



Status Date: June 8, 2011

Draft

Amended & Approved

MEETING MINUTES			
Meeting Type	Monthly Chapter 36 Board Meeting		
Meeting Date	May 10, 2011		
Meeting Time	10:00 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Education – 3 year	Mark Thigpen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Membership Chair	Jennifer Ayers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Programs / Social Chair	Kathy Robertson	<input type="checkbox"/>	<input checked="" 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: Dorrien Himes, Dalton Vann			

CHAPTER 36 BOARD MEETING HELD ON MAY 10, 2011

The meeting was called to order by President Greg Cook at 10:35 A.M. The Meeting Agenda was previously distributed via e-mail by President Cook.

Approval of Meeting Minutes from March 8, 2011 and E-mail Votes from April 4, and April 12-13, 2011

Motion was made by David McCarthy to approve the minutes as presented with a spelling correction ("Altoff" to "Althoff"); Second was by Greg Althoff; motion passed unanimously.

President

President Cook had no report.

Vice President –

Vice President Brandt presented the following Income/Expense summary from the Spring Seminar and from the *Steve Baggett Memorial* golf tournament.

2011 IRWA Chapter 36 Spring Seminar Financial Summary	
Seminar Income	
Seminar Registration	\$7,750
Seminar Sponsorships	<u>\$8,840</u>
Subtotal	\$16,590
Seminar Expenses	
Hotel	\$4,447
Supplies, Signs, Etc	\$494
Contract Labor	<u>\$688</u>
Subtotal	\$5,629
SPRING SEMINAR NET PROFIT	\$10,961
(79 Attendees)	
2010 Net Proceeds:	\$10,724
12th Annual Memorial Golf Tournament Financial Summary	
Golf Tourney Income	
Golf Registration and Raffle	\$9,149
Golf Sponsorships	<u>\$3,884</u>
Subtotal	\$13,033
Golf Tourney Expenses	
Course, Food and Cart Fee	\$5,776
Contract Labor	<u>\$688</u>
Subtotal	\$6,464
GOLF TOURNEY NET PROFIT	\$6,569
(86 Players)	
2010 Net Proceeds:	\$7,512

David McCarthy made a motion that Chapter 36 donate 50% of the proceeds from the golf tournament to *East Texas Hospice* and 50% to the *Samantha Head Scholarship Fund*; Second was made by Karen Gnuse. The motion passed as follows:

For: David McCarthy, Karen Gnuse, Craig Brandt, Charles Stearman, Greg Cook, David Harry, Donna Harrison, Marcus Boyd, Mark Thigpen, Jennifer Ayers, Greg Althoff

Against: Denise Perez

Treasurer

Charles Stearman presented the Treasurer's Report for March 2011. Motion to approve with minor revisions was made by Greg Althoff; Second was by David McCarthy: motion passed unanimously (revisions are included in the attached).

The 2010 Profit & Loss report will be submitted for the June Board meeting.

All matters pertaining to Chapter 36 for the IRWA 2010 tax return have been addressed.



Treasurer's Report
April 5, 2011
For the Period of March 1, 2011 – March 31, 2011

Beginning Balance as of 3-1-11		+	\$	36,446.87
Income				
Interest earned @ 0.01%	\$			0.28
Deposit-IRWA Tuition Receipts: C701, C703	\$			680.00
Deposit-Luncheon receipts-March cash & checks	\$			1,015.00
Deposit-Luncheon receipts-March-PayPal	\$			387.78
Deposit-Seminar sponsors	\$			1,500.00
Deposit-Golf sponsor	\$			200.00
Total Income		+	\$	3,783.06
Expenses				
1973: Trophy Arts, engrave plaques	\$			25.98
1974: Hilton Arlington, deposit, Spring Seminar	\$			1,000.00
1975: Trophy Arts, name tags	\$			541.25
1976: Shannon Cook, contract labor	\$			1,615.00
1977: Cacharel restaurant, March Luncheon	\$			1,725.00
Bank service charge	\$			0.00
Total Expenses		-	\$	4,907.23
Income vs. Expenses: (\$1,124.17)				
Ending Balance as of 3-31-11		+	\$	35,322.70
February Bank Statement Ending Balance			\$	35,322.70
Outstanding Checks/Charges				
Total Outstanding Checks/Charges		-	\$	0.00
Outstanding Deposits				
None			\$	0.00
Final Reconciled Balance as of 3-31-11		+	\$	35,322.70



**Treasurer's Supplement
May 10, 2011**

April Expenses, 4-1-11 through 4-30-11

1978: Hilton Hotel-Seminar balance due	\$	3,350.38	
1979: Hilton Hotel-extra refreshments, Seminar	\$	97.37	
1980: US Right of Way Co., Seminar name badges & sponsor board decorations	\$	104.61	
1981: Craig Brandt-reimburse gifts, Golf Tournament	\$	100.00	
1982: IRWA Region 2 Auction donation	\$	150.00	
1984: Riverside Golf Course-Tournament	\$	5,526.85	
Total			- \$ 9,329.21

Deposits & COH, 4-1-11 through 5-10-11

COH	\$	200.00	
IRWA HQ 2011 Chapter Dues	\$	6,520.00	
Golf Tournament proceeds	\$	2,555.00	
Golf Tournament proceeds	\$	200.00	
Golf Tournament proceeds	\$	4,699.00	
Spring Seminar proceeds	\$	7,950.00	
Total			+ \$ 22,124.00

Pay-Pal: Golf & Seminar Receipts + \$ 11,175.82

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>
March	Cacharel	115	\$1,725.00	\$15.00	\$1,402.78	(\$322.22)
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 – No Report

Director (1 Year) – No Report

Director (2 Year)

Donna Harrison reported that the Nominations and Elections Committee (NEC) has completed its work, and officer nominations will be presented to the Chapter 36 general membership for election today (May 10). Other nominations can be made from the floor during the general membership meeting.

