



Status Date: May 10, 2011

Draft

Amended & Approved

MEETING MINUTES			
Meeting Type	Monthly Chapter 36 Board Meeting		
Meeting Date	March 8, 2011		
Meeting Time	10:30 a.m.		
Meeting Location	2221 East Lamar Boulevard, Arlington, Texas		
Officers – 2010-2011		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 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 type="checkbox"/>	<input checked="" 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	Lily Khan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Education – 3 year	Mark Thigpen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Membership Chair	Jennifer Ayers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Programs / Social Chair	Kathy Robertson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newsletter Editor / Photographer	Denise Perez	<input checked="" type="checkbox"/>	<input 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 MARCH 8, 2011

The meeting was called to order by President Greg Cook at 10:40 A.M. The Meeting Agenda was previously distributed via e-mail by President Cook.

### Approval of Meeting Minutes from February 8, 2011 and March 3-7 E-mail Vote

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

### President

President Cook provided a report to the Chapter 36 Board about the Region II Winter Forum in Tulsa, OK which occurred on February 10-11. The 2012 Winter Forum will be in San Antonio.

### Vice President –

Vice President Brandt reported that online registration for the *Steve Baggett Memorial* golf tournament and Spring Seminar is now available. All speakers are confirmed for the Spring Seminar except for one time slot, and the Spring Seminar Planning Committee is seeking a relocation expert to speak for that time slot. The golf tournament will take place on April 14 at the Riverside Golf Club in Arlington, Texas with the Spring Seminar at the nearby Arlington Hilton on April 15. An announcement about these events will be made at the general membership meeting today (March 8).

Craig Brandt is coordinating with Georgia Snodgrass to get TREC and TALCB education credit approved for the Spring Seminar.

Beneficiaries of the Golf Tournament will be finalized at the May 2011 Chapter 36 Board meeting. Board members tentatively affirmed by consensus that *East Texas Hospice* and the *Samantha Head Scholarship Fund* would be recipients of part of the proceeds.

### Treasurer

Charles Stearman presented the Treasurer's Report for February 2011. Motion to approve was made by Marcus Boyd; Second was by Greg Althoff: motion passed unanimously.

The 2010 Profit & Loss report has not yet been prepared but will be submitted for the May Board meeting.

The Chapter 36 reports required for the IRWA 2010 tax return have been submitted and accepted by IRWA headquarters with certain questions that Charles Stearman is addressing. The Board briefly discussed that in the future, IRWA headquarters will require chapter financial records to be maintained utilizing *Quickbooks* software.

At least 16 non-paying guests are expected today's general membership meeting. Most of these are students of Dr. John Baen, the speaker. For this reason, Chapter 36 will be subsidizing the meeting lunch cost to a greater extent than usual.



**Treasurer's Report**  
**March 8, 2011**  
**For the Period of February 1, 2011 – February 28, 2011**

<b>Beginning Balance as of 2-1-11</b>	+ \$	<b>37,273.08</b>
<b>Income</b>		
Interest earned @ 0.01%	\$	0.27
Deposit-IRWA Tuition Receipts: C900, C701, C400, C503, C703, C421	\$	734.50
Deposit-Luncheon receipts-February cash & checks	\$	905.00
Deposit-Luncheon receipts-February-PayPal	\$	243.96
<b>Total Income</b>	<b>+ \$</b>	<b>1,883.73</b>
<b>Expenses</b>		
1961: Lily Kahn, reimburse exp., C421	\$	73.74
1969: Craig Brandt, Winter Forum stipend	\$	700.00
1971: Donna Harrison, Winter Forum stipend	\$	700.00
1972: Cacharel, February Luncheon	\$	1,231.20
Bank service charge	\$	5.00
<b>Total Expenses</b>	<b>- \$</b>	<b>2,709.94</b>
<b>Income vs. Expenses: (\$826.21)</b>		
<b>Ending Balance as of 2-28-11</b>	<b>+ \$</b>	<b>36,446.87</b>
February Bank Statement Ending Balance	\$	36,446.87
<b>Outstanding Checks/Charges</b>		
1973: Trophy Arts, engrave plaques	\$	25.98
1974: Hilton Arlington, deposit, Spring Seminar	\$	1,000.00
1975: Trophy Arts, name tags	\$	541.25
<b>Total Outstanding Checks/Charges</b>	<b>- \$</b>	<b>1,567.23</b>
<b>Outstanding Deposits</b>		
None	\$	0.00
<b>Final Reconciled Balance as of 2-28-11</b>	<b>+ \$</b>	<b>34,879.64</b>



