

Status

Draft Amended & Approved

Date

March 10, 2009

MEETING MINUTES			
Meeting Type	March 2009 Chapter Board Meeting		
Meeting Date	March 10, 2009		
Meeting Time	10:00 a.m.		
Meeting Location	The Receptions, Irving, 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Director-1 Year	Bill Stoll	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director-2 Year	Diane Burkhardt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Committee Chairs		In Attendance	Absent
PDC – 1 Year	Cheryl Bennett	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Photographer	Lisa Roberts	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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: Jan Whatley, Jim Thomas, Margaret Lien, Bob Carroll			

FEBRUARY CHAPTER 36 BOARD MEETING HELD ON MARCH 10, 2009

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

Meeting Agenda distributed by Donna Harrison

President – Donna Harrison – asked for report on the Spring Seminar.

Vice President – Greg Cook reports on the Spring Seminar: There are 65 registrants for the seminar. Nineteen sponsors have been obtained for a total of \$11,250 in sponsorship fees. Karen Gnuse, Shannon Cook and Donna Harrison were very helpful in securing the sponsorships. There are 61 players registered for the golf tournament and 12 hole sponsors. Continuing education credit for the seminar has been obtained from TREC, TALCB and IRWA.

Treasurer – Craig Brandt presents the Treasurer's Report: for the period February 1, 2009 – February 28, 2009: the beginning balance was \$44,892.46. The chapter had income of \$6,835.89 and expenses of \$7,786.17. Expenses exceeded income by \$950.28. The ending balance was \$43,942.18. Bill Stoll motions to accept the report. David McCarthy seconds; motion carries.

Secretary – Charles Stearman reminds the board of business via e-mail; see old business.

Director – Diane Burkhardt, absent, no report.

Director – Bill Stoll reports that International is having a problem with their website, completing registrations for the international conference. He suggests that everyone download the registration form and mail it to HQ and encourages everyone to do it now.

PDC – Cheryl Bennett, absent. David McCarthy reports as applications for certifications are received the committee responds to the applicants in two days and forwards the application to HQ. Headquarters is taking eight weeks to process the applications.

Greg Althoff suggests as a chapter we should talk to the region and suggest the region gather info and voice concerns to International because it should have more clout coming from the best region in the Association. He also explains HQ process and indicates it is time consuming but it should not take eight weeks.

Education – David Harry reports that the drawing for half off tuition for one course held at the last meeting was successful and resulted in ten course registrations. He would like to continue this drawing at each meeting. David Harry motioned to have a drawing at each meeting to give away half off of one tuition for each of two courses to be promoted at each monthly meeting;

this discount cannot be transferred or applied to another course. Greg Althoff, second. Motion carried. None opposed.
Michael Hale with Universal Field Services won the February drawing.

Membership – Marcus Boyd reports 12 new members:

Brandon Bullard
Dean A. Cockrell
Eric Daniels – Pyles Whatley Corporation
Leonard Edwards – Teague, Nall & Perkins
David Eguia – Precise Land Records
Shannon Gray – DART
Joc Janca – Holland Acquisitions
Michael Kersten – Metroplex Surveying, Inc.
Christopher Moss – Independent
Denise Nolan - Holland Acquisitions
Charles Pounds - Holland Acquisitions
Dalton Vann – Integra Realty Resources
No Membership transfers.

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

Program – Karen D'Angelo

Future meetings: April speaker will be Jeff Crilley retired television reporter, speaking on Marketing without Money. Lunch will be at Cacharel in Arlington; cost \$15.00 per person and will include dessert.

The May meeting speaker will be Sandra Lancaster with DFW Airport, speaking on the airports mitigation program and its aftermath.

Karen also discussed the joint meeting with the Appraisal Institute. David Harry suggests she contact Ruth Kelton, Executive Director of the local AI Chapters, and coordinate with her a date and location. Jan Whatley suggests a fall meeting.

Newsletter- Donna reports for Denise Perez

Donna reiterates that the Chapter has submitted the following award nominees: Employer of the Year Over 20 Employees, Burford & Ryburn; Employer of the Year, Under 20 Employees, US Right of Way; Balfour Award, Donnie Sherwood; Newsletter of the Year, Chapter 36. Donna also reported that Tim Taylor's entry in the IRWA map competition won the Utility category and his map will be displayed by the Surveying and Engineering Committee at the International Conference in June.

