Co-Chair	Ann Scruggs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Membership	Marcus Boyd	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program	Karen D'Angelo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program	Robyn Vaughn	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Newsletter	Denise Perez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Photographer	Lisa Roberts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Web Site Administrator	Lily Khan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Web Site Assistant	Stephanie Burkhardt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Director	Linda Burkett	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Historian	Greg Althoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
By-Laws	Donnie Sherwood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Guests: None			
Other Members in Attendance: None			

DECEMBER CHAPTER 36 BOARD PLANNING MEETING HELD ON 12-08-08

On Tuesday, December 8, 2008, Chapter 36 of the International Right of Way Association held a special planning meeting for the year 2009. The meeting was held at Mimi's Café in Lewisville, Denton County, Texas. The meeting was called to order at 8:40 AM by President Donna Harrison. A meeting agenda, attached hereto, was given each attendee.

President – Donna Harrison

2009 Goal: President Harrison stressed that each committee should set goals for the coming year. The overall chapter goal is to encourage each member to obtain or apply for a certification or designation in 2009. Denise Perez stated that Chapter 36 is in the top ranking group for IRWA chapters with the most members with a certification or designation. Greg Althoff reported that Chapter 36 is in the IRWA top ten for all categories ranked.

A New Tradition: President Harrison proposed that the chapter begin a new tradition by beginning each meeting with the Pledge of Allegiance and the Pledge to the Texas Flag. A discussion followed and all agreed that no motion was needed to begin this tradition. This will require the chapter to purchase the flags and transport them to each meeting. A discussion was also had on having a prayer at each meeting. Linda Burkett motioned for. Lisa Roberts, second. Motion carried, none opposed.

President Harrison proceeded with the meeting agenda, introducing each committee chair and member, with discussions of the goals and responsibilities of each.

Education: Discussion of the focus on leadership development for future chairperson; Wayne Wright with TXU will be a committee member; A favorable discussion was held on the possibility of Chapter 36 hosting a SRWA Study Session and Exam; Donna Harrison will ask headquarters for a list of chapter members who are candidates for the SRWA.

Membership: Marcus Boyd reported that the chapter has nearly 400 members; suggest that each new member be interviewed for a brief article and photo for the newsletter.

Program: Karen D'Angelo discussed the possibility of increasing awareness of the meetings with the timing of the newsletter. A discussion of the RSVP process was also discussed; Donna Harrison suggests that we do not reserve a meeting room that seats less than 100. The group then discussed the number of meetings per year; Greg Althoff suggests one per month. Locations for the meetings were also discussed with Linda Burkett suggesting that we limit the locations to two or three and that they be centrally located. All agreed that Cacharel in Arlington is a good choice; discussion on how money is collected at meeting; two people are assigned to this task;

Greg Althoff recommends asking people while in line to pay where they are from as a means of identifying how well different meetings and locations are attended. Suggestions for speakers should be given to Karen D'Angelo. At the January meeting Wayne Goss is invited and he and Donna Harrison will give a flow chart presentation of the committee chairs.

Newsletter: Denise Perez distributed a handout about the newsletter of the year competition. Denise suggests that we include in our newsletter a description of education courses. She also presented examples of previous newsletter completion winners. The deadline for submissions to the chapter newsletter is the 15th of each month. Denise is open for suggestions for articles, and request photos and a bio of new members.

Balfour Award: Donna Harrison reports the deadline for nominations is February 2 and asked for nominees. Donna nominated Donnie Sherwood. Bill Stoll, second. Motion carries, none opposed. Greg Cook will discuss with Donnie.

Employer of the Year and Employee of the Year: Donna Harrison suggests we need more of a process and input and involvement from members for these awards each year. All agree.

Chapter of the Year, Newsletter of the Year, Balfour, and SARPA Scholarship Awards: Donna reminds us these nominees/applications are due February 2.

Winter Forum: Michael Hale to announce at the next meeting. A brief discussion was held about the stipend for the President, Vice-President and Directors to attend the Winter Forum. The Board had previously authorized \$700.00 each. Though the discussion included the subject of whether to reimburse or pay the amount directly to the officers, and the possibility of reducing the amount, the board's previous decision stands--\$700.00 will be paid to each of these officers as a stipend for attending.

Spring Seminar: Vice-President Greg Cook reports the seminar will be held March 27, 2009 at the Walnut Creek Country Club in Mansfield. The venue will honor the 2008 pricing but the contract has not been signed. The chapter will again sell silver, gold, and platinum sponsorships. Guest speakers are needed, with a commitment by January 15. The 10th annual Steve Baggett memorial Golf Tournament will be March 26. This anniversary will be promoted, and will feature hole sponsorships and possibly food and beverage sponsorships. Greg will check on TREC certification for the seminar.

International Conference-Indianapolis: To be held in June. Stacy Walton will make the announcement at the next meeting.

Region 2 Forum: To be held August 12-14 at Texas A & M. Sessions this year will be one and one-half hours. Speaker recommendations are needed by March 1. Chapter 36's session is Friday AM. This year only two sessions will be held at one time.

Chapter 36 Scholarships: Bill Stoll will announce at the next meeting. The deadline for applications is June 1, with the awards on August 1. Bill volunteered to write an article for the newsletter on the 2008 recipients, and urges the need to promote early and often this year's scholarships.

