

Status  
Date

January 12, 2010

Draft  Amended & Approved

| MEETING MINUTES                   |  |                                     |                                     |
|-----------------------------------|--|-------------------------------------|-------------------------------------|
| Meeting Type                      | December 2009 Chapter 36 Board Meeting |                                     |                                     |
| Meeting Date                      | December 8, 2009                       |                                     |                                     |
| Meeting Time                      | 10:00 a.m.                             |                                     |                                     |
| Meeting Location                  | 109 S. Main St., Irving, Texas         |                                     |                                     |
| Officers - 2010                   |  | In Attendance                       | Absent                              |
| President                         | Greg Cook                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Vice-President                    | Craig Brandt                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Treasurer                         | Charles Stearman                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Secretary                         | David Harry                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Director-1 Year                   | Diane Burkhardt                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Director-2 Year                   | Donna Harrison                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Committee Chairs                  |  | In Attendance                       | Absent                              |
| PDC – 1 Year (Chair)              | David McCarthy                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| PDC – 2 Year                      | Robert Duran                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| PDC – 3 Year                      | Marcus Boyd                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Education – 1 year (Chair)        | Karen Gnuse                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Education – 2 year                | Ann Scruggs                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Education – 3 year                | Lily Khan                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Membership Chair                  | Jennifer Ayers                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Program Chair                     | Karen D'Angelo                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Program                           | Kathy Robertson                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Newsletter Editor / Photographer  | Denise Perez                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Web Site Administrator            | Stephanie Burkhardt                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Social Chair                      | Linda Burkett                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Historian / Records               | Greg Althoff                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Guests: None                      |  |                                     |                                     |
| Other Members in Attendance: None |  |                                     |                                     |

## **CHAPTER 36 BOARD PLANNING MEETING HELD ON DECEMBER 8, 2009**

The meeting was called to order by President Greg Cook at 10:10 AM. The Meeting Agenda was previously distributed by Greg Cook via e-mail.

President – President Cook gave an overview of his goals for the upcoming year before proceeding with the agenda.

2010 President's Goals:

- Increase chapter efficiency
- Manage and utilize web calendar better to advertise important events
- Maximize use of web site
- Solicit member and board input on ways to improve the chapter
- Grow membership and support a successful education program despite economic challenges

Texas A&M ROW Refresher – Our segment will be on pipelines, and we must submit speakers and topics to Region 2 by the Winter Forum, scheduled for February 3-5 in New Orleans. No action was taken.

The International Conference will be in Calgary, AB June 27-30, 2010; President Cook suggests sending the Vice President as well as the President and two Directors to the conference. No action was taken.

Vice President – The Spring Golf Scramble is scheduled for April 8, 2010. Meeting attendees discussed possible charity beneficiaries in addition to East Texas Hospice and indicated a preference for local charities. No action was taken.

Treasurer – Craig Brandt, outgoing Treasurer, presented the Treasurer's Report for the period November 1 – November 30, 2009. The beginning balance was \$60,468.14. The chapter had income of \$2,190.46 and expenses of \$7,738.12. Expenses exceeded Income by \$5,547.66. The ending balance, before considering outstanding checks was \$54,920.48. A total of \$947.68 in outstanding checks results in a final reconciled balance of \$53,972.80 for this period. The Treasurer's report was approved by the board; motion to approve by Greg Althoff, second by Bill Stoll.

President Cook observed that the Chapter's financial loss from each meeting is about \$150 to \$200, and suggested that we find ways to minimize these losses. Utilizing on-line registration and payment could help reduce the number of no-shows. He supported the continued use of an increased price for "at the door" registrations and also suggested charging no-shows who have not pre-paid. No action was taken.

The board discussed exploring investment opportunities for Chapter funds. Charles Stearman will research this matter.



