

Status -- Final  
 Date: September 8, 2009

Amended & Approved

MEETING MINUTES			
Meeting Type	SEPTEMBER 2009 Chapter Board Meeting		
Meeting Date	September 8, 2009		
Meeting Time	10:00 a.m.		
Meeting Location	Cacharel, Arlington, Texas		
Officers		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 type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Program	Robyn Vaughn	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Newsletter	Denise Perez	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Photographer	Olga Estefes	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Historian	Greg Althoff	<input type="checkbox"/>	<input checked="" type="checkbox"/>
By-Laws	Donnie Sherwood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Guests: None			
Other Members in Attendance: None			

**CHAPTER 36 BOARD MEETING HELD ON SEPTEMBER 8, 2009**

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

The Meeting Agenda was previously distributed by Donna Harrison via e-mail.

President, Donna Harrison

President Donna Harrison proceeded with the agenda.

Greg Cook, Vice-President

Greg Cook reported the committee to formalize the Professional of the Year and Employer of the Year awards will complete its work this week, and will present its conclusions to the board via e-mail.

Craig Brandt, Treasurer

Craig reported for the period August 1 through August 31, 2009. Upon discussion, a point of clarification arose concerning income and expenses as to dates of occurrence. David McCarthy motioned to amend the report as discussed. Second by Greg Cook. Motion carried, none opposed. Secretary Craig Brandt subsequently amended the treasurer's report and distributed it to the board by e-mail. On September 14 President Donna Harrison motioned by e-mail to accept; Vice-President Greg Cook, second. Approval was unanimous.

The chapter had a beginning balance of \$68,559.04. For the month the chapter had income of \$10,221.77 and expenses of \$11,401.08 with an ending balance of \$67,379.73. Expenses exceeded income by \$1,179.31. Outstanding checks total \$7,586.00. The reconciled final balance as of August 31, 2009 is \$59,793.73.

Donna expressed appreciation for the reports prepared by Jennifer Ayers on attendance and collections for the chapter's general meetings. These reports are submitted to the treasurer on a monthly basis.



**International Right Of Way Association Chapter 36**

Revised Treasurer's Report  
September 8, 2009  
Period August 1, 2009 – August 31, 2009

<b>Beginning Balance as of 08/01/09</b>		<b>\$68,559.04</b>
<b>Income</b>		
Chapter Education	\$ 5,230.19	
July Luncheon/Cash on Hand	\$ 865.00	
Chapter Summer Social @ Cowboys Stadium	\$ 4,126.02	
Interest Earned	\$ <u>0.56</u>	
<b>Total Income</b>		<b>\$ 10,221.77</b>
<b>Expense</b>		
1833: Brooke Lien – IRWA Scholarship Award	\$ 1,000.00	
1834: Brian Rodriguez – IRWA Scholarship Award	\$ 1,000.00	
1835: Ashley Campbell - IRWA Scholarship Award	\$ 1,000.00	
1838: Mazie Leftwich – C205 Education Reimbursement	\$ 760.58	
1839: Francis Wilson – IRWA Seminar Award Winner	\$ 195.00	
1840: Shannon Cook – Consultant Services for Social	\$ 498.55	
1841: Marcus Boyd – IRWA Seminar Award Winner	\$ 195.00	
1842: RWIEF – Chapter Donation	\$ 2,500.00	
1843: Glory House Catering – Initial Luncheon Fee	\$ 425.00	
1845: Donna Harrison – A&M Speaker Reimbursement	\$ 321.95	
BOA: Check Enclosure Fee	\$ 5.00	
Debit: Craig Brandt – Cash on Hand for August Luncheon	\$ 200.00	
Debit: Cowboys Stadium – Initial Deposit for Social	\$ 2,500.00	
Debit: Glory House Catering – Final Fee for Luncheon	\$ 300.00	
Debit: Glory House Catering – Deposit for Christmas	\$ 500.00	
<b>Total Expense</b>		<b>\$ 11,401.08</b>
<b>Income vs. Expense</b>		<b>(\$ 1,179.31)</b>
<b>Ending Balance as of 08/31/09</b>		<b>\$ 67,379.73</b>
August Statement Ending Balance		\$ 67,379.73
<b>Outstanding Checks/Charges</b>		
1844: Texas Murder Mystery – Final Fee for Social	\$ 1,000.00	
Debit: Cowboys Stadium – Final Fee for Social	\$ <u>6,586.00</u>	
<b>Total Outstanding Checks</b>		<b>(\$ 7,586.00)</b>
<b>Final Reconciled Balance</b>		<b>\$ 59,793.73</b>

Charles Stearman, Secretary

The August Meeting Minutes were approved by e-mail and posted to the chapter website.

