

Status
Date

February 9, 2010

Draft Amended & Approved

MEETING MINUTES			
Meeting Type	Monthly Chapter 36 Board Meeting		
Meeting Date	January 12, 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	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 JANUARY 12, 2010

The meeting was called to order by President Greg Cook at 10:08 AM. The Meeting Agenda was previously distributed by Greg Cook via e-mail.

President – President Cook deferred comments to discussions on individual agenda items.

Vice President –

The Spring Golf Scramble is scheduled for April 8, 2010 at Tierra Verde golf course in Arlington, Texas. The board discussed potential charities to benefit from the tournament proceeds but took no action on this matter.

The location for the Spring Seminar is not yet decided, but confirmed speakers include Dr. Mazie Leftwich, State Senator John Carona, and Tarrant County Judge Glen Whitley. The Theme of the Seminar will be “Hot Topics in Real Estate and Eminent Domain” as in the past. The topic is broad by design and has supported continuing education credit in the past from a number of agencies. President Cook noted that the list of speakers, topics, and presentation lengths should be finalized and submitted at least 30 days in advance to obtain continuing education credit from IRWA, TREC, and from TALCB.

Treasurer – Craig Brandt, outgoing Treasurer for 2009, presented the Treasurer’s Report for the period December 1 – December 31, 2009. The beginning balance was \$54,920.48. The chapter had income of \$2,980.46 and expenses of \$5,991.69. Expenses exceeded Income by \$3,011.23. The ending balance, before considering outstanding checks was \$51,909.25. A total of \$669.14 in outstanding checks results in a final reconciled balance of \$51,240.11 for this period. The Treasurer’s report was approved unanimously by the board; motion to approve by Donna Harrison, second by Karen D’Angelo.

Charles Stearman reported that there were about 70 reservations for the January 12, 2010 luncheon. He also reported that the Chapter had received “Thank You” letters from Shannon Cook and from Fonda Reynolds for recognitions at the December meeting.

Online payment for monthly meetings through the web site should be functional for the February meeting.



International Right Of Way Association Chapter 36

**Treasurer's Report
January 12, 2010
Period December 1, 2009 – December 31, 2009**

Beginning Balance as of 12/01/09		\$ 54,920.48
Income		
Chapter Rebate from IRWA HQ	\$ 1,000.00	
December Luncheon/Cash on Hand	\$ 1,980.00	
Interest Earned	\$ 0.46	
Total Income		\$ 2,980.46
Expense		
1858: US ROW – Education Reimburse	\$ 526.66	
1860: Receptions On The Main – December Luncheon	\$ 1,570.00	
1861: Premiere Booth – Photo Booth at Social	\$ 280.00	
1862: Lily Khan – SR/WA Class Food Reimburse	\$ 56.94	
1863: Trophy Arts – Engraving and plaques	\$ 32.48	
1866: IRWA HQ – Plaque by D. Sherwood	\$ 118.00	
1867: US ROW Company – December Social Reimburse	\$ 316.92	
1868: Kathy Robertson - December Social Reimburse	\$ 925.69	
1869: Dellamark – 2010 Webhosting & Maintenance	\$ 1,620.00	
1870: Shannon Cook – Consultant Fees	\$ 345.00	
Debit: Craig Brandt – December Luncheon Cash	\$ 200.00	
Total Expense		\$ 5,991.69
Income vs. Expense		\$ (3,011.23)
Ending Balance as of 12/31/09		\$ 51,909.25
December Bank Statement Ending Balance		\$ 51,909.25
Outstanding Checks/Charges		
1857: Charles Stearman - Education Reimburse	\$ 407.49	
1859: Pinnacle - SR/WA Class Facilitator Fee	\$ 148.25	
1864: Charles Stearman – Christmas Party Reimburse	\$ 113.40	
Total Outstanding Checks		(\$ 669.14)
Final Reconciled Balance		\$ 51,240.11

Secretary – David Harry presented the minutes from the December 8, 2009 planning meeting and from the special online vote on December 31, 2009 to approve Chapter 36 sponsorship of John Baen’s membership dues. Motion to approve the minutes from the December 8, 2009 meeting was made by Greg Althoff; second by Denise Perez. Motion passed unanimously. Motion to approve the minutes from the December 31, 2009 online vote was made by Kathy Robertson; second by David McCarthy. Motion passed unanimously.