**Treasurer's Supplement  
March 8, 2011**

March Expenses, 3-1-11 through 3-8-11

None	\$	0.00		
Total			- \$	0.00

March Deposits & COH, 3-1-11 through 3-7-11

COH	\$	200.00		
Total			+ \$	200.00

Luncheon Profit & Loss

2011 YTD

<u>Month</u>	<u>Venue</u>	<u># Attending</u>	<u>Cost</u>	<u>Cost/Person</u>	<u>Sales</u>	<u>Net</u>
Feb.	Cacharel	76	\$1,231.20	\$16.20	\$1,148.96	(\$82.24)
Jan.	Cacharel	70	\$1,050.00	\$15.00	\$773.08	(\$276.92)

Secretary – David Harry had nothing to report

Director (1 Year) – Diane Burkhardt Valek had nothing to report

Director (2 Year)

Donna Harrison reminded Board members that nominations for 2011-2012 officer positions close on March 22. The Nominations and Elections Committee (NEC) will then complete its work, making nominations and submitting these to the Board sometime in April. Elections will be held at the May general membership meeting. Nominations will also be posted in the Chapter 36 newsletter. Donna Harrison will chair the NEC, and Kyle Ray will serve as the Board-appointed NEC member, and Bill Stoll will serve as the at-large appointment to the NEC, pending approval today (March 8) at the general membership meeting.

## PDC

David McCarthy reported that PDC has two presentations to make at the March 8 general membership meeting. Also, three certification exams have been requested, and the PDC is working with applicants to arrange proctors to administer these exams for various member certifications.

## EDUCATION

Karen Gnuse reported that Course 104 which was held on February 28 had 21 participants and was very successful. Course 501 scheduled for March 28-29 has two registrants to date, and Course 606 scheduled for March 16 has 7 registrants to date.

The Education Committee would like to survey the Chapter 36 general membership about interest in a future offering of the SR/WA prep course and Courses 100 and 201.

## Membership

Jennifer Ayers provided a written report requesting approval for one new member with one additional transfer request out of Chapter 36 into Chapter 8. Motion to approve was made by Mark Thigpen; second by Kathy Robertson. Motion passed unanimously.

### **IRWA MEMBERSHIP – March 2011**

#### **NEW APPLICATIONS: (1)**

**Pam Thomas** – Trinity River Authority

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

**None received**

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

**David Eguia** – to Chapter 8 (Houston)

#### **Membership Status**

Total Membership YE 2010: 385

Total New Members 2011: 10

Transfers out: -1

Members to date: 394

Less non-paid a/o 2/8: -63 (16% of 2010 membership)

**Total: 331**

Historian Greg Althoff had nothing to report.

### Program

Kathy Robertson reported that for future Chapter 36 general membership meetings, lunch service should begin at 11:45 a.m. in order to minimize interruptions to the program. Dr. John Baen will be the featured speaker at today's meeting (March 8).

Options for a summer 2011 social event were discussed by the Board, and members expressed interest in a Fort Worth Stockyards event with possible dance lessons at *Billy Bob's* and/or the *Pawnee Bill's Wild West Show*. There is also a possibility of including a *Tarantula Train* trip. Kathy Robertson will research these options and will make a presentation at the May Board meeting.

The Board discussed the need to get general membership feedback on the possibility of increasing the lunch price to \$20 for future membership meetings. The chapter is frequently subsidizing meals at the current \$15 price.

### Newsletter/Photographer

Biographical information for the officer nominations should be included in the May Newsletter. Nominated individuals will be asked to provide this information.

### Old Business

A revised copy of the proposed Chapter 36 "Policies and Procedures Manual" will be submitted to Board members by e-mail to be approved at the May 2011 Board meeting. Suggested changes to the manual should be provided to Greg Althoff and to Greg Cook by e-mail so that the document can be revised and resubmitted to the Board prior to the May meeting.

