



**Chapter 4
Meeting Minutes**

May 14, 2025

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
	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 Byrd/Faith Roland	Professional Development Chair
	Tanya Johnson/ Tara Walmsley	Education Chair
	Rouke Aboubacar	Communications Chair
X	Tara Walmsley	Website Chair
	Jodi St. George	Membership Chair
	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 10:37 a.m.
- April 9, 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:
 - 4/30/25 Bank Balances:
 - Chase Savings: \$100.00
 - 4/30/25 Bank Balance:
 - **Chase Checking** **\$85,945.91**
- Financial Documents:
 - February 2025 Reconciliation attached
 - FYTD Balance Sheet:
 - Total Assets (See Balance Sheet): **\$85,880.27**
 - Fiscal FYTD P/L - Net Income through 5/13/25: \$12,511.25 – see attached.

New & Ongoing Items

- 2025-2026 Budget draft - board approval
- Member Network – Upload bank statements
- Mail out Sponsorship letters
- Get debit card from Chase Bank to pay for chapter expenses
- \$1,000 donation Maya Garman Family from Chapter 4. Joey to make payment and be reimbursed by chapter.
- Approval of Budget: the board agreed that best practice is to review and approved the budget prior to the new board being inducted in June. Jamie noted that the current draft budget shows a ~\$14K deficit due to the fact that the education schedule has not yet been fully set. Once the fully schedule of chapter classes is set the budget will straighten out. Joey made a motion to approve the draft budget and Megan seconded. There was no discussion and the draft budget was approved unanimously.

III. Committee Business

A. Professional Development

Charlene Byrd/Faith Roland

Summary of Activities for Prior Month

- Provide answers and support to members about credentialing.
- Review and Approve:
 - **Kim Disciascio RWA - Right of Way Certification – Review Approved and sent to HQ 4/1/25**
 - *Declaration of Candidacy*
 - *Right of Way Completion Application*
 - **Ashley Guzman – R/W RAC Capstone Exam sent to my attention from HQ to proctor. Will schedule exam in May.**
 - **David Coleman – R/W-AC Appraisal Cross Certification Path 3- Review Approved and sent to HQ 4/17/25**

- *Declaration of Candidacy*
 - *Formal Education Verification*
 - *US Appraisers License Verification*
 - *US Appraisers 1a. Other AQB's CAP approved 15-hour USPAP Course*
 - *Capstone Exam Request – Faith Roland will proctor*
- **David Coleman – SR/WA – Senior Right of Way Professional Designation - Review Approved and sent to HQ 4/17/25**
 - *Formal Education Verification*
- **Candidacy Declarations:**
 - **Kim Disciascio RWA Candidacy Approval 4/7/2025 through 4/7/2030**
 - **Kim Disciascio RWP Candidacy Approval 4/11/2025 through 4/11/2030**
- **Certification/Designations:**
 - **Andrea Tegtmeyer RWA Right of Way Agent Certification Approval 4/4/2025**
 - **Kim Disciascio RWA Right of Way Agent Certification Approval 4/8/2025**
- **Recertifications:**
 - **Adrienne Hulbert SR/WA Recertification Approval 4/1/2025 – 4/1/2030**

Ongoing Items

- **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.**
- **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/ Tara Walmsley

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

D. Membership

Jodi St. George

- Not getting notification from HQ about new memberships.

E. Social Committee

Linh Martinez

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

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 - Andrew Sorba
 - Topic: Waiver Valuation Updates
- June 11, 2025 - 6 pm - Tulalip Casino, Marysville “Installation & Awards Banquet”

H. Nominations, Elections & Special Awards

Jamie Booth

- 2024 nominations are closed.
- Received one professional of the year, one employer of the year nomination & one project of the year.
 - Ordered plaques from HQ
- April Meeting Elections for 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
 6. International Director #2 position - open

IV. New Business

Jamie Booth

- Chapter 4 to host 2025 Fall Forum. Planning session was scheduled for May 21st @ 6pm.
- Tentative dates October 14-17 Tuesday-Friday
- Tentative 800 Real Estate Law 2-day course
- Hosted by Chapter 4 & Region 7, location to be determined. It was suggested that the Renton Landing be considered due to its proximity to Lake Washington
- Debrief on Member Appreciation night that occurred last Friday, May 9th at the Tacoma Rainiers baseball game. All signage at the ball park stated “IRWA / Tierra Right of Way Services”, including on large reader board at the ball park and the boards directing members to the private suite. The Board is investigating how this could have happened and is considering filing an ethics complaint. The board agreed that the question should be posed to the ballpark as to who authorized the lettering of all promotional materials. Issue is that no sponsorship dollars were used for the event and the chapter funded the entire bill.

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.
- Set up new server & website coordination with Andrew Sorba & Tara Wamsley.
- The chapter needs to recruiting volunteers to chair the NESAs, Membership, and Social committees.

VI. Announcements

Jamie Booth

VII. Adjourn Meeting

Jamie Booth

- Jamie adjourned the meeting at 11:40am.

VIII. Next Meeting

- June 11, 2025 - 6 pm - Tulalip Casino, Marysville "Installation & Awards Banquet"