Director – Donna Harrison reported that she is beginning the process to approve the requirements and goals for the Chapter 36 scholarship program. She intends to post these on the website well in advance of the application deadline so that the chapter can solicit applications from several well-qualified candidates.

PDC – David McCarthy presented a written report on designations, certifications, and recertifications approved since the November 12, 2009 meeting. Presentations to three recipients are planned for the January 12, 2010 lunch meeting.



January 12, 2010

The Chapter 36 Professional Development Committee has reviewed, processed and approved the following applications since our last report on November 12, 2009.

New SR/WA:
SR/WA Bill Maples

New R/W Certification Designations:
R/W-NAC Ann Scruggs
R/W-NAC Jimmy Thomas
R/W-NAC Margaret Lein

Recertifications:
SR/WA Wendell Pyles
SR/WA Terry K. Leppla
SR/WA Thomas P. Poole
R/W-NAC Francis Wilson
R/W-RAC Bonnie Redifer

PLAQUES, CERTIFICATES & PINS TO BE PRESENTED

Bill Maples	(Half & Associates)	SR/WA
Jim Falvo	(DFW Advisors)	R/W-RAC
Jill Cherry	(SRLS Texas)	R/W-RAC


Submitted by: David McCarthy, SR/WA; R/W-NAC; R/W-RAC
Chapter 36 PDC Chairman

PDC Members: Robert Duran, SR/WA; R/W-RAC
 Marcus Boyd, R/W-RAC

Education – Karen Gnuse reported that Chapter 36 will host 16 courses in 2010, and interest surveys for two additional courses are being prepared. The first course is scheduled for March, 2010. The Education Committee is formulating a marketing plan that includes e-mail blasts and promotions at the monthly meetings, as well as general information available on the chapter web site.

Membership

Jennifer Ayers reported the Chapter has about 380 members, but 107 have not renewed membership for the current year. International will drop individual members after February 1, 2010 if renewals are not postmarked by January 31, 2010. A Chapter 36 newsletter article has been published, and International has sent reminders to all affected members.

Ms. Ayers also presented a proposal for the chapter to consider a growth plan that could include a “New Member Month” when a reduced membership fee would apply. International has indicated an interest in supporting this program by waiving the processing fee. Chapter 36 could also choose to waive the chapter portion of the membership fee. The Board also briefly discussed whether the Chapter should offer incentives for new member referrals. No action was taken on the proposed growth plan.

Applications for five new members and one new transfer member were approved unanimously by the Board. Motion to approve was made by Charles Stearman; second by Greg Althoff.

IRWA MEMBERSHIP – January 2010

NEW APPLICATIONS: January

Christopher Bluitt – Administrative Asst, DART, Dallas

Candice C. Hartzog – Pres/Owner, Hartco Investments, Inc. dba Hartco Land Services, Ft. Worth

Dave Johns – Manager - Property Rights, Texas Midstream Gas Service, Ft. Worth

Dustin W. Price – Registered Professional Surveyor, Crossway Surveying, Inc., Weatherford

Jim Sayre – ROW Representative, Atmos Energy, Dallas

MEMBERSHIP TRANSFERS:

Christa Bell – PBS & J - from Chapter 76

Program

Karen D'Angelo reported that Don Toner, TTA will present the program at the February meeting at Cacharel in Arlington. Kathy Robertson is planning the March meeting. A joint meeting with the Appraisal Institute is tentatively scheduled for the regular October 2010 meeting.

President Cook reminded the Program Committee that presentations for the monthly meetings must be at least 50 minutes in order to qualify for IRWA recertification credit hours. The Program Committee should coordinate with PDC to get the February program pre-approved.

Newsletter/Photographer –

Denise Perez reminded all Board members that submissions for the monthly newsletter are due by the 15th of each month.

Chapter 36 intends to apply for the Newsletter of the Year award; the deadline for application is February 1, which also must include the President's letter of recommendation. This deadline also applies to all other major awards given at the Annual Conference.

Web Site – Stephanie Burkhardt deferred comments and discussion to the special report to be presented by Rebecca Stoian from DellaMark later in the meeting.

Social – No report

Historian – Greg Althoff proposed a regular newsletter feature – “This Day 50 Years Ago” as a way to remember the Chapter's history and tie it into significant world events.

Bylaws/Policy Procedures – Greg Althoff presented a draft version of the “Policies and Procedures Manual” and requested review comments from all Board members. The manual will be discussed further at the February meeting. As an example of matters requiring further attention, the matter of voting authority on the Board must be addressed.

