



**Chapter 4
Meeting Minutes**

April 9, 2025
10 a.m. – 11 a.m. (Pacific Time)
Sound Transit – Union Station
705 5th Ave S
Seattle, WA 98104

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

Quorum Achieved?

| | |
|-----|----|
| Yes | No |
| X | |

I. Meeting Minutes

Jamie Booth

- Jamie called the meeting to order at 10:10 a.m.
- No comments to the March 12, 2025 Executive Board Meeting Minutes were received.

II. Chapter Financials

Joey Ferguson

Summary of Activities for Prior Month

- Reviewed previous financials
- Reviewed Chase Statements
- Reviewed Chapter Accounts:
 - 3/31/25 Bank Balances:
 - Chase Savings: \$100.00
 - 3/31/25 Bank Balance:
 - **Chase Checking** **\$82,993.00**
- Financial Documents:
 - February 2025 Reconciliation attached
 - FYTD Balance Sheet:
 - Total Assets (See Balance Sheet): **\$82,927.36**
 - Fiscal FYTD P/L - Net Income through 4/06/25: \$9,558.34 – see attached.

New & Ongoing Items

- Joey advised that the discrepancy of \$165.64 between the bank account and QuickBooks, is due to an uncashed check to Jesse Ray, chapter member. Check will be voided and reissued.
- Paid \$5,000 to RWIEF and Tacoma Rainiers game has been paid.
- Chapter is allocating a sum of money to make a donation in memory of Maya Garman, Chapter member who passed away in February. Scott made a motion asking the chapter to donate \$1,000.00 to the Garman family's GoFundMe page that will assist in covering estate costs. Jamie seconded and there was discussion about creating an additional education fund in Maya's name that could be issued monthly or annually to the membership. It was agreed the possible Maya Garman education fund would be a continuing discussion in the future. The motion to donate \$1000 was passed unanimously.
- Member Network – Upload bank statements
- Ask Region 7 for training – 2 yr. Treasurer position
- Mail out Sponsorship letters
- Get debit card from Chase Bank to pay for chapter expenses

III. Committee Business

A. Professional Development

Charlene Byrd

Summary of Activities for Prior Month

- Provide answers and support to members about credentialing.
- New Program Development Chair Faith Roland voted in at the March 12th Executive Board meeting & Charlene will work with Faith for a smooth transition of Chair duties over the next few months.
 - Inquiry from Cyndi Whelpley and Jamie Tieu to provide a list of members who are pursuing either a credential or SR/WA designation and which courses they have let to complete their pathways.
 - Amir Vafamanesh, HQ - provided a list of all Chapter 4 members and their education histories.

- Jamie Tieu compiled the lists to create a list of members along with courses they have taken.
 - Charlene Byrd agreed to create a spreadsheet that identify all the courses required to achieve a pathway. Then cross-reference these requirements with the courses members have already taken to identify courses candidates still need to take. It will take some time to create. Will share as soon as it's available.
 - Cyndi Whelpley is working with the International President Skinner on the need to identify what courses candidates still need to take. Goal is to have a spreadsheet that captures the info already collected in the Credentialing Concierge as a report to share with PDCs to help map out a Chapter education plan. It's currently not available. The international Executive Committee is going to see what options are available or if they need to invest funds to build a tool for the chapters.
- Review and Approve:
 - **Maria Olson SR/WA - Senior Right of Way Professional Designation – Review Approved and sent to HQ 3/14/25**
 - Declaration of Candidacy
 - Right of Way Experience Verification
 - Formal Education Verification
 - Required Coursework: Additional 16 credit hours of intermediate and advanced courses
 - Completed SR/WA Capstone Exam
 - Official passing notification 3/7/25
 - **Aaron Rene Distor RWA - Right of Way Agent Certification - Review Approved and sent to HQ 3/17/25**
 - Declaration of Candidacy
 - RWA Completion Application - Review
 - Formal Education Verification
 - Right of Way Experience Verification
 - **Andrea Tegtmeyer RWA - Right of Way Agent Certification - Review Approved and sent to HQ 3/31/25**
 - Declaration of Candidacy
 - RWA Completion Application
- Candidacy Declarations:
 - **Mikaela R. Montemayor RWA Candidacy Approval 3/6/2025 through 3/6/2030**
 - Education, Experience and Course curriculum requirements approved 3/11/25
 - **Jayson Schafer RWA Candidacy Approval 3/12/2025 through 3/12/2030**
 - **Ron V. Sharp RWA Candidacy Approval 3/14/2025 through 3/14/2030**
 - **Aaron Rene Distor RWA Candidacy Approval 3/19/25 through 3/19/30**
 - **Maria Olson SR/WA Candidacy Approval 3/21/25 through 3/21/30**
 - Education, Experience and Course curriculum requirements approved 3/24/25