Diane Burkhardt, Director

Absent, no report.

Bill Stoll, Director

Absent, no report.

Cheryl Bennett, Professional Development Committee

Chairman Cheryl Bennett reported that two of our Chapter 36 members have just earned their SR/WA designations for a total of 76 currently. She distributed to the board a list of chapter members who have made application for designation or certification since the July meeting, and a list of recently approved designations and certifications. The list is on the following page.

Donna complemented the committee on a job well done serving our members. The board discussed that the new application forms for certification and designation should be added to the chapter's web site and made interactive. Donna reported that Dellamark will accomplish this task soon.

Cheryl reported that any member who does not pay dues on time will forfeit grandfather status on any applications for certification or designation. This is according to a new IHQ rule. The deadline to pay dues is February 1. Cheryl will include more information about this change in the newsletter.



**International Right Of Way Association Chapter 36**

September 8, 2009

The Chapter 36 Professional Development Committee has reviewed, processed and approved the following applications since our last report on July 14, 2009. Congratulations to all new Candidates and Certified Members!!!!

New SR/WA:

SR/WA	Janna Wampler	08/30/09
SR/WA	Jennifer Ayers	07/27/09

New R/W Certification Designations:

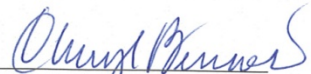
R/W-NAC	Naomi Michaud	08/25/09
R/W-NAC	Pamela Jones	08/21/09
R/W-NAC	Donald Rowe	08/21/09
R/W-NAC	LaWanda Armstrong	08/21/09
R/W-NAC	Mark Laird	07/23/09
R/W-RAC	Regina Foster	07/23/09
R/W-RAC	Carol Neugent	08/21/09
R/W-RAC	Stacie Walton	06/24/09
R/W-RAC	Cheryl Jedlicka	08/11/09

SR/WA & R/W Candidacy Applications Approved:

SR/WA	Michelle Harlan	08/21/09
SR/WA	Donald Rowe	08/21/09
SR/WA	John Manganilla	08/21/09
SR/WA	Karen Pendergraft	08/07/09
R/W-NAC	Michelle Harlan	08/07/09
R/W-NAC	Shelley Arnold	08/07/09
R/W-NAC	Mark Janicki	07/15/09
R/W-NAC	Donald Rowe	08/07/09

Completed Applications Submitted to HQ:

R/W-NAC	John McLerran	07/29/09
R/W-NAC	Ann Scruggs	07/27/09

  
 Submitted by: Cheryl Bennett, SR/WA  
 Chapter 36 PDC Chairman

PDC Members: David McCarthy, SR/WA; R/W-NAC; R/W-RAC  
 Robert Duran, SR/WA; R/W-RAC

David Harry, Chair, Education Committee

David distributed the August Education Committee report (see next page). Year-to-date net income to the chapter, through July 21, is \$15,617.12. Income thus far is \$57,365.00 and expenses, \$41,747.88.

Course 400 has been cancelled and will be offered in 2010. Registrations for course this Fall have been sluggish. The facilitators and location for the SR/WA study session and exam have been set for November 16-18. Lisa Harrison and Donnie Sherwood will facilitate and possibly Scott Moran and Kyle Ray as well.

David reported that Karen Gnuse, Co-Chair, attended the IHQ session at the Texas A & M Refresher. The session was presented by Heather Morris. The information given by Heather confirms the strategies our committee has been implementing for marketing of courses. Karen obtained a number of ideas at the session and will formulate a schedule and plan for 2010.