Old Business – Presentation by Rebecca Stoian with DellaMark regarding the Chapter's web site: Key points include:

- All Chapter 36 data keeping and recording should be handled through the web site.
- Luncheon reservations can be made during a pre-specified period to commence with the monthly newsletter publication. An online registration form will be designed that also allows for one of two payment options: pay now (by Paypal) or pay at the door. This process will be available for the February meeting.
- Member records will track education histories for individual members as well as designations, certifications, re-certifications, and candidacies. Board members should visit the "Admin" section of the web site to become familiar with it and to make suggestions for improvement.
- E-mail capabilities will allow definitions of a wide variety of target groups for e-mail communications. This function will be tied directly to the membership directory.
- Online payment can be used for events, lunch meetings, or for membership renewals.
- Download activity from the web site for the preceding 30 days can be tracked. Only the top 10 downloads are tracked.
- It is very important to promote the website regularly among chapter members. Chapter 36 members must become accustomed to using the web site.

New Business

The Board discussed the tragic death of Tim Head and approved a \$5,000 donation to the Samantha Head Scholarship Fund. Motion was by Donna Harrison; second by Greg Althoff. The motion passed unanimously. The fund should be activated by February 1, 2010 and will be managed by Bank of America.

The board agreed by consensus that the cost for monthly luncheons should remain at \$15 for advance registrations and \$20 for "walk-in" registrations. The Board will continue to monitor the problem of "no-shows" and may consider in the future whether \$15 rate should be limited to those who pay in advance. No action on this matter was taken.

Greg Althoff made a motion for Chapter 36 to donate \$1,000 to the Chair's Reception at the regional meeting at Texas A&M this year. Denise Perez seconded the motion which passed unanimously.

Charles Stearman made a motion for Chapter 36 to donate \$2,500 to the Right of Way International Education Foundation. Karen Gnuse seconded the motion which passed unanimously.

Greg Cook reminded the Board that the Winter Forum will be held in New Orleans in February. All IRWA members are welcome to attend. A \$700 stipend from the Chapter was previously approved for the Chapter President, Vice President, and 2 Directors.

Adjourn

Meeting adjourned by President Greg Cook at 11:30 am.

Minutes recorded by David Harry, Secretary

CHAPTER 36 BOARD AGENDA

January 12, 2010

EXECUTIVE BOARD

President – Greg Cook

Vice President – Craig Brandt

- December 2009 Treasurer's Report
- 11th Annual Steve Baggett Memorial Golf Tournament: April 8, 2010
 - Update
 - Charities to be benefited
- Spring Seminar: April 9, 2010
 - Update
 - Moderator – TREC approved
 - Need at least 30 days to get IRWA, TREC & TALCB credit for seminar
 - List of speakers
 - Their topics
 - Length of presentation

Treasurer – Charles Stearman

Secretary – David Harry

- December 2009 Meeting Minutes
- December 31, 2009 Online Vote

Director 1 Year – Diane Burkhart

Director 2 Year – Donna Harrison

- 2010 Scholarship – details updated on website

COMMITTEES

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

- PDC Report
- Recertification forms and roster for meeting

Education – Karen Gnuse (Chair), Ann Scruggs (2 Year), Lily Khan (3 Year)h

Membership – Jennifer Ayers (Chair)

- New Member approval

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

- IRWA recertification

Newsletter/Photographer – Denise Perez (Chair)

- Due date – 15th of each month
- Updated President’s letter of recommendation
- 2009 Employer/Profession of the Year Award photos on website

Website – Stephanie Burkhardt (Chair)

Social – Linda Burkett (Chair)

- Update on Summer Social

Historian – Greg Althoff (Chair)

- Update on 50th Anniversary plans

Bylaws/Policy Procedures – Donnie Sherwood (Chair), Greg Althoff (Member), Bill Stoll (Member)

- Policy & Procedures presentation

OLD BUSINESS:

- Website
 - Presentation by Rebecca Stoian with DellaMark

NEW BUSINESS:

- Tim Head
 - Samantha Head Scholarship Fund
 - Amy Head’s preference
 - Established at Bank of America
 - Active February 1, 2010
 - Christian Homes of Abilene
 - Charles Head Memorial Scholarship Fund
 - Motion for donation amount
- Monthly meetings
 - Online registration
 - Cost
- Donation for Chair’s Reception
 - Previous 2 years - \$1,000
- Donation for RWIEF (presentation at National)
 - Previous 3 years - \$2,500