



Status Date: November 8, 2011

Draft  Amended & Approved

MEETING MINUTES			
Meeting Type	Monthly Chapter 36 Board Meeting		
Meeting Date	October 11, 2011		
Meeting Time	10:00 AM		
Meeting Location	2221 East Lamar Boulevard, Arlington, Texas		
Officers – 2011-2012		In Attendance	Absent
President	Craig Brandt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice-President	Charles Stearman	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Treasurer	David Harry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary	Jennifer Ayers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director-1 Year	Donna Harrison	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director-2 Year	Greg Cook	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Committee Chairs		In Attendance	Absent
PDC – 1 Year (Chair)	Robert Duran	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PDC – 2 Year	Marcus Boyd	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PDC – 3 Year	Donnie Sherwood	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education – 1 year (Chair)	Lily Khan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Education – 2 year	Mark Thigpen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education – 3 year	Denise Perez	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Membership Chair	Dorrien Himes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Programs / Social Chair	Kathy Robertson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public Relations & Marketing	Karen Gnuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Young Professionals Chair	Josh Canuteson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newsletter Editor / Photographer	Dalton Vann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Historian / Records	Greg Althoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Guests: None			
Other Members in Attendance: Cristi Glendenning			

## **CHAPTER 36 BOARD MEETING HELD ON SEPTEMBER 13, 2011**

The meeting was called to order by President Craig Brandt at 10:10 A.M. The meeting agenda was previously distributed via e-mail by President Brandt.

### **Approval of Meeting Minutes from September 13, 2011 and September 20 & 29, 2011 E-mail Votes**

Motion was made by Greg Cook to approve the minutes as presented; second by Greg Althoff; motion passed unanimously.

### **President**

President Brandt discussed Board and Committee goal setting and asked the respective members to please set goals for our positions. He asked for a draft of 4 to 5 goals by the next meeting. Donna Harrison suggested we refer to our responsibilities outlined in the Policies and Procedure manual for ideas. President Brandt has coordinated with the Fort Worth Visitors Bureau and will be accepting their offer to host him for the weekend of November 3 through November 6. He will report back to the Board. Greg Cook asked if there is a deadline to commit to Headquarters whether or not our Chapter will support the bid for the 2017 International Conference in Fort Worth and suggested the Chapter be prepared to set a budget. Kathy Robertson mentioned Tarrant County's support of the NACE (National Association of County Engineers) conference and thought we could receive commitment from the County with the 2017 conference. Donnie Sherwood mentioned that he has had inquiries if Fort Worth was going to run again to host. Donna Harrison mentioned we should review the past financials to see what the Chapter spent on the bid efforts last time.

President Brandt called for names of members willing to be Chapter 36 representatives to Region 2 for each of the International committees. The intent is to have a liaison within the chapter to help facilitate, coordinate, and disseminate information that comes from the National Committees. There is no deadline but it is a good opportunity to draw involvement from different members of the Chapter. Dalton Vann recommended the information be posted in the newsletter.

### **Vice President**

Vice President Stearman was not in attendance but on his behalf, President Brandt read an email stating the various holidays or events in March and April. None of them conflicted with our tentative dates of April 19 and 20 for the Spring Seminar and Golf Tournament so Vice President Stearman requested Karen Gnuse coordinate with Rebecca at Dellamark to send a 'save the date' email blast. The email also stated he will try to establish a venue for the seminar and tournament, confirm speakers for the seminar, and begin the process for TREC/TALCB approval within the next 30 days.

### **Treasurer**

David Harry presented the Treasurer's Report for September 2011. Motion to approve Treasurer's report was made by Greg Cook; second was by Donna Harrison: motion passed unanimously.

David Harry mentioned that for brevity, he will present the Profit and Loss statement and a Year-to-Date overview at each meeting and will email the General Ledger to those members who are interested.

There was discussion as to how the \$1,500 from the Chesapeake luncheon sponsorship should be classified and distributed. It was determined that \$500 will go towards the luncheon expenses and \$1,000 will be classified as 'meeting and convention income'.

