

Status

Draft Amended & Approved

Date

February 10, 2009

MEETING MINUTES			
Meeting Type	February 2009 Chapter Board Meeting		
Meeting Date	February 10, 2009		
Meeting Time	10:00 a.m.		
Meeting Location	Blue Mesa Restaurant, Dallas, Texas		
Officers - 2009		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 checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary	Charles Stearman	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
PDC – 3 Year	Robert Duran	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education Chair	David Harry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education Co-Chair	Karen Gnuse	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Photographer	Lisa Roberts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Web Site Administrator	Lily Khan	<input checked="" type="checkbox"/>	<input 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			

FEBRUARY CHAPTER 36 BOARD MEETING HELD ON 2/10/09

The meeting was called to order by President Donna Harrison at 10:00 AM.

Meeting Agenda distributed by Donna Harrison.

President – Donna Harrison – Donna will present the Professional of the Year Award to Jan Whatley at today's general membership meeting.

Director Diane Burkhardt reported that one scholarship application has been received; Diane will announce the availability of the Chapter 36 scholarships in today's meeting.

Director Bill Stoll reports that information about the 2009 IRWA International conference in Indianapolis is available on-line, and encourages everyone to make their reservation now.

Donna reports that the facility is small and hotel rooms will be limited.

PDC Cheryl Bennett reports the following members will receive their respective designation or certification at today's meeting:

Donna Tyra – SR/WA

Ron Wicks –R/W-NAC

Stacie Walton –R/W-NAC

James D. Smith- R/W-NAC

Kyleen Scott - R/W-RAC; she cannot attend today and asks that her certificate and pin be mailed to her.

Cheryl states International is taking at least eight weeks to process applications. New regulations for certifications will be formalized July 1st.

Education – David Harry reports concern of 16 classes; we will need 12 to 15 registrants to break even. We realize the biggest challenge will be marketing. With the new website it is simple, go to the calendar, click on the class and it will link you to the brochure and registration.

Education had a meeting last week, and today we have a survey that Lily prepared for us so we can get a feel for what our members are looking for as far as education needs. We would like to pass it out at the luncheon, have everyone fill it out; collect it and everyone that fills it out will be put in a drawing for a \$50.00 gift certificate to be awarded today. We would also like to get a commitment on classes 803 and 501. We would like the board to approve having a drawing today for half off one registration. Everyone that registers today will be in the drawing.

Linda Burkett asks how much chapter 36 receives.

Greg Cook states 30-40%. Therefore, this would mean giving up all profit for that one student.

Donna Harrison states she views this as an opportunity. Also, Donna indicates she will donate every class she teaches. She recommends we help our membership by offering the half off in the drawing. If the chapter sustains a loss it will be for something good. Chapter 33 pays for their members' lunches. They also offer the first ten SR/WA candidates free tuition.

Diane Burkhardt asked David if we offer any weekend classes. She suggests employers may be more open to pay for the tuition for their employee if they are not on the clock.

David said we could consider that. .

Linda Burkett suggests we put that on our survey.

Diane also suggests we include anyone that has already preregistered for 803 or 501 classes in the drawing.

The board agrees.

Membership: Marcus Boyd reports nine new members:

Donald T. Cotton – Pipeline Land Services

Mason R. Harry –Student at Texas A& M

Marbelia Herandez – Marvi Design

Willie Ingram – City of Fort Worth

Theresa J. Khammas – City of Fort Worth

Kelly Krueger –One Source Properties

Kristy M. Melton – Denbury Resources, Inc.

Lacey H. Perkins- Carsey Land & Mineral Services

Terri A. Smith - Transystems

No Membership transfers.

Bill Stoll motions to accept the new members. Greg Cook seconds the motion. Motion carries, unanimous.

Program – Karen D'Angelo

Future meetings: March speaker: Carolann Jacobs speaking on The Five Top Killers of Productivity and will be held at the Reception on Main in Irving, catered by the Glory House.

