



**Chapter 4
Executive Board Meeting Minutes**

October 9, 2024

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

Teams Conference Call

WA Department of Transportation - Northwest Region

15700 Dayton Avenue North

Seattle WA 98133

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
X	Scott Matetich	Secretary
	Charlene (Mullis) Byrd	Professional Development Chair
	Tanya Johnson	Education Chair
	Rouke Aboubacar & Julie Brown	Communications Chair
X	Jodi St. George	Membership Chair
	Jesse Ray	Social Committee Chair
	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 10:38a.m.
- Minutes from last month's executive board meeting are attached.

II. Chapter Financials

Joey Ferguson

Summary of Activities for Prior Month

- Reviewed previous financials – Joey reported she reviewed financials with Rahkshan and the chapter is profitable at this time. Everything looks good! Income largely being generated from Education.
- Reviewed Chapter Account (Chase) Balances, as of 7/31/24:
 - Savings: \$ 100.00
 - Chase Checking: \$80,312.00
- Financial Documents:
 - August 2024 Bank Statements attached
 - August 2024 Reconciliation attached
- FYTD Balance Sheet:
 - Total Assets (See Balance Sheet): \$80,145.34
 - Fiscal FYTD P/L - Net Income through 10/7/24: \$6,776.32– see attached.

Ongoing Items

- A Yakima member has requested a refund for the \$30 fee for today's membership meeting because they cannot make it. The board reviewed the current policy for refunds and the policy states no refunds, but Andrew Sorba has advised it is a board decision. The board discussed instead of offering a refund, we can offer the member a credit for the next membership meeting.

III. Committee Business

A. Professional Development

Charlene (Mullis) Byrd

Summary of Activities for Prior Month

- Provide answers and support to members about credentialing.
- Review and Approve:
 - Isaac Mutha –RW-AC Appraisal Capstone Exam request sent to HQ 9/4/24
- Certification Candidacy
 - Nicole Lindquist –RWA Certification approved 9/5//24
- Capstone Exam
- Declarations
 - Nicole Lindquist –RWA Declaration of Candidacy approved 9/5//24
- Recertifications
 - Kristina Guzman, R/W - RAC Recertification approved 9/5/2024. Next recertification due date will be 10/1/2029.

Ongoing Items

- Support members interested in credentialing
- 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

Items Needing Board Action N/A

Update:

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.

Nominations, Elections & Special Awards

Jamie Booth

Summary of Activities for Prior Month N/A

B. Education

Tanya Johnson

Summary of Activities for Prior Month

- Worked on scheduling virtual courses from January 1, 2024, through December 31, 2024.

Upcoming Virtual Courses

**** Classes Added Since January Chapter Meeting**

- IRWA Course 506 Advance Nonresidential Relocation Assistance (Virtual) 10/21-22/24 (16 Credit Units)
- IRWA Course 145 Overview of the Uniform Act Requirements (virtual) 10-24-24 (4 Credit Units)
- 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 102 Evaluating Your Ethical Awareness (8 Credit Units) September 27, 2024 (8 Credit Units) [\(Course being rescheduled\)](#)
- IRWA Course 400 Principles of Real Estate Appraisals Date 10/3-4/24 (16 Credit Units)
- IRWA Course 900 Principles of R.E. Engineering 10/16-17/24 (16 Credit Units)
- IRWA Course 501 Residential Relocation Assistance (In-Person) 10/17-18/24 (16 Credit Units)
- 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.

Items Needing Board Action

- None

C. Membership

Jodi St. George/Jesse Ray

- Today is membership drive and the board discussed setting another day around Christmas for additional membership drive.

New Members this Fiscal Year

Social Update

D. Communication

Jamie Booth

- New Format for the newsletter has been developed through Constant Contact.
- Continuing with the weekly eblast to the membership
- will start the monthly newsletter with current updates.

E. Program

Tanya Johnson

2024-2025 Meeting Schedule - Proposed

The 2nd Wednesday of every month from September through June

Board Meetings are 10 am-11 am, and Chapter Meetings are 12 pm-1 pm

- **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**
- **December 11, 2024 - 6 pm - Anderson School McMenamins, Bothell "Holiday Party"**
- **January 8, 2025 – PSE, Bellevue – Faith Roland, Communications**
- **February 12, 2025 - Miller Nash, Seattle – Matthew Hansen, Special Benefits and Off Site Cures**
- **March 12, 2025 - Emerald Queen Casino, Fife - Project of the Year Presentations**
- **April 9, 2025 – Sound Transit, Seattle - Announce Slate of Officers – Speaker TBD**
- **May 14, 2025 - PSE – Bellevue – Annual Meeting of the Membership & Elections**
- **June 11, 2025 - 6 pm - Tulalip Casino, Marysville “Installation & Awards Banquet”**

IV. New Business

Jamie Booth

- Anderson School “Holiday Party” menu planning

V. Ongoing Business

Jamie Booth

- Need to send out Sponsorship letters – Joey and Jamie to connect on distribution list and timing.
- Completed conflict of Interest Form for HQ? All signed!
- 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
 - The Board agreed to use the 6 ChIP chips as follows: two (2) free memberships, one (1) a free one day class, and last three (3) chips for free conference registration to be given away at the holiday party.
- Update - 2024 Fall Forum, September 25 – 27 Kelowna, BC Canada

VII. Adjourn Meeting

Jamie Booth

VIII. Next Meeting

- November 13, 2024 - Emerald Queen Casino, Fife