IRWA Magazine: President Donna Harrison asks that a member write an article to submit for publication. The topic and writer will be discussed and elected at a subsequent meeting.

By-Laws Committee: President Harrison reports that each member should have a copy of the by-laws, and that the committee should continue its work in review and updating the by-laws. Greg Althoff and Bill Stoll will review. Bill Stoll reports there significant changes needed for clarity. President Harrison will consider who to appoint to the By-Laws Committee.

Officers: Linda Burkett and Bill Stoll suggest that nominees be determined in September and each should make a presentation to the board. Bill Stoll suggests the election be moved to November.

Adjourn: Linda Burkett motions for adjournment; Greg Althoff, second. Motion carries, none apposed.

Meeting Minutes recorded and respectfully submitted to the Officers and Chairs of Chapter 36 of the International Right of Way Association on December 8, 2008, by Charles Stearman, Secretary

Minutes reviewed and distributed by Charles Stearman, Secretary



Charles Stearman
Secretary, Chapter 36
International Right of Way Association

Planning Meeting Agenda December 8, 2008

I. Welcome

- a. Pledge of Allegiance
- b. Texas Flag pledge

II. Introduction of Officers and Committee Chairs & Committee members

- a. Professional Development Committee Chair -Cheryl Bennett
- b. Education Committee Chair -David Harry
- c. Member Committee Chair -Marcus Boyd
- d. Program Committee Chair -Karen D-Angelo
- e. Newsletter -Denise Perez
- f. Website -Lily Kahn and Stephanie Burkhardt
- g. Photographer -Lisa Roberts
- h. Historian -Greg Althoff
- i. Social Chair -Linda Burkett

IRWA Leadership Resource Guide on website at www.irwaonline.org is an excellent resource to review responsibilities and events.

III. Committee Responsibilities

a. Professional Development Committee (PDC)

- i. Receive SRIWA and all discipline designation applications
- ii. Confirm all supporting information is submitted with the application
- iii.
- iv. Confirm experience and educational courses are in compliance with International Right of Way requirements
- v. Confirm application is properly signed by applicant and supervisor
- vi. Confirm application fee is correct

b. Education Committee

- i. Attend Coordinator's class
- ii. Coordinate with Membership Chair courses that are needed to satisfy member's requirements for SRIWA and discipline certifications.
- iii. Schedule courses for next 3 -5 years; even with tentative monthly dates (TBD) -courses must be approved by Region 2 Chair and Vice Chair
- iv. Schedule, coordinate, obtain facilitators, location,
- v. Notify IRWA members especially Region 2 members of all scheduled courses
- vi. Prepare financial report for each month a class is held.
- vii. Prepare a year-to-date financial report

c. Membership Committee

- i. Review Membership Policy and Procedure
- ii. Maintain membership status report
- iii. Obtain membership corrections to the status report
Update website of new membership and all corrections
Receive membership applications
- vi. Confirm application is properly filled out and appropriate fee is attached
- vii. Report applications to Board
- viii. Upon application approval, update website -"New Members" and Denise Perez
Order membership pens
Notify new members of luncheon meetings
- xi. Recognize new members
- xii. Request new members to tell something about themselves

Planning Meeting Agenda December 8, 2008

d. Program Committee

- i. Location to accommodate 80-90 attendees
- ii. Location should have podium, microphone, and visual equipment
- iii. Fonda Reynolds with Pyles-Whatley will accept reservations and email to Karen D'Angelo and Craig Brandt
- iv. Keep lunch expense to approximately \$15 pp
- v. Try to keep a central location
- vi. Speakers
- vii. Christmas Party -location, date, prizes (with budget allowance and donations from corporate sponsors)
- viii. Meeting Dates
 1. December 8, 2008 -Planning Meeting
 2. December 9, 2008 -Christmas Party
 3. January 13, 2009
 4. February 10, 2009
 5. March 10, 2009
 6. April 14, 2009
 7. May 12, 2009
 8. September 8, 2009
 9. October 13, 2009
 10. November 10, 2009

e. Newsletter

- i. Continue doing a fabulous job!
- ii. Submit application for Newsletter Award

f. Website

g. Photographer

- i. Submit photographs of SR/WA and discipline recipients to Denise Perez

h. Historian

- i. Research data supporting Chapter 36 50 year anniversary and submit to HQ's for recognition at annual conference in 2010
- ii. Prepare a binder, CD, or other resource to preserve the Chapters history

i. Social

- i. Research and submit ideas for the Summer Social
- ii. Prepare financial report including number of attendees

IV. Winter Forum

- a. Shreveport, LA
- b. February 11 -13, 2009

V. PRES

- a. Las Vegas, NV
- b. Jan 13 -16m 2009

VI. Spring Seminar

- a. Who, what, when, where, volunteers

VII. Indianapolis Conference

- a. Attendees

**Planning Meeting Agenda
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- VII. Scholarship
Announcement by Bill Stoll

- IX. Awards -Nomination and Process
 - a. Professional of the Year
 - b. Employer of the Year
 - c. Balfour Nominee

- X. Right of Way Magazine
 - a. Articles for Publication

- XI. By-Law Review