**International Right Of Way Association Chapter 36**

**Treasurer's Report  
December 8, 2009  
Period November 1, 2009 – November 30, 2009**

|  |             |                      |
|--|-------------|----------------------|
| <b>Beginning Balance as of 11/01/09</b>            |             | <b>\$ 60,468.14</b>  |
| <b>Income</b>                                      |             |                      |
| Chapter Education                                  | \$ 710.00   |                      |
| November Luncheon/Cash on Hand                     | \$ 1,480.00 |                      |
| Interest Earned                                    | \$ 0.46     |                      |
| <b>Total Income</b>                                |             | <b>\$ 2,190.46</b>   |
| <b>Expense</b>                                     |             |                      |
| 1850: IRWA – Education Fees; C-505                 | \$ 438.00   |                      |
| 1851: Trophy Arts Inc – Chapter Nametags           | \$ 505.53   |                      |
| 1852: US ROW Acquisition Co – Education Reimb      | \$ 654.46   |                      |
| 1853: IRWA – Past Invoice for Plaques and Pins     | \$ 111.00   |                      |
| 1854: Cacharel Restaurant – October Luncheon Fee   | \$ 1,880.00 |                      |
| 1855: Kathy Robertson – Christmas Party Reimburse  | \$ 2,430.88 |                      |
| 1859: Pinnacle Consulting – Facilitator Reimburse  | \$ 148.25   |                      |
| Debit: Craig Brandt – November Luncheon Cash       | \$ 200.00   |                      |
| Debit: Cacharel Restaurant – November Luncheon Fee | \$ 1,350.00 |                      |
| BOA: Internet Service Fee                          | \$ 20.00    |                      |
| <b>Total Expense</b>                               |             | <b>\$ 7,738.12</b>   |
| <b>Income vs. Expense</b>                          |             | <b>\$ (5,547.66)</b> |
| <b>Ending Balance as of 11/30/09</b>               |             | <b>\$ 54,920.48</b>  |
| November Bank Statement Ending Balance             |             | \$ 54,920.48         |
| <b>Outstanding Checks/Charges</b>                  |             |                      |
| 1856: Trophy Arts – Engraving, Plaques, etc.       | \$ 13.53    |                      |
| 1857: Charles Stearman: Education Reimburse        | \$ 407.49   |                      |
| 1858: US ROW – Education Reimburse                 | \$ 526.66   |                      |
| <b>Total Outstanding Checks</b>                    |             | <b>(\$ 947.68)</b>   |
| <b>Final Reconciled Balance</b>                    |             | <b>\$ 53,972.80</b>  |

Secretary – David Harry was absent from the meeting, and Charles Stearman, outgoing Secretary, took minutes for the meeting. President Cook requested that future meeting minutes be distributed for Board approval within one week after meetings in 2010. He also requested that a copy of the agenda be included with the minutes and posted to the web site after approval.

Director – Diane Burkhardt, no report.

Director – Donna Harrison reminded the board that we previously approved a work authorization for Shannon Cook to help Greg Althoff with the Policies and Procedures Manual. The draft should be completed by the time of the January meeting.

PDC –David McCarthy, is transitioning to Chair of PDC. Cheryl Bennett is assisting with the transition. He reports that 2 members were approved for designations in the past months. He will report names at a future meeting.

Education – Karen Gnuse is transitioning to Chair of the Education Committee. David Harry, outgoing Chair, is assisting with the transition. Karen Gnuse reported that the education calendar for 2010 is planned and approved. 16 courses are scheduled for 2010. Greg Cook complimented the 2009 Education Committee for a successful year. The Board discussed the importance of ongoing committee member training so that future Education Committee chairs will be prepared for the task.

Membership – Jennifer Ayers is transitioning to Chair of the Membership Committee. Marcus Boyd, outgoing Chair, is assisting with the transition. There are no new members for December, but in all of 2009, 80 new and transfer members were approved, while 65 members were lost due to non-renewal. The current Chapter 36 membership is 380.

Jennifer Ayers will research details regarding inactive membership and write an article for the newsletter.