Karen states that Carolann usually receives a fee for her appearances and suggests chapter 36 purchase one of her books, her autograph it and give it away to one of our members.

Linda Burkett motions to accept and Bill Stoll seconds, motion carries, unanimous.

April speaker will be Jeff Crilley retired television reporter Lunch will be at Cacharel in Arlington. Cost: \$15.00 and will include dessert.

May meeting speaker will be Sandra Lancaster with DFW Airport.

Karen indicates it is becoming difficult for her to find venues that will accommodate our large membership.

Newsletter- Donna reports for Denise Perez

Donna reported that Denise Perez wanted to recognize Lisa, Karen D, Marcus & Christi for providing their submissions before the deadline although please mention that Marcus tried hard to intentionally hold off until 5 minutes before the noon deadline...He was unsuccessful

Denise has submitted an application for Newsletter of the year. Denise thought she was going to have to purchase Adobe but found something for free.

Half was having trouble opening the newsletter, Rebecca helped them locate the problem.

Donna invites the board to view Austin and Houston websites and asks if anyone knows of any job postings for our new site.

Donna also reminds the board Greg Altoff is working on the Historian package.

Web Site - Lily Khan- Web Administrator- Lily ask that everyone let her know if there are any problems. She also reiterates who can submit e-mail blasts, officers and Committee Chairs, two per month per committee. Please remember to copy Lily on all requests. Also remember to style your e-mail the way you want the reader to see it when it is opened.

Calendar updates- Rebecca is doing that now but eventually Lily will take on that task. Lily asked Karen D to send meeting locations and speakers to Rebecca now to get on the calendar and to copy Lily.

Lily wanted to remind the board that Rebecca has been turning things around really quickly but that will level off to 48 hours. Also, custom upgrades-- as we move forward we may have a wish list and be sure to e-mail Lily so she can compile the list for Rebecca.

Donna asked Lily to explain Spring Seminar registration and Lily turned it over to Greg Cook.

Greg indicated he will be contacting everyone via e-mail this year. Everything including the brochures is electronic. Member and registrants may log on our new website and on our home page they will see "Register now for the annual Spring Seminar and Golf Tournament". There will then be an option to pay on line with a check or credit card entered on PayPal. You should be able to go from the spring seminar to golf tournament or vice versa. Pay pal is time saving. And will give us running data base overtime. We will have the capability to track who is coming to our events. Greg states

the PayPal all came up very quickly and Rebecca was quick to respond to our needs. Rebecca will be doing a presentation at the Winter Forum for Region 2.

Donna Harrison states that according to Wayne Goss, Rebecca's presentation will be Friday morning. On another note, Donna pointed out that Shannon was very good with Excell reports last year for her on the spring seminar and believes this will be a good thing and with all the website amenities it will all prove very helpful to Craig and Charles coming up in the VP position.

Social- Linda Burkett – Reports that she asked all of us if we had a suggestion for the summer event and only one person made a suggestion. She will look at several different possibilities. Linda also asked that the board members talk to our general membership and see if they have any suggestions.

Historian - Greg Althoff — Reports he is working on gathering the historical data.

Old Business-

Bill Stoll states that Donnie put the By-Laws on hold until after the Winter Forum.

Donna asked Bill if we have any suggestions can we send them in. Bill said they are open to suggestions.

Donna reviews the Winter Forum program and those attending: Donna, Greg, Craig, Charles, Bill, Karen D, Karen G, Wendell.

New Business-

Spring Seminar - Greg Cook reviews - he states we are \$500.00 ahead from last year sponsors, thanks to Karen Gnuse's help.

Speakers are lined up and confirmed.

Burford & Ryburn has agreed to sponsor our lunch for the golf tournament. Greg is sending in the applications for education credits for TREC and AI. There will be e-mail blasts next week to promote the seminar and tournament. Greg also suggests that the board decide what charity we would like to give a portion of the golf tournament proceeds to this year. Of course our usual, East Texas Hospice and he suggested perhaps splitting the funds three ways with Dallas or Tarrant County Children's Hospitals.

