



**Chapter 4
Meeting Minutes**

November 13, 2024

10:00 a.m. – 11:00 a.m. (Pacific Time)

Emerald Queen Casino
5700 Pacific Highway East
Fife, WA 98424

Our Purpose

We improve people's quality of life through infrastructure development.

Mission

We empower professionals by elevating ethics, learning and a standard of excellence within the global infrastructure real estate community.

Core Values

- **Integrity:** We are role models who embody the highest standard of ethical practice.
- **Excellence:** We constantly improve our products, our services and ourselves.
- **Flexibility:** We embrace our continually changing environment to adapt to the needs of our stakeholders.
- **Collaboration:** We engage our members, partners, and other stakeholders to build a shared body of knowledge and experience.
- **Leadership:** We shape our future through courage, clarity, and transparency.

Attendees:

X	Jamie Booth	President
	Tara O'Hanlon	Immediate Past President
	Megan Hendrix	President Elect
X	Tanya Johnson	Vice President
X	Joey Ferguson	Treasurer
	Scott Matetich	Secretary
	Charlene Byrd	Professional Development Chair
X	Tanya Johnson	Education Chair
	Rouke Aboubacar	Communications Chair
X	Tara Walmsley	Website Chair
X	Jodi St. George	Membership Chair
X	Linh Martinez	Social Committee Chair
X	Joey Ferguson	Nominations, Elections, & Special Awards Chair
	Jesse Ray	Young Professionals Chair

Quorum Achieved?

Yes	No
X	

I. Meeting Minutes

Jamie Booth

- Jamie called the meeting to order at 10:55 a.m.
- October 9, 2024 Executive Board Meeting Minutes are attached

II. Chapter Financials

Joey Ferguson

Summary of Activities for Prior Month

- Reviewed previous financials
- Reviewed Chase Statements
- Reviewed Chapter Accounts:
 - 11/01/24 Bank Balances:
 - Chase Savings: \$100.00
 - 11/01/24 Bank Balance:
 - **Chase Checking** **\$80,153.36**
- Financial Documents:
 - October 2024 Bank Statements attached
 - October 2024 Reconciliation attached
 - FYTD Balance Sheet:
 - Total Assets (See Balance Sheet): **\$80,153.36**
 - Fiscal FYTD P/L - Net Income through 11/11/24: \$5,219.89– see attached.

New Items

- Sign up with Member Network – Upload bank statements
- Ask Region 7 for training – 2 yr. Treasurer position
-

III. Committee Business

A. Professional Development

Charlene Byrd

Summary of Activities for Prior Month

- Provide answers and support to members about credentialling.
 - My'kl Williams - Principles of Land Acquisition class
- Review and Approve:
 - Paula Ferreira-Smith – R/W AMC Application request sent to HQ 10/3/24
 - Isaac Mutha –RW-AC Appraisal Application request sent to HQ 10/15/24
- Certification Candidacy
 - Nicole Lindquist –RWA Certification approved 9/5//24
 - Isaac Mutha –RW-AC Appraisal Certification approved 10/21/24
 - Capstone Exam
 - Isaac Mutha –RW-AC Appraisal Capstone Exam PASSED 10/8/24
- Declarations
 - N/A
- Recertifications
 - N/A

Ongoing Items

- Support members interested in credentialling
- Process all incoming applications, and certifications
- Notify chapter members upcoming recertification expiration dates
- Invite new SR/WA members to chapter meetings for free lunch, encourage to bring potential new members

The SR/WA plaque and pin will be mailed directly to the SR/WA recipients within 4 weeks of receiving Declarations. If the new SR/WA wants to be presented at a chapter meeting they can bring the plaques & pins with them.

B. Education

Tanya Johnson

Summary of Activities for Prior Month

Upcoming Virtual Courses

- IRWA Course 600 Environmental Awareness (Virtual) 11-20-24 (8 Credit Units)
- IRWA Course 303 Managing the Consultant Process (Virtual) 12/11-12/24 (16 Credit Units)
- IRWA Course 207 Practical Negotiations for U.S. Federal and Federally Funded Land Acquisitions (Virtual) 1/21-22/25 (16 Credit Units)
- IRWA Course 901 Engineering Plan Development and Application (Virtual) 2/21/25 (8 Credit Units)
- SR/WA Review Study Session & Exam (Virtual) 3/4-6/25 (24 Credit Units)
- IRWA Course 902 Property Descriptions (Virtual) 3/21/25 (8 Credit Units)
- IRWA Course 804 Skills of Expert Testimony (Virtual) 4/7/25 (8 Credit Units)
- IRWA Course 102 Elevating Your Ethical Awareness (Virtual) 5/21/25 (8 Credit Units)

