



**Chapter 4  
Meeting Minutes**

September 11, 2024

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

Teams Conference Call/ Cathcart Way Operations Center

8915 Cathcart Way

Snohomish, WA 98296

**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		
X	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		
	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 10:38am
- Tanya made a motion to accept the May 2024 Executive Board Meeting Minutes, Joey seconded and they were approved unanimously.
- Scott advised that based on Andrew Sorba’s direction last year (Immediate Past President at the time), approval of the meeting minutes is no longer necessary.

**II. Chapter Financials**

**Joey Ferguson**

**Summary of Activities for Prior Month**

- Joey advised reconciliation is complete and balanced. Chapter is no longer in collections on minor issue from last year.
- Reviewed Chase Statements
- Reviewed Chapter Accounts:
  - 7/31/24 Bank Balances:
    - Chase Savings: \$100.00
  - 7/31/24 Bank Balance:
    - Chase Checking \$77,419.87
  - August 2024 Bank Statements attached
  - August 2024 Reconciliation attached
  - FYTD Balance Sheet:
    - Total Assets (See Balance Sheet): \$77,619.87
  - Fiscal FYTD P/L - Net Income through 9/6/24: \$4,250.85 – see attached.
  - Quick books Balance sheet (August 2024)
  - Quick books Profit and Loss (August 2024)
- Ongoing Items:
  - Paid off collections from 5 years ago.

**Ongoing Items**

- Treasurer training with Rakhshan.
- Need access to Chase to receive monthly statements
- Got access to our chapter Square account
- Did we ever do this??? Please add Integra (IRR) to website immediately. Sponsorship is for end of this F/Y and 2024/25.

**Items Needing Board Action**

- None.

**III. Committee Business**

**A. Professional Development**

**Charlene (Mullis) Byrd**

**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.

**Summary of Activities for Prior Month(s)**

- Provide answers and support to members about credentialling.
  - Linda Harrison – new member discussions

- Anna Lunday – discussed RWA-TN Candidacy under new program.
- Review and Approve:
  - Awet Kassa – RWA Application approval to HQ 4/4/24
  - Jennifer Lee - SR/WA Transportation Application approval to HQ 4/5/24
  - Brianna Vazquez - SR/WA Transportation application approval to HQ 4/10/24
  - Anna Lunday –RWA-TN Candidacy under new program sent to HQ 4/30/24
- Certification Candidacy
  - Brianna Vazquez - SR/WA TN approved 4/11/24.
  - Jennifer Lee - SR/WA TN approved 4/16/24
- Capstone Exam
- Declarations
- Recertifications

### **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

### **Items Needing Board Action**

- Discussion about promoting this committee chair position to the chapter and encouraging participation.

### **Nominations, Elections & Special Awards**

**Jamie Booth**

- Joey will be the new NESAs Chair.

### **Summary of Activities for Prior Month(s)**

- NESAs – Nominations for Project, Professional & Employer of the Year
  - Projects of the Year - SR 167 Corridor Improvement Project Commonstreet Consulting & Lake Hills Interceptor Rehabilitation, Phase II LaBonde Land, Inc.
  - Employer of the Year – Commonstreet Consulting
  - Professional of the Year – Molly Foster
- Golf Tournament
  - High Cedars in Orting
  - Friday August 16, 2024
- Budget Draft 2024-2025
  - New 2024-2025 Budget for approval at May meeting

Scott summarized Golf Tournament event and needs going forward.

### **B. Education**

**Tanya Johnson**

10 virtual classes and 8 in person classes.

### **C. Membership**

**Jesse Ray**

**New Members this Fiscal Year**

**Social Update**

**D. Communication**

**Jamie Booth**

- Continuing with the weekly eblast to the membership and will start the monthly newsletter with current updates.

**E. Program**

**Tanya Johnson**

**2024-2025 Meeting Schedule - Proposed**

The 2<sup>nd</sup> 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 – FHWA Dianna McKeon**
- **December 11, 2024 - 6 pm - Anderson School McMenamins, Bothell "Holiday Party"**
- **January 8, 2025 – PSE, Bellevue**
- **February 12, 2025 - Miller Nash, Seattle**
- **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”**

All venues have been secured. Need to secure speakers.

**IV. New Business**

**Jamie Booth**

- 2024 Fall Forum, September 25 – 27 Kelowna, BC Canada

**V. Ongoing Business**

**Jamie Booth**

- Need to send out Sponsorship letters

**VI. Announcements**

**Jamie Booth**

- ChIP Program – We earned 6 ChIP chips for 6 new members

**VII. Adjourn Meeting**

**Jamie Booth**

**VIII. Next meeting**

- October 9, 2024 – WSDOT, Shoreline – Guest Speaker International President Denise L. Skinner, SR/WA & Membership Drive

**Items Needing Board Action**

This item was deferred until next board meeting.

1. **2024-2025 executive board of director’s positions & Leadership Committees.**
  - **Completed conflict of Interest Form for HQ?**