Steve Baggett Golf Tournament - Jim Thomas– he states we have two sponsors: Sam, Inc. and Lone Star Ranch – Bob Carroll. No players registered at this time.

Indianapolis – Donna Harrison emphasizes how important it is to get your reservations in. Do we Chapter 36 want to try and do something again like last year? Raffle? Chapter 33 in Oklahoma, is sending several members to Calgary next year if the member attends meetings starting in January, they have an opportunity to win a paid reservation. Greg Althoff suggested we go back to January and see who attended and place the names of all attendees in a raffle for Indianapolis. Donna stated that would not be fair or they may have attended. Bill agreed. Donna suggested some ideas for a contest:

We could offer to give something away for wearing your IRWA badge. Print a page from the website sign your name, turn it in at the meeting for a chance to win \$50.00 off.

Give away an opportunity for one or two members to attend the 75th Anniversary. Draw out of a hat or use the data back to January or February. Hold a contest for A & M

Cheryl suggested we offer to pay for a course at A & M

Cheryl and Linda suggest we start concentrating on a contest for A & M. Donna agrees and asks what the board wants to do and the board agrees.

Donna asks if the board wants to have a meeting in June and July. Lily reminds everyone of the timing of the social event for summer. Karen Gnuse asks if it couldn't interfere with the number of people attending the summer event. Bill Stoll suggest we could try having a meeting and social event for one year and see what happens.

Greg Althoff motions to have a meeting in June and July and Cheryl Bennett seconds, motion carries, unanimous.

Donna said she will announce that Donnie Sherwood has applied for the Balfour award. Mason Harry has applied for the SARPA Scholarship. Burford & Ryburn has applied for Employer of the Year (More than 20 employees). Denise Perez has applied for the Chapter Newsletter of the Year award for 100+ members.

Donna also said the Appraisal Institute is very active with the IRWA. They really stepped up at the Austin Conference and would like to have a joint meeting with our chapter and AI. Donna asked Karen D'Angelo to check into that.

Greg Cook agrees it would be beneficial to have a joint meeting and states that the AI usually has 100 members attend their meetings. Therefore, with Chapter 36 membership and attendance to our meetings we will have to be prepared to find a place large enough for both organizations. Donna Harrison motions to have a joint meeting with the AI before the end of the year and Greg Cook seconds, motion carries, unanimous.

Donna Harrison also motions to authorize Karen D'Angelo to contact the AI and organize the event and Greg Cook seconds, motion carries, unanimous.

Donna wants to discuss hosting the Winter Forum. Everyone is enthusiastic. Donna motions for Chapter 36 to host Winter Forum and Greg Cook seconds, motion carries, unanimous.

Donna indicates she will make a motion at the Winter Forum for Chapter 36 to host next year's Winter Forum.

On January 29, 2009, Vice-President Greg Cook motioned as follows, by e-mail:

Motion to authorize payment in the amount of \$1,250 to DellaMark to establish the registration database/reporting component of the website.

Motion to cancel our Merchant Service Agreements with Bank of America and American Express and establish a PayPal account for on-line credit card processing.

Both motions seconded by Treasurer Craig Brandt.

Both motions pass.

On February 12, 2009, President Donna Harrison motions by e-mail to immediately implement a \$5.00 additional fee for not making reservations for the monthly meeting by the Friday noon deadline. Second by Greg Cook. Motion carries.

On February 19, 2009 Denise Perez motions by e-mail that we give a free lunch to the first person to answer correctly to the Can You Guess newsletter article. Second by Donna Harrison. Motion carries.

Adjourn

Motion to adjourn meeting at 11:30 by Donna, second by Diane. Motion carried. (none opposed)

Minutes recorded by Karen Gnuse, Education Co-Chair

Minutes reviewed, amended and distributed by Charles Stearman, Secretary



Charles Stearman
Secretary
Chapter 36, International Right of Way Association