Program – There will be no meetings in July or August of next year. Many monthly meetings will be held at Cacharel in Arlington due to the facility, the location, and the price. The board discussed interest in pursuing joint meetings in 2010 with the Appraisal Institute, CREW, and possibly other organizations. The board also discussed IRWA's requirement for 50 minutes of presentation time at the monthly meetings for certification credit.

Newsletter- The Newsletter and Photographer positions have been combined for 2010; Denise Perez will fill this position.

Web Site – Stephanie Burkhardt will be the “gate keeper” for the web site. With a few exceptions, all web business should be conducted through her, and she should be copied on all communications with Dellamark.

Social – The board discussed the possibility of combining the summer social event and the Chapter 36 50<sup>th</sup> Anniversary celebration. Action on this matter will be deferred to the January meeting. The summer social budget & event are to be voted on at least 2 months prior to the event.

Historian – Greg Althoff will research storage opportunities for archive records and historical information of the chapter. Stephanie Burkhardt will check with Rebecca at Dellamark about other possible archive options.

### Old Business

Greg Cook reported that the mass e-mail function of the web site is not functional. He will confer with Rebecca at Dellamark about the functionality of the web database.

### New Business

The Region 2 Winter Forum will be February 3-5, 2010 in New Orleans, LA. Donna Harrison made a motion to pursue hosting the 2011 Winter Forum in the north Texas area. Bill Stoll made the 2<sup>nd</sup>; the motion passed.

50<sup>th</sup> Anniversary: Greg Althoff will research the possibility of having a logo and lapel pin made to recognize the event.

Greg Cook discussed that we can easily offer IRWA recertification credit for monthly chapter meetings. Future programs should be geared to meeting the requirements of IRWA.

Web Site Advertising: Stephanie Burkhardt will research the possibility of allowing paid business advertisements on the Chapter 36 web site. This matter will be discussed again at a future meeting.

Meeting Sponsorship: The board discussed the possibility of allowing paid sponsorship of the monthly meetings. No action was taken.

Balfour Award: Greg Cook will encourage Donnie Sherwood and Kyle Ray to submit applications for this award.

Chapter of the Year: Greg Althoff will submit Chapter 36 for this award.

### Adjourn

Meeting adjourned by President Greg Cook at 11:20 am.

Minutes recorded by Charles Stearman in behalf of David Harry, Secretary



**International Right Of Way Association Chapter 36**

**CHAPTER 36 BOARD AGENDA**

December 8, 2009

**EXECUTIVE BOARD**

**President – Greg Cook**

- Pipeline session for A&M
  - Speaker & topics due at Winter Forum: New Orleans, LA – February 3-5, 2010
- National Conference – Calgary, AB – June 27-30, 2010

**Vice President – Craig Brandt**

- Transition to Charles
- Summary of meeting attendance with income and expenses for 2009
- Responsible for 2009 tax return
- Spring Seminar April 9, 2010
- Steve Baggett 11<sup>th</sup> Annual Golf Tournament April 8, 2010
  - Determine which charities will benefit from tournament so they can be marketed
- November Treasurer Report

**Treasurer – Charles Stearman**

- Include reporting of meeting attendance along with income and expenses in monthly report
- Utilize similar report format that Jennifer Ayers used this past year for meeting attendance
- Investment opportunities for Chapter
  - Certificate of Deposit

**Secretary – David Harry**

- Minutes submitted to Board for approval via email within 1 week
- Inclusion of email voting on next month's minutes

**Director 1 Year – Diane Burkhart**

- Professional/Employer of the Year Committee:
  - Confirm participation of Wendell Pyles who will be Chair (1 Yr.), and Scott Moran (2 Yr.).
  - Find third member to serve three year term that meets requirements.
- National Conference – Calgary, AB – June 27-30, 2010

**Director 2 Year – Donna Harrison**

- Scholarship Committee – PDC Chair & Education Chair
- Nominations Committee – Board/Committee Member & Member At Large
- National Conference – Calgary, AB – June 27-30, 2010
- Ordering of Past President Plaque and Pin, President Pin

