



Status Date: September 13, 2011

Draft

Amended & Approved

MEETING MINUTES			
Meeting Type	Monthly Chapter 36 Board Meeting		
Meeting Date	June 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 checked="" type="checkbox"/>	<input 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	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 checked="" type="checkbox"/>	<input type="checkbox"/>
Programs / Social Chair	Kathy Robertson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newsletter Editor / Photographer	Denise Perez	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Historian / Records	Greg Althoff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Guests: Lisa Harry			
Other Members in Attendance: Dorrien Himes, Dalton Vann, Randy Williams			

## CHAPTER 36 BOARD MEETING HELD ON JUNE 8, 2011

The meeting was called to order by President Greg Cook at 10:38 A.M. The Meeting Agenda was previously distributed via e-mail by President Cook.

### Approval of Meeting Minutes from May 2011

Motion was made by Greg Althoff to approve the minutes as presented; Second was by Diane Valek; motion passed unanimously.

### President

President Cook announced that the Scholarship Committee will be comprised of himself, Lily Khan, and Robert Duran. He indicated the scholarship applications are due by August 1, 2011 and the recipients will be notified by August 15, 2011. The application can be found on our website. Greg Cook discussed donating \$400 to the Randy Williams "puppet fund" for a puppet auctioned off at the International Conference. The proceeds will go to the Education Fund (usually brings about \$2,000). If another bidder goes beyond \$2,000, then we won't have to commit. Greg Althoff made the motion; Donna Harrison seconded the motion. Passed unanimously. Regarding website advertising: Shannon Cook has investigated all of the chapter's websites and Houston has the best example. They have been contacted and we are waiting to hear back. Lastly, to ensure a smooth transition to the new Board and Committee positions, please contact your replacement.

### Vice President –

Vice President Brandt announced Kathy Robertson will be Social Chairperson, Greg Althoff will continue as Historian, Dorrien Himes will be the new Membership Chairperson, and Denise Perez will serve on the Education Committee. He has created a new position, Public Relations and Marketing, which Karen Gnuse will chair. Additionally, he has spoken to Marcus Boyd and Josh Canuteson about a Young Professionals Committee. Diane Valek offered that it would be appropriate for their representative to attend the Board meeting and perhaps let them plan an event. Additionally, Shannon will be ending her contract with our Chapter on June 30, 2011. There was discussion about spreading the volunteer activities around to chapter members and also about it still being a paid position. It is noted that it is best if Rebecca at Dellamark has one contact person representing our Chapter. Greg Althoff suggested that the Spring Seminar would be the type of event to use outside help to ensure the success of the event, similar to what Region 2 does with the A&M seminar by using Housman and Associates. The outside firm would then be paid with the profits from the event.

## Treasurer

Charles Stearman presented the Treasurer's Report for May 2011 which included a summary of luncheon attendance. The April 2011 report was reviewed. Motion to approve with minor revisions was made by Marcus Boyd; Second was by Diane Valek: motion passed unanimously (revisions are included in the attached).

Charles Stearman, David Harry, and Jennifer Ayers met at a Bank of America branch to change the signature card for the Chapter's account. Authorized signers on the account are Craig Brandt, Charles Stearman, David Harry, and Jennifer Ayers. Any other members that were on the signature card (Greg Cook and Donna Harrison) were removed.



**Treasurer's Report**  
**May 11, 2011**  
**For the Period of April 1, 2011 – April 30, 2011**

<b>Beginning Balance as of 4-1-11</b>		<b>+ \$</b>	<b>35,322.70</b>
<b>Income</b>			
Interest earned @ 0.01%	\$		0.28
Deposit-PayPal, Golf & Seminar Receipts	\$		11,175.82
<b>Total Income</b>		<b>+ \$</b>	<b>11,176.10</b>
<b>Expenses</b>			
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
Bank service charge	\$		0.00
<b>Total Expenses</b>		<b>- \$</b>	<b>3,552.36</b>
<b>Income vs. Expenses: \$7,623.74</b>			
<b>Ending Balance as of 4-30-11</b>		<b>+ \$</b>	<b>42,946.44</b>
April Bank Statement Ending Balance		\$	42,946.44
<b>Outstanding Checks/Charges</b>			
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
<b>Total Outstanding Checks/Charges</b>		<b>- \$</b>	<b>5,776.85</b>
<b>Outstanding Deposits</b>			
See detail, Treasurer's Supplement		\$	22,124.00
<b>Final Reconciled Balance as of 4-30-11</b>		<b>+ \$</b>	<b>59,293.50</b>



**Treasurer's Supplement  
May 11, 2011**

May Expenses, 5-1-11 through 5-11-11

1985: Shannon Cook, contract labor, April & May	\$ 2,525.00
1986: IRWA IE Fund	\$ 2,500.00
1987: Cacharel, May Luncheon	\$ 1,350.00

Total — \$ 6,375.00

Deposits & COH, 5-1-11 through 5-31-11

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

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>
May	Cacharel	90	\$1,350.00	\$15.00	\$1,221.60	(\$128.40)
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)



