



**Chapter 4  
Meeting Minutes**

January 8, 2024  
10 a.m. – 11 a.m. (Pacific Time)  
PSE - Forum Room  
355 – 110th Avenue NE  
Bellevue, WA 98009

**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
X	Tara O’Hanlon	Immediate Past President
X	Megan Hendrix	President Elect
X	Tanya Johnson	Vice President
	Joey Ferguson	Treasurer
X	Scott Matetich	Secretary
	Charlene Byrd	Professional Development Chair
	Tanya Johnson	Education Chair
	Rouke Aboubacar	Communications Chair
	Tara Walmsley	Website Chair
	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 10:22 a.m.

- November 13, 2024 Executive Board Meeting Minutes are attached. *The December board meeting was canceled.*

## II. Chapter Financials

Joey Ferguson

### Summary of Activities for Prior Month

- Reviewed previous financials
- Reviewed Chase Statements
- Reviewed Chapter Accounts:
  - 1/07/25 Bank Balances:
    - **Chase Savings: \$100.00**
    - **Chase Checking \$78,308.21**
- Financial Documents:
  - *Going forward bank statements should be attached.*
  - FYTD Balance Sheet:
    - Total Assets (See Balance Sheet): **78,242.57**
  - Fiscal FYTD P/L - Net Income through 1/07/25: \$4,873.55 – see attached.

### New & Ongoing Items

- *Delta of \$65.64 between books and statement balance is being researched and board will review and approve during next executive board meeting. Jamie and Joey confirmed that balances matched in November.*
- Sign up with Member Network – Upload bank statements
- Ask Region 7 for training – 2 yr. Treasurer position
- Mail out Sponsorship letters
- *Joey following up on uncashed check written in October.*
- *Joey following up on purpose of check that past Treasurer did not note the purpose of.*

## III. Committee Business

### A. Professional Development

Charlene Byrd

### Summary of Activities for Prior Month

- Provide answers and support to members about credentialing.
  - N/A
- Review and Approve:
  - Pej Morgan – RWA-GN Education approval sent to HQ 12/12/24
  - Andrea Tegtmeier – RWA Declaration of Candidacy sent to HQ 12/19/24
  - Andrea Tegtmeier – RWA Experience approval sent to HQ 12/19/24
- Certification Candidacy
  - N/A
- Declarations
  - N/A
- Recertifications
  - Paul Gould- R/W-RAC Recertification approved 12/18/24. Next recertification due date 1/1/2030

### 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**

#### **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**

### **Summary of Activities for Prior Month**

#### **Upcoming Virtual Courses**

- 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 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.

**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.**

**NOTE: Find other marketing strategies for advertising upcoming courses, other than email. Direct calls to employers is one idea.**

**C. Communication**

**Jamie Booth**

- Continuing with eblasts to the membership for monthly meetings & educational courses
- Monthly newsletter with current updates and President's message.
- Need to send out Eblasts for nominations of Professional, Employer, and Project of the year 2024.
- Migrating from using Constant Contact to Member Network as communication platform.
- Remind membership to attend monthly chapter and regional meetings.

**D. Membership**

**Jodi St. George**

- Remind members to update their contact information to ensure they are receiving receiving eBlasts and other communication.
- Chair should make personal touch (phone call!) with new members each month and welcome them to the chapter.

**E. Social Committee**

**Linh Martinez**

- Coordination & Planning Holiday Party – Thank you!
- Tacoma Rainers baseball game 2025 season schedule planning meeting.

**F. Young Professionals**

**Jesse Ray**

- Need to confirm if Rouke will be chair moving forward.

**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 - 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”

**NOTE: Remind members of “early bird” rates for early registrations.**

**NOTE: Place on April agenda to identify if any voting delegates will not be able to attend annual conference.**

**H. Nominations, Elections & Special Awards**

**Joey Ferguson**

- Consider transitioning this role to another volunteer (Experience past leadership).

- Develop active role for encouraging participation/volunteering among the members.
- Tap into past presidents/volunteers for experience, involvement, and resources.
- Create new 2024 nomination forms and schedule eblasts to the membership.
- Set up a quarterly or biannual “advisory team” meeting of past chapter leadership to focus on the direction of the chapter.
- Some positions are well suited for multiple terms, such as the Treasurer position.

**IV. New Business**

**Jamie Booth**

- IRWA Region & Chapter Treasurers Training - Fri Jan 10, 2025, 10am – 11am
- Budget Planning Meeting – *canceled & need to schedule, aiming for this month. Recommend a Wednesday evening, virtually, for a working session. Recommend 1/15 for teams session.*
- 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.
- 2025 Spring Forum
  - April 9-11, 2025 Wednesday-Friday
  - Hosted by Chapter 19 & Region 7, Spokane, WA

**V. Ongoing Business**

**Jamie Booth**

- Show Chapter 4 Board & Committees where to save documents on server for record retention.
- 2024-2025 executive board of director’s positions & Leadership Committee training.
- Member Network Training.
- Golf Tournament August 2025 ideas

**VI. Announcements**

**Jamie Booth**

- ChIP Program – We earned 6 ChIP chips for 5% growth
  - Last 3 chips for an education conference registration give away at Holiday party to
  - Name – email HQ

**VII. Adjourn Meeting**

**Jamie Booth**

Jamie adjourned the meeting at 11:37 am.

**VIII. Next Meeting**

- February 12, 2025 - Miller Nash, Seattle