

Status Date: January 11, 2011

Draft

Amended & Approved

MEETING MINUTES			
Meeting Type	Monthly Chapter 36 Board Meeting		
Meeting Date	December 14, 2010		
Meeting Time	10:00 a.m.		
Meeting Location	2221 East Lamar Boulevard, Arlington, 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Director-1 Year	Diane Burkhardt Valek	<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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Education – 3 year	Lily Khan	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 MEETING HELD ON DECEMBER 14, 2010

The meeting was called to order by President Greg Cook at 10:24 A.M. The Meeting Agenda was previously distributed via e-mail.

Approval of Meeting Minutes from November 9, 2010

Motion was made by Diane Burkhardt Valek to approve with one correction to page 7 of 7 – revising the estimated net cost of the 50th Anniversary Gala from \$750 to \$752.37; second by Greg Althoff; motion passed unanimously.

President

Greg Cook reminded board members of the Region II Winter Forum to be held on February 9-11, 2011. The deadline for registration is January 11.

Vice President –

The Spring Seminar and golf tournament will be on April 14 & 15, 2011, location to be determined. The golf tournament will remain associated with the Spring Seminary for 2011, and the incoming Vice President in 2011 can continue a study of this matter for 2012.

A 1-day education offering (to be determined) will take place on April 14th also.

The Board agreed by consensus that the regular Chapter 36 membership meeting for April 2011 should be cancelled in support of the Spring Seminar.

Treasurer

Charles Stearman submitted the Treasurer's Report for November 2010. Motion to approve was made by Denise Perez with one correction on page 1 – next to "Income vs. Expenses:" the parenthetical "\$16,040.41" should be deleted. Second was by Marcus Boyd: motion passed unanimously.



Celebrating 50 Years of Service 1960-2010

Treasurer's Report
December 14, 2010

For the Period of November 1, 2010 – November 30, 2010

Beginning Balance as of 11-1-10		+ \$	43,129.34
Income			
Interest earned @ 0.01%	\$ 0.34		
Electronic Transfer-PayPal Funds	\$ 3,534.19		
Total Income		+ \$	3,534.53
Expenses			
1911: US Right of Way, reimb. C 603 & C803-Catering	\$ 127.58		
1920: Mark Leppla, Scholarship Recipient	\$ 1,000.00		
1921: Cody Leppla, Scholarship Recipient	\$ 1,000.00		
1934: Denise Perez, Gala expenses	\$ 423.20		
1942: Wayne Goss; reimburse travel expenses, C700	\$ 412.61		
1943: Shannon Cook, contract work, contract work, Spring Sem./Golf & Gala	\$ 3,765.00		
1944: Glory House Catering, Nov. luncheon	\$ 685.00		
1945: Kathy Robertson, Gala expenses	\$ 456.78		
1946: US Right of Way, reimburse Spring Seminar exp	\$ 134.32		
1947: US Right of Way, reimburse C802 exp, printing	\$ 63.35		
1948: US Right of Way, reimburse catering, C400, C421, C503, C700, C701, C703	\$ 570.28		
1950: Wayne Goss, reimburse travel exp. C701 & 703	\$ 507.53		
Earthlink-electronic debit	\$ 20.00		
Bank service charge	\$ 5.00		
Total Expenses		- \$	9,170.65
Income vs. Expenses:	(\$16,040.41)		
Ending Balance as of 11-30-10		+ \$	37,493.22
November Bank Statement Ending Balance		+ \$	37,493.22
Outstanding Checks/Charges			
1949: Lily Khan, reimburse exp.C421	\$ 72.47		
1922: Andrew Janicki, Scholarship Recipient	\$ 1,000.00		
1951: IRWA-HQ-plaques for POY & EOY	\$ 226.00		
1952: Dellamark, annual hosting	\$ 1,620.00		
Education-chapter charges to IRWA HQ	\$ 5,022.00		
Greg Althoff, Gala Expenses	\$ 60.58		
Total Outstanding Checks/Charges		- \$	8,001.05