## Education Committee Overview - 2009

Course #	Course Name	Date	Status	Participants	Income	Expenses	Net
700	Intro to Property/Asset Management	March 2-3, 2009	Cancelled				
803	Eminent Domain Law Basics	March 19-20, 2009	Closed	23	\$7,747.50	(\$6,154.34)	\$1,593.16
501	Residential Relocation Assistance	March 30-31, 2009	Closed	14	\$5,640.00	(\$2,904.69)	\$2,735.31
502	Business Relocation	April 6-7, 2009	Closed	17	\$6,035.00	(\$3,653.19)	\$2,381.81
600	Intro to Environmental Issues	May 5, 2009	Closed	11	\$2,820.00	(\$2,068.35)	\$751.65
205	Bargaining Negotiations	May 21-22, 2009	Closed	32	\$10,565.00	(\$8,568.73)	\$1,996.27
901	Engineering Plan Development & Appl	June 8, 2009	Closed	17	\$4,022.50	(\$2,893.00)	\$1,129.50
902	Property Descriptions	June 9, 2009	Closed	14	\$3,600.00	(\$2,744.42)	\$855.58
200	Principles of Real Estate Negotiations	June 22&23, 2009	Closed	25	\$8,615.00	(\$6,856.16)	\$1,758.84
402	Introduction to the Income Cap. Approach	July 17, 2009	Cancelled				
801	United States Land Titles	July 20&21, 2009	Closed	22	\$8,320.00	(\$5,905.00)	\$2,415.00
505	Advanced Residential Relocation Assist	Sept. 14, 2009	Pending	8			
506	Advanced Business Relocation Assistance	Sept 15&16, 2009	Pending	7			
203	Alternative Dispute Resolution	Sept 28&29, 2009	Pending	9			
400	Principles of Real Estate Appraisal	Oct. 26&27, 2009	Cancelled				
213	Conflict Management	November 3, 2009	Pending	1			
213	SR/WA Prep	Nov. 16-18, 2009	Pending				
					<b>\$57,365.00</b>	<b>(\$41,747.88)</b>	<b>\$15,617.12</b>

Marcus Boyd, Membership Chair

Marcus reports two new member applications during September:

Denise Lopez, City of Arlington  
Robert Love, Love Land, LLC

Craig Brandt made a motion to approve; Greg Cook, second. Motion carries, none opposed.

Karen D. Angelo, Chair, Programs

Absent; Donna Harrison reports a speaker suggestion is needed and that we offer a free lunch to a member who suggests a speaker who is retained for one of our general meetings.

## **IRWA MEMBERSHIP 2009**

### **NEW APPLICATIONS: September**

Denise Lopez – City of Arlington

Robert Love – Love Land, LLC

### **Past Members who re-applied**

N/A

### **ASSOCIATE MEMBERSHIP**

N/A

### **MEMBERSHIP TRANSFERS:**

N/A

Denise Perez, Newsletter

Absent; no report.

Lily Khan, Website Administrator

Absent; Donna discussed the meeting with Dellamark on expanding our web site. The meeting was attended by Stephanie Burkhardt, Donna Harrison, Greg Cook, and Lily Khan. The consensus is to create a database reporting function for the chapter on the web site. Previously, a motion for the expansion was put forth and voted on by e-mail. The motion carried. In addition, a few minor changes will be made to the chapter's home page – adding or reconfiguring buttons. Postings and notices will be calendared and posted on the web site. Greg Althoff will e-mail each board member his or her office's responsibilities.

Linda Burkett, Social Director

In Linda's absence Donna reported that she would like for a member to write an article about our social event at Cowboys stadium for submission to IRWA Magazine.

Greg Althoff-Historian

Absent; Donna reports Greg is working on the history and anniversary writings for Chapter 36. Our fiftieth anniversary is 2010. Greg needs meeting minutes for missing months during 2004.

## Old Business

The by-laws, previously distributed to the membership by e-mail, will be voted on at today's general meeting. The policy and procedures manual is nearly complete. The committee, comprised of Greg Althoff, Donnie Sherwood and Bill Stoll, expect to present it to the members at the next general meeting.