Upcoming In-Person Courses

- IRWA Course 502 Non-Residential Relocation Assistance (In-Person) 11/25-26/24 (16) Credit Units)
- IRWA Course 100 Principles of Land Acquisition 12/9-10/24 (16 Credit Units)
- IRWA Course 102 Elevating your Ethical Awareness 3/10/25 (8 Credit Units)
- IRWA Course 504 Computing Replacement Housing Payments 6/24-25/25 (16 Credit Units)

Potential upcoming In-Person Courses

- IRWA Course 600 Environmental Awareness (Date and Instructor TBD) (8 Credit Units)
- IRWA Course 800 Principles of Real Estate Law Matthew Hansen (Date TBD) (16 Credit Units)

Ongoing Items

- Setting up virtual and in-person classes for the 2024-2026 educational periods
- Work with HQ and their current virtual classes to be held by our chapter.
- Locate venue for in person classes.
- Contact and confirm instructors for both in person and virtual classes.
- Contact and confirm course coordinator for both in person and virtual classes.
- Submit CSMA to headquarters.
- Strive to obtain CE credit for classes that potentially can be approved by the state.
- As confirmation of instructors and course coordinators and headquarters acceptance of the CSMA, advertising will begin to help facilitate a good turn-out.

C. Communication

Jamie Booth

- Continuing with the weekly eblast to the membership,
- Monthly newsletter with current updates.
- Membership Renewal eblast 11/12/24, 11/26/24, 12/10/24, 12/31/24, 1/16/25.
- Membership Drive eblast add to the meeting eblasts for November meeting.

D. Membership

Jodi St. George

- New Members this Fiscal Year
 - Ms Pei-Fang Yang

E. Social Committee

Linh Martinez

- Coordination & Planning Holiday Party with Tanya, Joey, & Jodi
 - Request for a \$1,000.00 Holiday budget
 - Unanimous Consent
- Tacoma Rainers baseball game 2025 season

F. Young Professionals

Jesse Ray

G. Program

Tanya Johnson

2024-2025 Meeting Schedule

- September 11, 2024 – Snohomish County Public Works
 - State of Chapter & Regional Presentation
 - Welcome Back Social/Networking Event
- October 9, 2024 – WSDOT, Shoreline
 - Guest Speaker International President Denise L. Skinner, SR/WA
 - Membership Drive
- November 13, 2024 - Emerald Queen Casino, Fife
 - Topic: How to get from “No” to “Yes” in your negotiations. Speaker: Joel Schleppe, Commonstreet Consulting
 - Membership Drive
- December 11, 2024 - 6 pm - Anderson School McMenamins, Bothell "Holiday Party"
- January 8, 2025 – PSE, Bellevue – Faith Roland
- February 12, 2025 - Miller Nash, Seattle - Matt Hanson
- March 12, 2025 - Emerald Queen Casino, Fife “Project of the Year Presentations”
- April 9, 2025 – Sound Transit, Seattle - Announce Slate of Officers
- May 14, 2025 - PSE – Bellevue – Annual Meeting of the Membership & Elections
- June 11, 2025 - 6 pm - Tulalip Casino, Marysville “Installation & Awards Banquet”

H. Nominations, Elections & Special Awards

Joey Ferguson

- Create new 2024 nomination forms and schedule eblasts to the membership.

IV. New Business

Jamie Booth

- Budget Planning Meeting – scheduled November 22th at 11 a.m.
- Show Chapter 4 Board & Committees where to save documents on server for record retention.
- Need to figure out how to get the membership signed up to receive communication using Member Network and the Chapter 4 website and constant contact eblasts.

V. Ongoing Business

Jamie Booth

- Treasurer needs to send out Sponsorship letters.
- 2024-2025 executive board of director’s positions & Leadership Committee training.
- Member Network Training.

VI. Announcements

Jamie Booth

- ChIP Program – We earned 6 ChIP chips for 5% growth

- Used 3 chips for 2 memberships & 1 day course at October 9th Meeting.
- Last 3 chips for an education conference registration give away at Holiday party.

VII. Adjourn Meeting

Jamie Booth

VIII. Next Meeting

- December 11, 2024 – Board meeting 4:30 pm
- 6 pm “Holiday Party” Anderson School, Bothell