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Celebrating 50 Years of Service 1960-2010

Treasurer's Report – page 2 of 2
 December 14, 2010
 For the Period of November 1, 2010 – November 30, 2010

Outstanding Deposits	
COH	\$ 195.00
PayPal-Luncheon Receipts, Nov., 21 @ \$15.00	\$ 315.00
Deposits made on 11-30-10, credited on 12-1-10. luncheon receipts, education tuition, and Gala sales, and Gala sponsors	\$ 11,215.00
Total Outstanding Deposits	+ \$ 11,725.00
Final Reconciled Balance	+ \$ 41,217.17

Secretary – All approved minutes from past 2010 board meetings are now posted to the Chapter 36 web site.

Director – Diane Burkhardt Valek had no report.

Director – Donna Harrison had no report.

PDC –

Robert Duran reported that PDC has received a few new applications and is still working with headquarters to get the SR/WA plaque for Denise Perez. There are no presentations for the December membership meeting.

The board discussed devoting a regular membership meeting in 2011 to a presentation on the various designation and certification programs available through IRWA.

EDUCATION

Karen Gnuse reported that the updated 3-year education schedule has been approved by Region 2. In 2011, all local offerings will utilize local facilitators, which should help reduce expenses for the chapter.

Membership

Jennifer Ayers reported applications for six new members and no transfers. These new members will bring the chapter membership to 385. Motion to approve was made by Denise Perez; second by Greg Althoff. Motion passed unanimously.

IRWA MEMBERSHIP – December 2010

NEW APPLICATIONS: December (6)

Preston Dobbs – Burford & Ryburn– Scott Moran

Cloyde Jordan – City of Fort Worth – Deanna Cody

Jordan Miller – Burford & Ryburn– Scott Doggett

Robyn Montgomery – Stateside ROW – Diane Burkhardt Valek

Renee Peterson – Percheron Acquisitions LLC

Danyelle Tyra – Stateside ROW – Diane Burkhardt Valek

MEMBERSHIP TRANSFERS to Chapter 36:

None received

MEMBERSHIP TRANSFERS out of Chapter 36:

None received

Total New Members to date: 75

Transfers out (December): 0

Total Members to date: 385

Five of the six newly-approved members are expected to be present at the December membership meeting.

Jennifer Ayers reminded the board that IRWA members must renew their membership by year's end, or headquarters will begin dropping members.

Dr. John Baen has committed to speak to the chapter membership in March 2011. Charles Stearman made a motion that Chapter 36 provide a free lunch on that date for up to 12 of Dr. Baen's students in lieu of paying Dr. Baen's IRWA membership fee for 2011. Second by Diane Burkhardt Valek; the motion was approved unanimously.

The board also discussed that several of Dr. Baen's students have received scholarships from Chapter 36 in the past.

Historian

Greg Althoff gave an income and expense summary regarding the 50th Anniversary Gala on October 16, 2010. Net cost to the chapter for the event was \$752.37. IRWA is also preparing an article on the event for *Right of Way Magazine*.

Income	
Actual	Estimated
Ticket Sales	\$ 3,750.00
Sponsorships	
Integra	
Christi Glendinning	
Universal	
Burford & Ryburn	
Pinnacle	
Paramount Valuation	
Paradise Settlement Services	
Weir & Associates	
Lucas Family	
Total	\$ 12,250.00

Expenses	
Actual	Estimated
Meal (125 Guarantee)	\$ 5,850.00
Casino Tables & Staff	\$ 2,400.00
Mystery Guest	\$ 350.00
Photographer/Paper/Ink/Food	\$ 350.00
Piano	\$ 200.00
DI Donated by Terry Mays	\$ -
Decorations, Flowers, Invitations, Prizes, Mementos	\$ 3,000.00
Total	\$ 12,150.00

Comp'd Meals	
1	Randy Williams
2	Lisa Harrison
3	Photographer 1
4	Photographer 2
5	Terry Mays
6	Terry Mays guest
7	Carol Keck
8	
9	
10	
11	