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

Note:

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

Upcoming Virtual Courses

- IRWA Course 102 Elevating Your Ethical Awareness (Virtual) 5/21/25 (8 Credit Units)

Upcoming In-Person Courses

- 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 eblasts to the membership for monthly meetings & educational courses
- Eblasts for nominations of Professional, Employer, and Project of the year 2024 are being sent weekly.
- Spring Newsletter Eblast & Member network.

D. Membership

Jodi St. George

- No new members since November.
- Board chairs are not receiving email confirmations when new members are registered to the chapter. Jodi will contact HQ membership person to ask about receiving the notifications.

E. Social Committee

Linh Martinez

- Tacoma Rainers baseball game 2025 scheduled Friday May 9th
- Paid \$3,460.00
- Send out Eblasts & member network

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
 - Membership Drive
- December 11, 2024 - 6 pm - Anderson School McMenamins, Bothell "Holiday Party"
- January 8, 2025 – PSE, Bellevue – Faith Roland, SR/WA and Elena Thompson
 - Topic: Top 10 ways to help your Eminent Domain Attorney
- February 12, 2025 - Snohomish County Road Maintenance Facility - Matt Hansen & Tara O’Hanlon
 - Topic: Navigating legal concepts of larger parcel, project influence, and special benefits and how they can impact acquisition and negotiations before legal involvement
- March 12, 2025 - Emerald Queen Casino, Fife “Project of the Year Presentations”
- April 9, 2025 – Sound Transit, Seattle - Clint Dameron, Acting Director-Real Property & 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”

Tanya proposed putting together a “Round Table” discussion from various disciplines (e.g. appraisal, acquisition, title, relocation, etc.) for a future general membership meeting. The “lead” from each discipline would have like 5 minutes to talk about their field, then open up to questions. It was agreed this would be a good format for the welcome meeting at next year’s first meeting in September.

H. Nominations, Elections & Special Awards

Jamie Booth

- It was discussed that members should be reminded that volunteer opportunities exist and that multiple people can run for election on a given position. In fact, people can be nominated from the floor during an election. Jamie confirmed she will make an announcement about this.
- 2024 nomination forms and scheduled eblasts to the membership from constant contact and member network.
- Received one professional of the year & one employer of the year nomination.
- Eblast & member network posting to open elections for vetting at the April membership meeting.
- Vetting Executive Board Positions
 1. President - Megan Hendrix
 2. President-Elect - Tanya Johnson
 3. VP/Program Chair - Joey Ferguson
 4. Treasurer - Alex Day
 5. Secretary - Jodi St. George

IV. New Business

Jamie Booth

- Donation to Maya Garman Family from Chapter 4
- Budget Planning Meeting #3– scheduled April 16th at 5:30 pm

V. Ongoing Business

Jamie Booth

- Show Chapter 4 Board & Committees where to save documents on server for record retention.
- **NOTE:** Reminder for chapter to provide notice to region of individual/corporate donations. Capture all course instructors who have donated time and provide notice and recognition to membership at annual conference. Can also include in monthly membership meetings.
- Offer free lunch to non-members when invited by members to membership meetings

- Andrew made two suggestions for handling the surplus budget: 1) increase the education voucher from \$100 to one full-day class or 2) donate a new member registration annually or quarterly.

VI. Announcements

Jamie Booth

- 2025 Spring Forum
 - April 9-11, 2025 Wednesday-Friday
 - Hosted by Chapter 19 & Region 7, Spokane, WA

VII. Adjourn Meeting

Jamie Booth

The Meeting was adjourned at 11:08am.

VIII. Next Meeting

- May 14, 2025 - PSE – Bellevue – Annual Meeting of the Membership & Elections