

Status

Draft  Amended & Approved 

Date

April 14, 2009

MEETING MINUTES			
Meeting Type	April 2009 Chapter Board Meeting		
Meeting Date	April 14, 2009		
Meeting Time	10:00 a.m.		
Meeting Location	Cacharel, Arlington, 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 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: Jan Whatley, Josh Knutson,			

**APRIL CHAPTER 36 BOARD MEETING HELD ON APRIL 14, 2009**

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

The Meeting Agenda was distributed by President Donna Harrison.

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

Vice President – Greg Cook reports on the Spring Seminar:

<b>2009</b>	<b><u>Spring Seminar</u></b>	<b><u>Golf Tournament</u></b>
<b>Total Income</b>	<b>\$27,265.00</b>	<b>\$14,485.00</b>
Income - Registration	\$14,015.00	\$8,905.00
Income - Sponsorship	\$13,250.00	\$3,400.00
Income - Mulligans/Raffle	-	\$2,180.00
<b>Expense</b>	<b>\$6,070.59</b>	<b>\$7,392.35</b>
<b>Net Profit/Proceeds</b>	<b>\$21,194.41</b>	<b>\$7,092.65</b>
10 Year Golf Proceeds	-	\$60,975.78
Registrants/Attendees	124/110	124/118
# of Sponsors	24	17

\$60,975.78 was raised over ten years. Twenty-four sponsors were obtained for the Spring Seminar. Total income was \$27,265.00 Seminar sponsorships totaled \$13,250 and registrations, \$14,015, for total seminar income of \$27,265. Net profit was \$21,194.41. Registrants numbered 124, with 110 attending. Steve Baggett Memorial Golf Tournament: Seventeen hole sponsors were obtained. Golf and lunch registrations generated \$8,905 and golf sponsorships, \$3,400. Mulligans and raffle tickets produced another \$2,180. The total income for the tournament was \$14,485, and expenses were \$7,392.35. Net profit was \$7,092.65. Registrants numbered 124 and 118 played. Greg Cook asked how to spend golf proceeds. He suggests \$2,000.00 go to Cook Children's Hospital, \$2,000.00 to the Children's Medical Center and \$3,092.65 to Hospice of East Texas. Linda Burkett asked whether we should donate in Steve's name though giving to charities other than the hospice. Greg Cook suggests we continue donating in Steve Baggett's name regardless of the charity recipient. Donna Harrison agrees we should leave everything in Steve's name. Jan Whatley recommends the name should stay and keep East Texas Hospice as one of the charities. Linda Burkett motions to keep Steve's name and East Texas Hospice. David McCarthy seconds, motion carries. Donna compliments Greg on a job well done. Cheryl Bennett compliments Shannon.

Treasurer – Craig Brandt presents the Treasurer's Report: for the period March 1, 2009 – March 31, 2009: the beginning balance was \$43,942.18. The chapter had income of \$13,001.99 and expenses of \$10,918.71. Expenses exceeded income by \$2,083.28. The ending balance was \$46,025.46. Greg Althoff motions to accept the report. Bill Stoll seconds; motion carries. Jan Whatley asked for the income and expense year-to-date, last year and years past. Greg Cook believes last year we were at a break even. Craig Brandt states the month of March will be positive but Donna Harrison notes the three outstanding checks. Donna asked Jan if he would like to see 2007, 2008 and 2009 year to date net profits. Craig Brandt will send Jan that information.

Secretary – Charles Stearman thanked everyone for e-mailing their comments on the meeting minutes.

Director – Diane Burkhardt, absent, no report.

Director – Bill Stoll encouraged everyone to turn in their reservation for the annual International conference in Indianapolis. He will make an announcement at today's meeting. Stacie Walton will announce AASHTO.

PDC – Cheryl Bennett, Chairperson, reports five members will receive their certification or designation today: Margaret Lien, SR/WA, Marcus Boyd, RAC, Nathaniel Dickens, RAC, Patrick Moon, NAC, and Raymond Edmondson, NAC. Cheryl also reports that IHQ took the forms for applications for certifications off the web site, and added the new brochure, forms and requirements. She and Ed Opstein will discuss; the new requirements are effective July 1, 2009. Cheryl will make an announcement at today's meeting about this. Donna Harrison asked if we should put the old forms on our web site. At IHQ, Frances Vicente is overworked but has improved turnaround time for processing applications to 30 days. Greg Althoff would like for us to emphasize in our newsletter the differences in the old and new requirements.