**Treasurer's Report**  
**June 8, 2011**  
**For the Period of May 1, 2011 – May 31, 2011**

<b>Beginning Balance as of 5-1-11</b>		<b>+</b>	<b>\$ 42,946.44</b>
<b>Income</b>			
Interest earned @ 0.01%	\$ 0.30		
Deposit- Golf Tournament Receipts (day of)	\$ 2,555.00		
Deposit-Spring Seminar (day of)	\$ 575.00		
Deposit-Golf Tournament Receipts (prior to)	\$ 4,349.00		
Deposit-Spring Seminar Receipts (prior to)	\$ 8,035.00		
Deposit, May Luncheon	\$ 805.00		
Deposit, Pay-Pal, May Luncheon	\$ 416.60		
Deposit, Tuition, C104, fr. HQ, \$235.00 & Chapter	\$ 6,755.00		
Dues fr. HQ, \$6,520.00			
Deposit, Tuition, C104, fr. HQ	\$ 975.00		
<b>Total Income</b>		<b>+</b>	<b>\$ 24,465.90</b>
<b>Expenses</b>			
1981: Craig Brandt-reimburse gifts, Golf Tournament	\$ 100.00		
1984: Riverside Golf Course-Tournament	\$ 5,526.85		
1985: Shannon Cook, contract labor, April & May	\$ 2,525.00		
1987: Cacharel, May Luncheon	\$ 1,350.00		
1989: US Row, reimburse expenses for C104, C501, C606, Spring Seminar tent cards, & Spring Seminar & Golf sponsor boards	\$ 589.41		
Bank service charge	\$ 5.00		
<b>Total Expenses</b>		<b>-</b>	<b>\$ 10,096.26</b>
<b>Income vs. Expenses: \$14,369.64</b>			
<b>Ending Balance as of 5-31-11</b>		<b>+</b>	<b>\$ 57,316.08</b>
May Bank Statement Ending Balance		\$	57,316.08
<b>Outstanding Checks/Charges</b>			
	\$		
1982: IRWA Region 2 Auction donation	\$ 150.00		
1986: IRWA IE Fund	\$ 2,500.00		
1988: Kyle Ray, facilitator expenses, C606	\$ 68.67		
1990: Charles Stearman, reimbursement, C104 & C606	\$ 60.30		
<b>Total Outstanding Checks/Charges</b>		<b>-</b>	<b>\$ 2,778.97</b>
<b>Outstanding Deposits</b>			
See Detail, Treasurer's Supplement		\$	215.00
<b>Final Reconciled Balance as of 5-31-11</b>		<b>+</b>	<b>\$ 54,752.11</b>



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

June Expenses, 6-1-11 through 6-8-11

Shannon Cook, contract labor, May	\$	485.00
East Texas Hospice	\$	3,284.50
Samantha Head Scholarship Fund	\$	3,284.50
Trophy Arts, past president/president's plaques	\$	33.56

Total - \$ 7,087.56

Other June Expenses

Vice-President Travel Expenses, Intl. Conference,  
Atlanta---not yet incurred  
June Luncheon

Deposits & COH, 6-1-11 through 6-8-11

COH	\$	200.00
Misc. Luncheon Receipts	\$	15.00

Total + \$ 215.00

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>
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Secretary – David Harry introduced his wife, Lisa, and indicated she would be assisting with luncheon check-in today. Jennifer Ayers took the minutes on David's behalf.

Director (1 Year) – Diane Valek said to contact Stateside if anyone has questions about the Casino Night to be held at the International Conference in Atlanta. Information had previously been emailed.

Director (2 Year)

No report

PDC

David McCarthy reported that he had two SR/WA plaques to present: Charles Stearman and Karen Gnuse. Additionally, he had two SR/WAs re-certify.

EDUCATION

Karen Gnuse reported that we made \$555 on Course 213 held in connection with our Spring Seminar (if there were no changes). International is performing an online survey for education and asked if our chapter could fund a \$50 incentive to do our own drawing of those members that participate in the survey. Motion by Greg Althoff; second by Robert Duran. Passed unanimously.

Membership

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

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

## **IRWA MEMBERSHIP – June 2011**

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

**Beverly Adams** – Chesapeake

**Charles Galloway** – Apex Realty Advisors

**Patricia Linn** – Universal Field Services

**Jacob (J. D.) Nesbitt** – Oncor Electric Delivery

### **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: 19

Transfers out: -1

Members to date: 403

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

**Total: 351**

## 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 by August 1, 2011.

## Program/Social

Kathy Roberston outlined several options for a Summer Social event. Among them being a Sock Hop in Ft. Worth at a tavern, touring the Stockyards and then attending a Wild West Show, and an afternoon at Billy Bob's with lunch and dance lessons. The Murder Mystery dinner at the Cowboys Stadium would cost the Chapter \$7,272 (an increase of 30% from the last time we hosted the same event). Other members suggested the horse races or a baseball game. It was agreed that a final decision would be handled at a later date with an online vote.

## Newsletter/Photographer

Dalton Vann has agreed to take over the Newsletter/Photographer's position for next year. The deadline for newsletter submissions will remain the 15<sup>th</sup> of each month. The Board agreed to discuss advertising in the newsletter at a future meeting.

## Old Business

Greg Cook thanked everyone for all of their help over the past eighteen months.

## New Business

Randy Williams conveyed that International Headquarters now has the ability to teleconference. Course 215 is being rewritten. A two-hour training session pertaining to the energy field is in the works and could possibly qualify for certification credits.

## Adjourn

Meeting adjourned by President Greg Cook at 11:25 a.m.

Minutes recorded by Jennifer Ayers, Incoming Secretary