

Status Date: October 12, 2010

Draft Amended & Approved

MEETING MINUTES			
Meeting Type	Monthly Chapter 36 Board Meeting		
Meeting Date	September 14, 2010		
Meeting Time	10:30 a.m.		
Meeting Location	109 S. Main, Irving, Texas		
Officers - 2010		In Attendance	Absent
President	Greg Cook	<input type="checkbox"/>	<input checked="" 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 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 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 type="checkbox"/>	<input checked="" 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:			
Other Members in Attendance: Dorrien Himes			

CHAPTER 36 BOARD MEETING HELD ON SEPTEMBER 14, 2010

The meeting was called to order by Vice President Craig Brandt at 10:35 AM. The Meeting Agenda was previously distributed by President Greg Cook via e-mail.

Approval of Meeting Minutes from June 8, 2010 and June and July 2010 E-Mail Votes

Motion to approve was made by Greg Altoff, contingent on inclusion of the approved financial reports with the published minutes, second by David McCarthy: motion passed unanimously.

President

No report

Vice President –

Vice President Brandt led a continued discussion about splitting the Spring Seminar and golf tournament into separate times of the year and suggested that a committee be formed to organize the tournament. Donna Harrison suggested adding a class, perhaps Course 104, before the Spring Seminar and volunteered to facilitate.

Treasurer

Charles Stearman submitted the Treasurer's reports for June, July and August 2010. Motion to approve was made by David McCarthy, second by Stephanie Burkhardt: motion passed unanimously.

Charles Stearman also reported that Paypal has agreed to release Chapter funds that had been help pending procedural matters.

Secretary – PDF copies of approved 2010 Board meeting minutes are no longer posted on the Chapter 36 web site and should be resent to Rebecca at Dellamark, with a copy to Stephanie Burkhardt, for re-posting.

Director – Diane Burkhardt Valek had no report.

Director – Donna Harrison reported that the scholarship committee has received applications from 5 excellent candidates, and after a thorough evaluation the committee recommends Board approval to give a \$1,000 scholarship to all five candidates. Four of the five are family members of chapter members, and one is a referral from Dr. Baen. Motion to approve was made by Stephanie Burkhardt, second by Karen D'Angelo: motion passed unanimously.

Historian

Greg Altoff gave an update on the planned 50th Anniversary Gala planned for Saturday, October 16 at the Marriott Las Colinas. 66 are registered as of the meeting time. A number of door prizes and gifts have been pledged or donated. Total net expenses to the chapter are unknown since the chapter is subsidizing the cost. Based on a projected attendance of 150, the net cost to the chapter would likely be no more than \$5,000. The Board previously approved \$2,000 for the hotel deposit and \$1,500 for event expenses.

A motion was by David McCarthy to approve chapter expenses for the Gala up to a total of \$5,000. Second was made by Marcus Boyd; motion approved unanimously. This matter will be revisited at the next Board meeting.

Vice President Brandt recessed the meeting at 11:30 A.M.

Vice President Brandt reconvened the meeting at 1:50 P.M.

Members present after the recess include:

Craig Brandt
David Harry
Robert Duran
David McCarthy
Marcus Boyd
Donna Harrison
Karen D'Angelo
Greg Altoff
Denise Perez
Jennifer Ayers

PDC – David McCarthy reported that there is not much new activity from the chapter membership regarding certifications and designations. The application process has become difficult because we are not getting timely responses from IRWA headquarters. Mark Janicki and Robert Duran have earned the R/W-NAC certification. Paul Baker has earned the SR/WA designation. The Board expressed a desire to keep these accomplishments before the chapter via regular communication and presentations at the regular meetings.

Education - Karen Gnuse reported that Course 900 had 20 participants, Course 421 had 9 participants, Course 804 had 5 participants and Course 400 has 10 registered so far. Headquarters told Karen Gnuse that course enrollment in all chapters is down this year due to the economy. Chapter 36 has five more courses scheduled for the rest of this year.

Membership

Jennifer Ayers reported that the chapter has added 50 new members this year so far. The 50th new member is Wendy Whitfill-Embry and her recommender is Dave Johns. Gary Reinhardt with PBS&J referred the most new members during the year. A motion was by David McCarthy to present \$50 gift cards or 50-Year Anniversary Gala tickets to these three individuals; second by Robert Duran; motion approved unanimously.

Jennifer Ayers also reported that the idea about a \$50 discount on the Chapter 36 new member applications in 2010 has been endorsed by IRWA Headquarters. This will cost Chapter 36 nothing as HQ will absorb the discount. To take advantage of the discount, an application form must be filled out; online registration will not be available with the discount.