### **Secretary**

Jennifer Ayers presented September email votes for approval. Motion was made by Jennifer Ayers to approve and seconded by Greg Cook. A signed conflict of interest statement is still needed from Denise Perez.

### **Director (1 Year)**

Donna Harrison mentioned that while Karen DeAngelo is the Region 2 representative to the Relocation Committee, we still need a representative from Chapter 36 to communicate with Karen and Donna. She also mentioned that she is still teaching relocation classes and is not limited to the Dallas area, but is willing to travel.

### **Director (2 Year)**

Greg Cook said that Donna Harrison will be handling the scholarship applications next year and that they are both reviewing the current requirements for possible revisions. The nominations for Employer of the Year and Professional of the Year will close October 15, 2011. Wendell Pyles is chairing the committee.

### **PDC**

Robert Duran reported that one hour of recertification credit was approved for this meeting. No certifications to present.

### **Education**

Mark Thigpen reported that there are 11 participants registered for the relocation class offered at the end of the week.

### **Membership**

Dorrien Himes provided a written report of the new members. Greg Cook made a motion to request approval; second by Robert Duran. Motion passed unanimously. Donnie Sherwood mentioned Wilson Martin with Republic Title in Fort Worth was interested in membership. Donna Harrison asked if associate members (those who claim membership in more than one chapter) are included in our total membership count.

## **IRWA MEMBERSHIP – OCTOBER 2011**

### **NEW APPLICATIONS: (4)**

**Melanie C. Autrey** – Individual

**Kristen Bennett** – AR/WS Texas, LP

**Greg Briscoe** – Individual

**Leighton E. Himes** – Paramount Valuation Services

### **MEMBERSHIP TRANSFERS to Chapter 36:**

**Kenneth E. McKinley** – EOG Resources, Inc (Chapter 75)

### **MEMBERSHIP TRANSFERS out of Chapter 36:**

**None received**

### **Membership Status**

Net Membership 2010: 333

Total New Members 2011: 36

Transfers out: -1

Transfers in: -2

**Total: 370**

## **Programs**

Kathy Robertson presented two handouts regarding the Holiday party at Billy Bob's and her ideas for the Program Committee (attached to this document) and the November meeting. Pris Johnson and Christi Glendenning have joined the Program Committee. The Chapter received \$500 from the TCU Energy Institute as a sponsorship. She brought up the idea of calling our luncheons "Lunch & Learn" when they are eligible for recertification credit. XTO and Devon have each pledged a \$1,500 sponsorship; they are waiting for a luncheon topic they like.

There was discussion about the November luncheon being about education and credentialing with PDC presenting the PowerPoint presentation from Headquarters and tables set up (Young Professionals, Membership, and Education committees) to handle questions afterward.

Regarding the lunch price, it is increasing to \$20 and we can continue to try to get sponsors to defray the costs. Greg Althoff suggested we raise it to \$20 and watch the attendance numbers for a decline. We need to add to the website a statement that if members register and don't attend, the luncheon fee is still due. Dorrien Himes mentioned sending an invoice via email to those who register but don't pay. Dalton Vann added that \$20, or more, is a standard rate for other chapters.

## **Public Relations & Marketing**

Karen Gnuse was not present but President Brandt read from an email that Karen spoke to Teri Rowley who is in charge of marketing for Chapter 8. She indicated they charge \$500 annually for each banner ad on the website. Potential advertisers are being approached and offered complimentary ad placement for the remainder of the year. This is an effort to work out any technical glitches and line up advertisers for 2012. Karen Gnuse is also working on the Facebook page and searching out additional media opportunities.

## **Young Professionals**

Josh Canuteson reported on the first YP event on October 5, 2011. He said there were about 6 to 7 attendees. Only \$80 of the approved \$200 was used for the event. Another event is planned for mid-November. He will coordinate with Karen Gnuse on the YP email blasts.