PDC

David McCarthy reported that PDC has received two new SR/WA plaques for presentation. The plaque for Virginia Edwards will be presented at the general membership meeting today (May 10). Greg Cook will deliver the plaque for Scott Teer. Karen Gnuse and Charles Stearman have been awarded the SR/WA designation, and presentations at the chapter level will be made after plaques from headquarters are received. Several other Chapter 36 members have recently taken the SR/WA exam.

EDUCATION

Karen Gnuse reported that Course 213 which was held on Thursday, April 14 had 16 participants and was very successful. Courses 402, 403, and 410 are scheduled for June, and the Education Committee intends to promote these education offerings at today's general membership meeting.

Membership

Jennifer Ayers provided a written report requesting approval for two new members. Motion to approve was made by Charles Stearman; second by David McCarthy. Motion passed unanimously.

A current Chapter 36 membership status report is also included in the written report attached.

IRWA MEMBERSHIP – May 2011

NEW APPLICATIONS: (2)

Shawn Jackson – Stateside ROW

Diana Reed – PVR Midstream LLC

MEMBERSHIP TRANSFERS to Chapter 36:

None received

MEMBERSHIP TRANSFERS out of Chapter 36:

None received

Membership Status

Total Membership YE 2010: 385

Total New Members 2011: 15

Transfers out: -1

Members to date: 399

Less non-paid a/o 3/18: -52 (14% of 2010 membership)

Total: 347

Historian Greg Althoff reminded all board members and committee members that all documents created throughout the year should be provided to Greg Althoff for storage.

Program

No Report

Newsletter/Photographer

Dalton Vann has agreed to take over the Newsletter/Photographer's position for next year. The Chapter 36 newsletter for June 2011 will be the last one edited by Denise Perez. The board thanked Denise for the excellent work she has put into the newsletter over the past several years.

Old Business

Re: Chapter 36 *Policies and Procedures Manual*:

Karen Gnuse made a motion to table indefinitely the vote on the *Policies and Procedures Manual* pending further research. Second was made by Charles Stearman; motion failed as follows:

For: Karen Gnuse, Craig Brandt, Charles Stearman, Denise Perez, Lily Khan

Against: David McCarthy, Greg Cook, David Harry, Donna Harrison, Marcus Boyd, Jennifer Ayers, Greg Althoff

Abstained: Mark Thigpen

David McCarthy made a motion to approve the *Policies and Procedures Manual* as presented. Second was made by Marcus Boyd. The discussion on the motion included the observation that the *Policies and Procedures Manual* contains a means for future changes to the document which is expected to evolve over time. The motion passed as follows:

For: David McCarthy, Greg Cook, David Harry, Donna Harrison, Marcus Boyd, Jennifer Ayers, Greg Althoff, Craig Brandt, Denise Perez, Lily Khan, Mark Thigpen

Against: Karen Gnuse, Charles Stearman

New Business

Careful attention should be given to transition from current leadership to new leadership after the June installation of officers. The *Policies and Procedures Manual* should be followed. Assuming election by the general membership later today, David Harry (nominated Treasurer) and Jennifer Ayers (nominated Secretary) should arrange with Charles Stearman (outgoing Treasurer) to amend the bank signature card to include their names. Greg Cook and Donna Harrison requested to have their names removed from the bank signature card.

Adjourn

Meeting adjourned by President Greg Cook at 11:07 a.m.

Minutes recorded by David Harry, Secretary

GENERAL MEMBERSHIP MEETING HELD ON MAY 10, 2011

Donna Harrison presented the nominated officers from the *Nominations and Elections Committee* (NEC). No additional nominations were made from the floor. A motion was made by Bill Stoll that those nominated by the NEC be elected by the general membership for the 2011-2012 fiscal year. Second was made by Greg Althoff; motion passed unanimously. Those elected include:

President:	Craig L. Brandt
Vice President:	Charles Stearman
Treasurer:	David Harry
Secretary:	Jennifer Ayers
2-year Director:	Greg Cook
PDC	Donald Sherwood



Celebrating 50 Years of Service 1960-2010

CHAPTER 36 BOARD AGENDA

May 10, 2011

Approval of March meeting minutes

EXECUTIVE BOARD

President – Greg Cook

Vice President – Craig Brandt

- Spring Seminar/Golf Tournament
 - Income & expense summary
 - Golf tournament beneficiaries
 - East Texas Hospice
 - Other previous charities
 - Samantha Head, Cook Children's Hospital, Children's Hospital of Dallas

Treasurer – Charles Stearman

- March 2011 Treasurer's Report
- 2010 Meeting P/L Report
- 2011 March Meeting P/L Reports

Secretary – David Harry

Director 1 Year – Diane Burkhart

Director 2 Year – Donna Harrison

- Will oversee the election

COMMITTEES

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

- PDC Report

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

Membership – Jennifer Ayers (Chair)

- 2010 renewals of dropped members...list from HQ?
- New member approval
- Presentations at meeting?

Historian – Greg Althoff (Chair)

- Records storage

Programs – Kathy Robertson (Chair) – Not able to attend meeting

- Summer social options
 - Will email 3 proposals within a week
 - Dates are open
 - Cost approximately \$38 per person
 - Deposit of \$2,500
 - Expected cost to chapter less than \$500 with a goal of no cost to chapter

Newsletter/Photographer – Denise Perez (Chair)

- Due date – 15th of each month

OLD BUSINESS:

- Policy & Procedures

NEW BUSINESS:

- Transitions
 - Treasurer
 - Signature cards
 - PayPal
 - Debit card