Education – David Harry, Chairman, reports that 23 students enrolled for class 803, 14 for 501 and 17 for 502. The chapter should be in the black for all three. Only six people are enrolled for class 205 and nine for class 600. Today's drawing will be for courses 205, 901, and 902. Marketing is going well and Karen Gnuse, Co-chair, is doing a good job with e-mail notices to members. A discussion followed concerning left over course materials-books. President Donna Harrison expressed concerns about keeping the excess course materials and will check with the IPDC to confirm their opinion. David Harry suggested starting a library. David Harry complimented Sandi Foreman for her help in coordinating classes held at Halff Associates and suggests the chapter give her free tuition to a class. David Harry motioned to give Sandi one free tuition for a two day course of her choice. Karen Gnuse, second. Motion carries, none opposed.

Membership – Marcus Boyd, Chairman, reports nine new member applicants including two past members:

Kyle Dean-Helix Resources  
Chuck Flens-Universal Field Services  
Meghan Hardy-Hardy & Hardy Associates  
Amy Muckle-PBS&J  
Jason Neely-US Right of Way  
Oscar Rodriguez-US Right of Way  
Stephan Vogl-Williams Exploration & Production  
Bonnie Redifer  
David Zimmerman

No Membership transfers.

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

Marcus Boyd reports that IHQ says we have about 60 members who have not paid their dues. These will be dropped from membership at the end of the month. IHQ has asked if we will waive the \$20.00 chapter fee for new members. The chapter needs to vote before we do so, and Marcus will have to report to IHQ.

Program – Karen D’Angelo, Chairperson

Future meetings: The joint meeting with the local chapter of the Appraisal Institute will be in October. The AI will obtain a speaker.

Newsletter- Denise Perez, Editor, absent, no report.

Web Site - Lily Khan- Web Administrator, reports on the possible upgrade to our web site. The upgrade will enable a number of functions and reports to the committees not currently available. This improved functionality will help the chapter to maintain consistency and keep our database synchronized with IHQ and our chapter events. Donna Harrison asked if the annual fee is reasonable. Lily believes the cost is very reasonable. Greg Althoff asked if there is a written agreement with Dellamark that states the service the chapter is receiving. Lily responds-there is no writing but one can be obtained. Greg Cook asks what the \$780 per year is for. Lily says the fee is for hosting our database and web-server, because we would be using more resources. Lily will get a breakdown of the costs and present more information at the next meeting.

Social – Linda Burkett, Chairperson, present; suggestions for summer social: Lone Star Park at a cost of \$65.00 per person; also looking into a dude ranch in Grapevine.

Historian – Greg Althoff; no report

## Old Business

President Donna Harrison discussed the prospect of an executive director position. It is a valuable role, for example a great help with the spring seminar and golf tournament. She suggests we develop a scope of services. Donna motions we ask Shannon Cook to develop a scope of services and rate of pay, and negotiate for this job. No second. Karen Gnuse asks what the rate of pay would be and the job duties. Greg Althoff asked what duties would be assigned to the executive director. Donna states the executive director would handle events and task suggested by the region leadership manual, such as calendaring events and day-to-day tasks. Jan Whatley stated Shannon has done a great job in assisting the chapter. He referred to the Appraisal Institute executive director and that she is paid \$100,000 per year. Jan asks what the chapter can afford to pay. Would it be enough to interest Shannon? He also suggested that the chapter should not hire anyone without looking at our financial statements, and asked if we need a full time person. Donna stated the position would not be full time, but task oriented. Linda Burkett suggests we table this idea and have someone describe a scope of services and investigate the cost. Donna tabled the discussion and will formulate a motion to e-mail to the board.

## New Business

By-Laws: Greg Althoff and Bill Stoll reporting. Copies of draft By-laws and Policies & Procedures Manual distributed to the meeting. Greg reports that he and Donnie Sherwood and Bill and met and discussed the model document provided by IHQ and the by-laws of ten other chapters. The focus of IHQ is to try to get all the chapters to have more or less the same by-laws. Unique chapter issues should be addressed in the P & P manual. The committee needs input on the items that should be in the P & P manual. Bill reminds us that the by-laws must be approved by IHQ. The P & P manual does not. The time frame to complete this task is two to three months. Greg says the by-laws should be reviewed by the general membership and voted on by all our members. He also suggests we put these documents in the newsletter and on the web site in draft form and ask for the members' input.

## Adjourn

Meeting adjourned by President Donna Harrison at 11:40am.

Minutes recorded, reviewed and distributed by Charles Stearman, Secretary



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**Charles Stearman**  
**Secretary**  
**Chapter 36, International Right of Way Association**