Web Site - Lily Khan- Web Administrator; report by Donna Harrison and Lily Khan

At the Winter Forum, Dellamark met with the chapter to discuss expanding our web site to include online registration for events, and accessibility to make changes. For example, access to the membership content to coordinate with IHQ's website. The chapter has implemented Pay-Pal® which can generate numerous reports and information that are useful tools. It can also be used to generate name tags for events. One of the discrepancies in the IHQ and chapter data is that the chapter is not informed in a timely manner which members have paid annual dues.

Shannon Cook has been instrumental in working with Dellamark for the online registrations for the Spring Seminar.

Lily reports some recipients of the e-mail blasts need to add the sender address to their ok lists; some messages are being bounced back.

Lily distributed a proposal by Dellamark for an upgrade to our web site for an association management system. This is a stand alone database. The one time cost to build the system is \$5,000. Hosting for the system would be \$780 annually. This is in addition to the \$540 annual hosting fee the chapter pays for the website.

Donna suggest that each chapter committee report to Lily, Stephanie and Karen G. two draft reports that they would like to have available as part of this system. Lily will compile the information and forward it to Dellamark.

Lily pointed out that the banner on our web site will be corrected to say Chapter 36 is Chapter of the Year for 2007, not 2008.

Greg Althoff asked if our home page can display monthly meeting information. Lily states that information is on our web site calendar.

Donna inquired as to whether the banner can be changed by the chapter or is it static, and suggests that access to it be kept to a few people.

Social – Linda Burkett, absent; Donna Harrison reports: Linda has a possible venue for the summer social event.

Historian – Greg Althoff; no report

Old Business

On February 20, 2009, Craig Brandt motions via e-mail to approve the February Meeting Minutes. David Harry, seconds. Motion carries.

On February 23, 2009 President Donna Harrison motions via e-mail to reimburse David Harry for the \$50 drawing for the educational courses. Cheryl Bennett, second. Motion Carries.

New Business

Donna reports Chapter 36 pledged to donate \$1,000 to the Chair's Reception at this year's Refresher at Texas A & M; approved via e-mail.

Beginning June 30 thirteen IRWA courses will be available online. The chapters will receive a \$50.00 credit for each of its members who enroll in an online course.

Next year's Winter Forum will be in New Orleans; date to be determined.

Refresher at Texas A & M: Donna reports: at the debriefing luncheon Chapter 36 drew the LPA segment for the A & M Refresher. We were given the opportunity to change our category. Donna has been given permission by the Region to change our segment to wind energy and is working to engage the speakers.

Administrative Assistant: Donna suggests the chapter has increased to a size and stage of growth that an administrative assistant is needed. David Harry stated the chapter is at a level at which a paid staff person is needed; because of the volume of people and activities an error could be costly, for example in handling money and registrations for classes and events. To be more efficient the chapter needs a paid staff person, but the job description needs to be refined. Donna explains this position would be a point person but not full time; she recommends Shannon Cook. Greg Cook suggests this position should be paid as a contract laborer, comprising an at will employment agreement, and compensation paid by the task or hour. Donna motions that the chapter consider and discuss the employment of Shannon Cook as the chapter's Executive Director, and ideas as to job description and pay be taken up at the next board meeting. David Harry seconds the motion. Motion carries with one abstention.

Golf Tournament: Jim Thomas reports that signs and trophies have been ordered. This year's 1st place trophy will feature a photo slot for a picture of the winning team.

Margaret Lien and Jim Thomas inquired as to how much money was previously spent for raffle prizes. President Donna Harrison asked Jan Whatley how much was spent last year for raffle prizes and suggested the same amount for this year. Jan Whatley volunteered to obtain the raffle prizes. A budget of \$650.00 is authorized by the board. .

Adjourn

Meeting adjourned by President Donna Harrison at 11:50am.

Minutes recorded, reviewed and distributed by Charles Stearman, Secretary

A handwritten signature in black ink that reads "Charles Stearman". The signature is written in a cursive style with a horizontal line underneath the name.

Charles Stearman
Secretary
Chapter 36, International Right of Way Association