## New Business

### *Chapter 36 Elections*

An announcement will be made at today's general meeting concerning the upcoming election for chapter officers for the next year, which will be 18 months due to the recent change in fiscal year. The nominating committee has proposed the following slate of nominees: Greg Cook, President, Craig Brandt, Vice-president, Charles Stearman, Treasurer, David Harry, Secretary, Marcus Boyd, PDC, and Donna Harrison, Two-Year Director. Nominations from the floor will also be asked for. The election will be held in the October meeting and installation in the November meeting. Randy Williams, International Vice-President/Treasurer, will install the officers.

### *Member e-mail addresses*

Donna reported on incorrect e-mail addresses for some of our members, as compiled by Shannon Cook; she will contact these members for updated addresses.

### *Spring Seminar & Golf*

Craig will announce at today's meeting the dates for the 2010 Golf tournament and Spring Seminar, which will be April 8 & 9. Golf will be at Tierra Verde and the location for the seminar is to be determined. Craig is considering Walnut Creek Country club for the seminar. Speakers thus far are: Maize Leftwich (confirmed), Maureen Dockey (tentative), John Corona (tentative), Jim Bradbury (possibly), and Glenn Whitley (possibly).

### *Winter Forum 2010*

Donna will announce to the members at today's general meeting the dates for the next Winter Forum, February 4 and 5, to be held in New Orleans.

### *Texas A & M Refresher*

Greg Cook reports that our chapter's session at the Texas A & M Refresher in 2010 is *Pipelines*. We need to have our speakers lined up by the Winter Forum. Please send ideas to Greg.

Adjourn

Greg Cook made a motion to adjourn; Cheryl Bennett – second. None opposed

Meeting adjourned by President Donna Harrison at 11:00 am

Minutes recorded, reviewed and distributed by Charles Stearman, Secretary.



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Charles Stearman  
Secretary  
Chapter 36, International Right of Way Association

**General Meeting Minutes, Chapter 36, IRWA, September 8, 2009**

President Donna Harrison asked for discussion on the revised by-laws, which had been distributed to the general membership by e-mail. Having no discussion President Harrison asked for a motion and a vote. A motion to adopt the revised by-laws was made by David Harry and a second by Greg Cook. The motion carried by a majority with none opposed, but a few abstentions. The votes, by a show of hands, were counted by Donna Harrison and Greg Cook and Craig Brandt.

Minutes recorded, reviewed and distributed by Charles Stearman, Secretary.



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Charles Stearman  
Secretary  
Chapter 36, International Right of Way Association



# **International Right Of Way Association Chapter 36**

## **CHAPTER 36 SEPTEMBER BOARD AGENDA** September 8, 2009

President – Donna Harrison

Vice President – Greg Cook  
➤ Awards Process

Treasurer – Craig Brandt  
➤ August report  
➤ Announcement – registration fee vs pay at the door

Secretary – Charles Stearman  
➤ August Minutes

Director – Diane Burkhart  
➤

Director – Bill Stoll  
➤

### **COMMITTEES**

PDC – Cheryl Bennett, David McCarthy, Robert Duran  
➤ Awards to be presented at lunch meeting  
➤ SR/WA and Certification Report

Education – David Harry, Karen Gnuse, Ann Scruggs  
➤ Announcement of future courses at lunch meeting  
➤ Drawing

Membership – Marcus Boyd  
➤ Announcement of new applications at Board Meeting  
➤ Announcement of new approved members at lunch meeting

Programs – Karen D'Angelo  
➤ Future locations and speakers  
➤ Member Incentives for Speakers

Newsletter – Denise Perez  
➤ Due date – 15<sup>th</sup> of each month

Website – Lily Khan, Stephanie Burkhardt  
➤ Website Update

Social – Linda Burkett

- Article to the IRWA magazine

Historian – Greg Althoff

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**Old Business:**

- By-Law Committee Vote
- Policy and Procedure Manual

**New Business:**

- Nominations Committee
  - Greg Cook, President
  - Craig Brandt – Vice President
  - Charles Stearman – Treasurer
  - David Harry – Secretary
  - Marcus Boyd – PDC – 3 year officer