Deco/Gifts/Prizes	
Estimated Expenses:	Budget \$2200
Kathy	400
Danise	700
Greg	60.58
Dorran	
Christi	0
Total:	1160.58

ACTUAL EXPENSES	
Flowers	\$ 220.00
Decos	\$ 423.20
Golf Prize	\$ 60.58
Decos	\$ 456.78
TOTAL	\$ 1,160.56

VALUE OF DONATIONS	
500	Golf Package Donation
250	Storage Pod Donation
600	Stadium Seats Donation
100	Art Work Donation
200	Byron Nelson Tickets Donation
100	Silver Tray Donation
1000	Marratt Rooms, Screen, Projector
500	Terry May - DI
250	Hensley Photography
Total:	3500

Net Income/Loss	\$ 10,477.37
Chapter Promise	\$ (752.37)
Difference	\$ 5,000.00

Program

Most 2011 chapter meetings will be held at Cacharel in Arlington due to the central location, price, and facilities. A few other meetings will be held at other venues yet to be determined.

The chapter will not have meetings in July or August but must hold the June 2011 meeting for installation of new officers. The normal chapter meeting date that month (June 14) conflicts with the IRWA Annual Conference. A revised installation date will be determined after coordination with the person performing the installation.

Newsletter/Photographer

Denise Perez reported that in the future, newsletter submissions not provided by the 15th of the month may be excluded from the newsletter.

Submissions for the IRWA competition for best newsletter must be made by February 1, 2011. Although Chapter 36 won this competition for 2009, we are eligible to submit again for the 2010 award.

Old Business

Policies and Procedures draft will be submitted by e-mail for consideration in the January board meeting. President Cook requested that board members read the job duties very carefully and be prepared to make recommendations before the January meeting. President Cook also requested that board members e-mail him with suggested topics for discussion (pertaining to the *Policies and Procedures*) at the January meeting.

New Business

Board members previewed possible new logo designs and were asked to give input by e-mail to President Cook before the January meeting. The Board will vote on a new Chapter 36 logo design at the January meeting.

Charles Stearman proposed that the chapter may want to raise the lunch cost for members to \$20 for the regular monthly membership meetings. The \$15 price does not consistently cover the cost to the chapter, and this lunch price has not been raised in many years. The board discussed other fund-raising possibilities such as drawings for door prizes to help encourage attendance and to offset expenses for the chapter.

Adjourn

Meeting adjourned by President Greg Cook at 11:30 a.m.

Minutes recorded by David Harry, Secretary



Celebrating 50 Years of Service 1960-2010

CHAPTER 36 BOARD AGENDA

December 14, 2010

Approval of November meeting minutes

EXECUTIVE BOARD

President – Greg Cook

Vice President – Craig Brandt

Treasurer – Charles Stearman

- November 2010 Treasurer's Report

Secretary – David Harry

Director 1 Year – Diane Burkhart

Director 2 Year – Donna Harrison

COMMITTEES

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

- PDC Report
- Presentations at meeting?

Education – Karen Gnuse (Chair), Lily Khan (2 Year), Mark Thigpen (3 Year)

Membership – Jennifer Ayers (Chair)

- John Baen membership
- New Member approval
- Presentations at meeting?

Historian – Greg Althoff (Chair)

- Finalization of 50th Gala income and expense



Celebrating 50 Years of Service 1960-2010

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

- June meeting (June 14) conflicts with Annual Conference (June 12 to June 16)
 - Move chapter meeting to new date
 - June 7th or 21st?
 - Installation
 - Coordinate with person performing installation

Newsletter/Photographer – Denise Perez (Chair)

- Due date – 15th of each month

OLD BUSINESS:

- Policy & Procedures to be distributed via email.
 - Please read prior to January meeting
 - Email me any topics for discussion so that we can keep the discussions orderly
 - Vote on approval of policy and procedures

NEW BUSINESS:

- Chapter logos