**PDC** – David McCarthy (Chair), Robert Duran (2 Year), Marcus Boyd (3 Year)

- Transition
- Train others on committee
- IRWA recertification credit for meetings
  - Recertification request letter sent to Francis Vicente, Credentialing Manager
    - Speaker and topic
    - Duration of presentation
    - Number of CE hours requested
    - Francis will send a letter of approval (or rejection)
    - This step can be skipped if recertification for IRWA only
  - Attendee certificate at meeting
    - Signature of President or PDC or Region Education Vice-Chair
      - E-signature ok
  - Roster to be retained by Chapter
- PDC Report

## **COMMITTEES**

**Education** – Karen Gnuse (Chair), Ann Scruggs (2 Year), Lily Khan (3 Year)

- Train committee members
- Transition
- 2010 to 2012 education schedule

**Membership** – Jennifer Ayers (Chair)

- Transition from Marcus
- Report of gain/loss
- Strategies for Chapter growth
- New Member approval

**Programs** – Karen D’Angelo (Chair), Kathy Robertson

- No July or August meetings
- Joint meetings - Appraisal Institute, CREW, others?
- Work with PDC to ensure recertification credit for meetings
  - Criteria for recertification credit approval
    - “Course/Seminar subject matter to be consistent with current right of way practices that will enhance the right of way practitioners in the right of way fields of real estate law, communication/negotiation, appraisal, engineering, asset management, relocation assistance, environmental and management/supervision. A course examination is not required.”

**Newsletter/Photographer** – Denise Perez (Chair)

- Due date – 15<sup>th</sup> of each month
- Inclusion of HQ material
- 50<sup>th</sup> Anniversary section
- Photos of all Chapter events

**Website** – Stephanie Burkhardt (Chair)

- Continue to supervise website development
- Stephanie to be copied on all correspondence with Rebecca at DellaMark
- Coordinate Shannon Cook's work

**Social** – Linda Burkett (Chair)

- Do we combine 50 Anniversary celebration with summer social or a separate event?
- Summer Social budget and event to be voted on by BOD at least two months prior to event date

**Historian** – Greg Althoff (Chair)

- 50<sup>th</sup> Anniversary
  - Submission to HQ for recognition at annual conference
- Record keeping – see new business

**Bylaws/Policy Procedures** – Donnie Sherwood (Chair), Greg Althoff (Member), Bill Stoll (Member)

- By Law Status
- Policy & Procedures Manual Status – to be presented at January meeting

**OLD BUSINESS:**

- Website
  - Mass email - functional
  - Database

**NEW BUSINESS:**

- Record keeping
  - Scan documents
  - Storage
  - Scan old files
- Winter Forum - February 3-5, 2010
  - Stipend of \$700 for both Directors, President and Vice President - Action Required
  - Donation for Chair's Reception at A&M – Action required in January
    - Previous 2 years -- \$1,000
  - Donation for RWIEF (Presented at National) – Action required in January
    - Previous 3 years -- \$2,500
  - Host for 2011 Winter Forum?
  - Chapter Report
    - Membership
      - Current Paid
      - Net Gain/Loss 2009

## PDC

- Number of SR/WA's
- Number of SR/WA Candidates
- Number of Members with Certifications
- Education
  - Number of courses presented 2009
  - Number of scheduled courses in 2010
  - Number of scheduled courses in 2011
  - Number of scheduled courses in 2012
- Treasurer
  - End of year balance as of 12/31/2008
  - 2009
    - Income
    - Expenses
  - Checking account balance as of 12/31/2009
  - CD/Other balance
  - Number of meetings in 2009
  - Average attendance
  - Non-member attendance
- 50<sup>th</sup> Anniversary
  - Logo
  - Pin
- Advertising
  - Website
  - Newsletter
- Monthly meetings
  - Online registration
  - Cost
    - RSVP/Paid
    - RSVP/Pay at door
    - Walk-ups
- Balfour Award
  - Donnie Sherwood, other potential nominations
  - Application due February 1, 2010