Applications for two new members were approved unanimously by the Board. Motion to approve was made by Marcus Boyd; second by David McCarthy.

IRWA MEMBERSHIP – September 2010

NEW APPLICATIONS: September (2)

George Hutcherson, Jr. – GXL Premier Group, LLC

Our 50th Member: Wendy Whitfill-Embry – Chesapeake Midstream Partners – Colleen Magness and Dave Johns

MEMBERSHIP TRANSFERS to Chapter 36:

None received

MEMBERSHIP TRANSFERS out of Chapter 36:

None received

Total New Members to date: 50!

Total Members to date: 354

A motion was by Greg Altoff to present honorary memberships to Glen Little and Carol Keck at the Anniversary Gala in recognition of their past service to IRWA; second by David McCarthy; motion approved unanimously.

Program

The Board expressed a desire to continue the tradition of the annual Christmas party and meeting.

Newsletter/Photographer – Denise Perez reminded Board members that newsletter submissions must be in by 15th of each month.

Web Site – Stephanie Burkhardt reminded Board members that she should be copied on all communications to Rebecca at DellaMark and all web site activity so that she can monitor the quality of service we are getting. She would also like to know if Board members have concerns about our web site service.

Old Business

None

New Business

Discussion on posted items postponed to next meeting.

Adjourn

Meeting adjourned by Vice President Craig Brandt at 2:15 p.m.

Minutes recorded by David Harry, Secretary

Treasurer's Report
September 14, 2010
For the Period of June 1, 2010 – June 30, 2010

Beginning Balance as of 06/01/10		\$ 49,825.46
Income		
Interest Earned @ 0.01%	\$ 0.40	
Total Income		\$ 0.40
Expenses		
1896: Robert Gnuse, Reimbursement, Spring Seminar Speaker, Travel Expenses	\$ 229.40	
1906: Deposit-Marriott Hotel-50 th Gala	\$ 2,000.00	
1910: Glory House catering-June Luncheon	\$ 790.00	
Bank Fees	\$ 5.00	
Total Expense		\$ 3,024.40
Income vs. Expense		(\$ 3,024.00)
Ending Balance as of 06/30/10		\$ 46,801.46
May Bank Statement Ending Balance		\$ 46,801.46
Outstanding Checks/Charges		
1908: Heritage Church of Christ-Samantha Head Fund	\$ 3,756.00	
1909: East Texas Hospice-Donation	\$ 3,756.00	
1893: Cacharel-April Luncheon	\$ 1,152.00	
Total Outstanding Checks		(\$ 8,664.00)
Outstanding Deposits		
COH	\$ 1,095.00	
Checks	\$ 10,360.50	
Total Outstanding Deposits		\$ 11,455.50
Final Reconciled Balance		\$ 49,592.96

Treasurer's Report
September 14, 2010
For the Period of July 1, 2010 – July 31, 2010

Beginning Balance as of 08/01/10		\$ 46,801.46
Income		
Interest Earned @ 0.01%	\$ 0.34	
Total Income		\$ 0.34
Expenses		
1908: Heritage Church of Christ-Samantha Head Fund	\$ 3,756.00	
1909: East Texas Hospice-Donation	\$ 3,756.00	
1912: Donna Harrison-Auction Item-Calgary	\$ 174.24	
1914: Greg Cook-Reimburse Calgary Expense	\$ 2,475.43	
Bank Fees	\$ 5.00	
Total Expense		\$ 10,166.67
Income vs. Expense		(\$ 10,166.33)
Ending Balance as of 07/31/10		\$ 36,635.13
May Bank Statement Ending Balance		\$ 36,635.13
Outstanding Checks/Charges		
1893: Cacharel-April Luncheon	\$ 1,152.00	
1911: US Right of Way-Reimburse C 603 & C803-Catering	\$ 127.58	
1913: Housman & Associates-A & M Golf Sponsor	\$ 300.00	
1915: Charles Stearman-Reimburse snacks C603 & Flowers Gordon Hood Funeral	\$ 141.41	
1916: Denise Perez-Reimburse Calgary Expense	\$ 2,865.95	
Total Outstanding Checks		(\$ 1,720.99)
Outstanding Deposits		
COH	\$ 1,095.00	
Checks	\$ 10,360.50	
Checks	\$ 4,181.00	
Total Outstanding Deposits		\$ 15,636.50
Final Reconciled Balance		\$ 50,550.64

