



**Chapter 4  
Meeting Minutes**

March 12, 2025

10 a.m. – 11 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
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
X	Tara Walmsley	Website Chair
X	Jodi St. George	Membership Chair
X	Linh Martinez	Social Committee Chair
	Jamie Booth	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 10:11 a.m.
- February 12, 2025 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:
  - 2-28-25 Bank Balances:
    - Chase Savings: \$100.00
  - 2-28-25 Bank Balance:
    - **Chase Checking** **\$81,988.05**
- Financial Documents:
  - February 2025 Bank Statements attached
  - February 2025 Reconciliation attached
  - FYTD Balance Sheet:
    - Total Assets (See Balance Sheet): \$81,922.41
  - Fiscal FYTD P/L - Net Income through 2/28/25: \$8,553.39 – see attached.

### New & Ongoing Items

- Member Network – Upload bank statements
- Direct deposit was set up
- Mail out Sponsorship letters

## III. Committee Business

### A. Professional Development

Charlene Byrd

### Summary of Activities for Prior Month

- Provide answers and support to members about credentialing.
  - 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:
  - Cerissa Montez - R/W-NAC Experience Verification approved and sent to HQ 2/4/25
  - Ballie Elder – RWA Application approved and sent to HQ 2/13/25
  - Mikaela Montemayor - RWA Declaration of Candidacy approved and sent to HQ 2/27/25
    - Mikaela Montemayor – RWA Former Education Verification approved and sent to HQ 2/27/25
    - Mikaela Montemayor – RWA Experience Verification approved and sent to HQ 2/27/25
    - Mikaela Montemayor – RWA Application approved and sent to HQ 2/27/25
  - David Coleman – R/W-AC Appraisal Declaration of Candidacy approved and sent to HQ 2/6/25
- Declarations:
  - Elizabeth Clark – RWA Declaration of Candidacy approved 2/10/25 must complete pathway requirements by 2/10/2030
  - David Coleman – R/W-AC Appraisal Declaration of Candidacy approved 2/10/25 must complete pathway requirements by 6/30/2030.
- Certification/Designation:
  - Erica Grimm – RWP Certified Generalist approved 2/7/25 must recertify by 2/7/2030

### **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

### **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 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.

**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.

**E. Social Committee**

**Linh Martinez**

- Tacoma Rainers baseball game 2025 season schedule planning meeting.
- Linh said she has the following possible dates for a Rainiers game: 5/11 and 5/27 for 30 people at \$2,115. 5/6, 5/9, and 5/29 for 40 people at \$2,820. Board initially favored the 40 people reservation on 5/9/2025.

**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 - 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**

**Jamie Booth**

- 2024 nomination forms and scheduled eblasts to the membership from constant contact and member network.
- Received one project of the year nomination & one employer of the year nomination.
- Eblast & member network posting to open elections for vetting at the April membership meeting.

**IV. New Business**

**Jamie Booth**

- Offer free lunch to non-members when invited by members to membership meetings

- Donation to Maya Garman Family from Chapter 4. Scott advised that he will put together a flyer providing options for members to donate.
- Joey made a motion to replace Go Daddy, Constant Contact, and Square, with Star Chapter a one stop shop for all three platforms. Megan seconded the motion. Jamie invited discussion. Andrew advised that the initial up front additional will be recovered in 2 to 3 years. After Discussion the motion passed unanimously.
- Budget Planning Meeting #2– rescheduled March 19<sup>th</sup> at 5:30 pm
- \$5,000 RWEIF Donation for Conference. **Tanya made a motion to make the donation and Joey seconded. The motion passed unanimously.**
- Appoint Faith Roland as new Professional Development Chair with the concurrence of the Executive Board.
- Scott Recommend more structure to the regular monthly membership meetings, such as a welcome/sign in table, and acknowledging any guests to start the membership meeting.
- Concern was expressed about employers support for volunteering time to the IRWA. Scott acknowledged that the board
- Jamie made a motion to delegate her role in the Education Conference in 2025 to Tanya Johnson. Joey seconded and the motion passed unanimously.

#### 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 – suggested to not have a golf tournament this year because of low turn out the last few years. Board agreed to mothball the golf tournament for 2025.
- **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.

#### 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

Meeting adjourned at 11:23am.

#### VIII. Next Meeting

- April 9, 2025 – Sound Transit, Seattle - Announce Slate of Officers