## **Newsletter/Photographer**

Dalton Vann distributed sample ad sizes with suggested pricing. Quarter page ad is \$100 per year, one-third page ad is \$175 per year, and a half page ad is \$250 per year. Greg Cook suggested coordinating a joint plan to offer website and newsletter ad pricing. Our sponsors should be given the opportunity to participate also.

## **Historian**

Greg Althoff had nothing to report.

**Old Business**

None

**New Business**

None

**Adjourn**

Meeting adjourned by President Brandt at 11:33 a.m.

Minutes recorded by Jennifer Ayers, Secretary



## CHAPTER 36 BOARD AGENDA

October 11, 2011

### Approval of September Board Meeting minutes

#### **EXECUTIVE BOARD**

##### **President** – Craig Brandt

- Board and Committee Goal Setting
- Ft. Worth 2017 IRWA International Conference
- Chapter 36 Representative to Region 2 for each IRWA International Committee
  - Asset Management
  - Communications & Marketing
  - Ethics
  - Environment
  - Local Public Agency
  - Nominations & Elections
  - Pipeline
  - Professional Development
  - Relocation – Donna Harrison & Karen DeAngelo
  - Surveying & Engineering
  - Transportation
  - Utilities
  - Valuation

##### **Vice President** – Charles Stearman

- 2012 Spring Seminar Date and Class Offering

##### **Treasurer** – David Harry

- September 2011 Financial Report

##### **Secretary** – Jennifer Ayers

- September Meeting Minutes
- Conflict of Interest Statements

##### **Director 1 Year** – Donna Harrison

- Chapter 36 Relocation Representative to Region 2

##### **Director 2 Year** – Greg Cook

- Scholarship application status



## **COMMITTEES**

### **PDC – Robert Duran Committee Chair**

Marcus Boyd 2 Year Committee Member  
Donnie Sherwood 3 Year Committee Member

- PDC Report

### **Education – Lily Khan Committee Chair**

Mark Thigpen - 2 Year  
Denise Perez – 3 Year

- Education Report

### **Membership – Dorrien Himes Committee Chair**

- New Chapter Member approval

### **Programs – Kathy Robertson Committee Chair**

- Christmas Social Update – December @ Billy Bobs
- Introduce new Committee staff; Pris Johnson and Christie Glendenning
- Luncheon Sponsorship status
- Lunch Price Increase

### **Public Relations and Marketing – Karen Gnuse Committee Chair**

- Marketing Plan
- Website Coordination

### **Young Professionals – Josh Canuteson Committee Chair**

- Report on Oct 5 Happy Hour
- Social Media integration – Facebook, LinkedIn
- Calendar on Website

### **Newsletter/Photographer – Dalton Vann Committee Chair**

- Newsletter Due dates
- Advertising in the Newsletter

### **Historian – Greg Althoff – Committee Chair**

- 

## **OLD BUSINESS:**

- 

## **NEW BUSINESS:**

-

**Chapter 36  
Balance Sheet  
As of September 30, 2011**

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
<b>10 CASH &amp; BANK</b>	
1001 Checking - B of A	43,220.33
<b>Total 10 CASH &amp; BANK</b>	<u>43,220.33</u>
<b>Total Bank Accounts</b>	<u>\$43,220.33</u>
<b>Total Current Assets</b>	<u>\$43,220.33</u>
<b>TOTAL ASSETS</b>	<u><u>\$43,220.33</u></u>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
3500 Retained Earnings	39,100.52
Net Income	4,119.81
<b>Total Equity</b>	<u>\$43,220.33</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>\$43,220.33</u></u>