**Treasurer's Report
September 14, 2010
For the Period of August 1, 2010 – August 31, 2010**

Beginning Balance as of 08/01/10		\$ 36,635.13
Income		
Interest Earned @ 0.01%	\$ 0.30	
Total Income		\$ 0.30
Expenses		
1913: Housman & Associates-A & M Golf Sponsor	\$ 300.00	
1915: Charles Stearman-Reimburse snacks C603 & Flowers Gordon Hood Funeral	\$ 141.41	
1917: Donna Harrison-Reimburse Calgary Expense & Auction Item Shipping	\$ 705.40	
1918: Glory House Catering-Deposit, September Lunch	\$ 500.00	
Bank Fees	\$ 5.00	
Total Expense		\$ 1,651.81
Income vs. Expense		(\$ 1,651.51)
Ending Balance as of 08/31/10		\$ 34,983.62
May Bank Statement Ending Balance		\$ 34,983.62
Outstanding Checks/Charges		
1893: Cacharel-April Luncheon	\$ 1,152.00	
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Total Outstanding Checks		(\$ 4,145.53)
Outstanding Deposits		
COH		\$ 1,095.00
Checks		\$ 10,360.50
Checks		\$ 4,181.00
Checks		\$ 3,073.67
Total Outstanding Deposits		\$ 18,710.17
Final Reconciled Balance		\$ 49,548.26



Celebrating 50 Years of Service 1960-2010

CHAPTER 36 BOARD AGENDA

September 14, 2010

Approval of June meeting minutes and online motions.

EXECUTIVE BOARD

President – Greg Cook

Vice President – Craig Brandt

- Finalized spring seminar and golf tournament I&E numbers
- Decision on splitting seminar and golf tournament in October
 - Begin gathering information on fall golf tournament

Treasurer – Charles Stearman

- May 2010 Treasurer's Report
- June 2010 Treasurer's Report
- July 2010 Treasurer's Report
- August 2010 Treasurer's Report
- Status of PayPal Account

Secretary – David Harry

- Make sure all approved minutes are sent to DellaMark for posting on website

Director 1 Year – Diane Burkhart

Historian – Greg Althoff (Chair)

- Update on 50th Anniversary
- Budget approval – **APPROVAL REQUIRED**

Director 2 Year – Donna Harrison

- Scholarship Update
- Award five \$1,000 scholarships rather than three – **APPROVAL REQUIRED**

COMMITTEES

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

- PDC Report
- Presentations at meeting?

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

Membership – Jennifer Ayers (Chair)

- New Member approval
- Presentations at meeting?

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

Newsletter/Photographer – Denise Perez (Chair)

- Due date – 15th of each month

Website – Stephanie Burkhardt (Chair)

- Website Advertising

OLD BUSINESS:

NEW BUSINESS:

- Integration of new logo
 - Website
 - Newsletter
 - All other material chapter produces



International Right Of Way Association Chapter 36

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Total Outstanding Deposits		\$ 18,710.17
Final Reconciled Balance		\$ 49,548.26



International Right Of Way Association Chapter 36

International Right of Way Association Chapter 36
 Treasurer's Supplement
 September 14, 2010

Outstanding Expenses

RWIEF	\$ 2,500.00	
Trophy Arts	\$ 45.47	
IRWA-IHQ-Education	\$ 69.50	
Allen Armstrong	\$ 430.47	
IRWA-IHQ-Education	\$ 1,416.50	
IRWA-IHQ-Education	\$ 1,285.00	
Total Outstanding Expenses		\$ 5,746.94

Other Outstanding Deposits

Pay-Pal: 18 Chapter Luncheon @ \$15.00	\$ 270.00	
Pay-Pal: 35 Spring Seminar @ \$110.00	\$ 3,850.00	
Pay-Pal: 4 Spring Seminar @ \$125.00	\$ 500.00	
Pay-Pal: 34 Golf Tournament @ \$75.00	\$ 2,550.00	
Pay-Pal: Spring Seminar/Golf Sponsorship, 3 @ \$200.00	\$ 600.00	
Pay-Pal: Spring Seminar/Golf Sponsorship,	\$ 250.00	
Pay-Pal: Spring Seminar/Golf Sponsorship,	\$ 500.00	
Pay-Pal: Chapter Luncheon & Gala Sales	\$ 1,900.00	
Total Other Outstanding Deposits		\$ 10,420

The funds due to the Chapter through PayPal are not available to transfer to the Chapter's bank account at this time. When available, the fees due PayPal will be deducted from the above amounts. The fees are approximately 3.0%.

Final Reconciled Balance, August 31, 2010	\$49,548.26	
Plus Pay-Pal	\$10,420.00	
Less Pay-Pal Fees (approximate)	\$ 313.00	
Less Outstanding Expenses	<u>\$ 5,746.94</u>	
Balance	\$53,908.32	