Greg Althoff made a motion to clarify the duties of the 1-Year and 2-Year Directors as follows:

1-Year Director: Chair the Nominations and Elections Committee and oversee the Chapter 36 Employer of the Year and Professional of the Year award process

2-Year Director: Oversee the Chapter 36 scholarship program

2<sup>nd</sup> to the motion was made by Denise Perez; the vote was unanimous.

There will be no Chapter 36 general membership meeting in April 2011 in deference to the Spring Seminar and Golf Tournament

The 2011 Chapter 36 officer installation meeting will be June 8.

### New Business

Motion was made by Donna Harrison that Chapter 36 would donate \$2,500 to the Right of Way International Education Foundation (RWIEF) at the annual conference in Atlanta, GA; second by David McCarthy; motion passed unanimously.

Randy Williams will make a brief presentation at today's general membership meeting about new opportunities in IRWA.

Motion was made by David McCarthy that Chapter 36 should donate up to \$200 for a Stetson hat and carrying case as an auction item for the 2011 IRWA Annual Conference. Donna Harrison will purchase these items and ship them to Atlanta for the auction; second by Greg Althoff; motion passed unanimously.

### Adjourn

Meeting adjourned by President Greg Cook at 11:27 a.m.

Minutes recorded by David Harry, Secretary

### **GENERAL MEMBERSHIP MEETING HELD ON MARCH 8, 2011**

A motion was made by Chapter 36 President, Greg Cook, that Bill Stoll be elected as the at-large representative to the Chapter 36 Nominations and Elections Committee. No other nominations were presented, and the general membership voted unanimously to appoint Bill Stoll.



**Celebrating 50 Years of Service 1960-2010**

## **CHAPTER 36 BOARD AGENDA**

March 8, 2011

### **Approval of February meeting minutes**

### **EXECUTIVE BOARD**

#### **President – Greg Cook**

- Winter Forum Report
  - Education schedules for 2011, 2012 & 2013 discussed
  - Region 2 bylaws approved
  - Chapter reports given
  - Summer Refresher (A&M) theme “Education, A Winning Theme in Today’s Economy”
  - Pledged \$300 golf hole sponsorship for Region 2 A&M Seminar – Benefits Region 2
  - Pledged \$1,000 Chair reception donation for Region 2 A&M Seminar
  - 2012 Winter Forum in San Antonio

#### **Vice President – Craig Brandt**

- Spring Seminar/Golf Tournament Update
  - Speaker Lineup
  - TREC, TALCB & IRWA Continuing Education Credit
  - Golf Tournament Beneficiaries
    - East Texas Hospice
    - Other previous charities
      - Samantha Head, Cook Children’s Hospital, Children’s Hospital of Dallas

#### **Treasurer – Charles Stearman**

- February 2011 Treasurer’s Report
- 2010 Meeting P/L Report
- 2011 January & February Meeting P/L Reports
- Status of 2010 Tax Return

#### **Secretary – David Harry**

#### **Director 1 Year – Diane Burkhart**

## **COMMITTEES**

### **Director 2 Year** – Donna Harrison

- Nominations Committee
  - Kyle Ray – Approved as member selected by Executive Board
  - Bill Stoll – Approved by BOD as member selected at large
    - Must be elected by members
    - Will hold the election at March general meeting
  - Elections held in May

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

- PDC Report
- Presentation at future meeting. Schedule with Kathy Robertson

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

### **Membership** – Jennifer Ayers (Chair)

- New Member approval
- Presentations at meeting?

### **Historian** – Greg Althoff (Chair)

- Records storage

### **Programs** – Kathy Robertson (Chair)

- Summer Social
  - Plans and budget presented to board no later than May meeting

### **Newsletter/Photographer** – Denise Perez (Chair)

- Due date – 15<sup>th</sup> of each month

## **OLD BUSINESS:**

- Policy & Procedures
- No April meeting
- Online/Newsletter Advertising
  - Gathering data

## **NEW BUSINESS:**

- Annual Conference
  - RWIEF Donation
    - \$2,500 donated past 4 years
      - Check presented at Annual Conference in June