Monday, Oct 03, 2011 04:45:45 PM GMT-5 - Accrual Basis

**Chapter 36**  
**Profit & Loss**  
September 2011

	Total
<b>Income</b>	
4020 Interest & Dividend Income	0.36
4043 Contributions, Grants, Etc Recd	1,500.00
<b>410 COURSE INCOME</b>	
200 COURSE 200'S{156}	
4200 200-Princip. of R/E Negotiation	415.00
<b>Total 200 COURSE 200'S{156}</b>	<b>415.00</b>
<b>Total 410 COURSE INCOME</b>	<b>415.00</b>
<b>47 SEMINARS &amp; CONFERENCES INCOME</b>	
9750 Other Conventions & Meetings	1,250.00
<b>Total 47 SEMINARS &amp; CONFERENCES INCOME</b>	<b>1,250.00</b>
<b>Total Income</b>	<b>\$3,165.36</b>
<b>Expenses</b>	
<b>60 SEMINARS &amp; CONFERENCES EXPENSES</b>	
6500 Other Conventions and Meetings Expense	2,400.00
<b>Total 60 SEMINARS &amp; CONFERENCES EXPENSES</b>	<b>2,400.00</b>
<b>Total Expenses</b>	<b>\$2,400.00</b>
<b>Net Income</b>	<b>\$765.36</b>

Monday, Oct 03, 2011 04:48:25 PM GMT-5 - Accrual Basis

Luncheon Profit & Loss

<u>Month</u>	<u>Venue</u>	<u># Attending</u>	<u>Cost</u>	<u>Cost/Person</u>	<u>Sales</u>	<u>Sponsorship</u>	<u>Net</u>
January	Cacharel	90	\$1,350.00	\$15	\$1,221.60		(\$128.40)
February	Cacharel	115	\$1,725.00	\$15	\$1,402.78		(\$322.22)
March	Cacharel	76	\$1,231.20	\$16.20	\$1,148.96		(\$82.24)
May	Cacharel	70	\$1,050.00	\$15	\$773.08		(\$276.92)
June	Cacharel	55	\$975	\$15	\$840		(\$135.00)
September	Cacharel	117	\$2,400	\$20	\$1,845	\$1,500	\$945.00
							13 made reservations (non-prepaid) and did not attend
							3 made reservations (non-prepaid) and did not attend
							\$1500 Chesapeake contribution

## PROGRAMS AGENDA

- I. Finally have great committee!
- II. Thank our sponsor today \$500 from TCU Energy Institute
  - a. need an invoice from David to get paid
- III. Propose to change luncheon name to "Lunch and Learn Series" when we are offering credit.
- IV. Have 2 \$1500 sponsors waiting for a topic they like
- V. November Lunch Proposal
  - a. Credentialing/Education Program
  - b. Set up the room with stations for each credential and have someone there that has the designation to talk about it and another person to discuss classes they have need etc.
  - c. Young Professionals have their own table manned (What about their own fundraiser like Mardi gras party)
  - d. Table for people to join IRWA
  - e. See if IRWA would let us buy stuff discount
  - f. See if IRWA will give 2 HOURS OF CREDIT SINCE THIS IS 100% EDUCATION ORIENTED
  - g. Specifically invite landmen, utilities who else?
  - h. Lunch set up as buffet with 3 station choices
  - i. Door prize offered at each table but you have to have a card initialed showing you went to that table
  - j. Invite someone to give success talk first on benefits of education with IRWA –someone funny



## Christmas in the Stockyards

- a. Set up as separate cost center- we will take sponsor money and buy or get donated all dinners & entertainment
- b. The Wheel of Fortune becomes the Vendors/Contractors way of donating
- c. Corporate Table Decoration contest- the winner gets HH for 6-8 people-if this does not go over we will have to build in decorating costs
- d. Magician walking around - you have to wear a balloon hat if he cannot make you smile
- e. Santa is coming & NICA to collect clothes or toys depending on if they assign us a family or just need toys & clothes
- f. Surprise gift for best dancer - hope we can take dance to convention next year- like to write article with good pictures
- g. Still trying to find butt sketch or another pencil sketch
- h. One major prize everyone eligible for

Weekend in the Stockyards 

One night at Miss Molly's, Reserved seats at Billy Bob's

Tour from Stockyards Station or train ride in from Grapevine

Breakfast at The Stockyards Hotel Dinner at Cattlemen's or

one other places