



Chapter 4
Meeting Notice & Agenda
 March 11, 2026
 10 a.m. – 11 a.m. (Pacific Time)
 Environmental Services Bldg.
 Tacoma, WA

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	Megan Hendrix	President
	Jamie Booth	Immediate Past President
x	Tanya Johnson	President Elect
	Vacant	Vice President
x	Alex Day	Treasurer
x	Jodi Usack (St. George)	Secretary
	Faith Roland	Professional Development Chair
x	Tara Walmsley	Education Chair
	Rouke Aboubacar	Communications Chair
x	Tara Walmsley	Website Chair
	Angie Mims	Membership Chair
x	Cerrissa Montez	Social Committee Chair
	Vacant	Nominations, Elections, & Special Awards Chair
	Vacant	Young Professionals Chair

Quorum Achieved?

Yes	No
x	

I. **Meeting Minutes**
Megan called meeting to order at 10:38 AM

Megan Hendrix

II. **Chapter Financials**

Alex Day

Summary of Activities for Prior Month

- Reviewed previous financials
- Reviewed Chase Statements
- Reviewed Chapter Accounts:
 - 2/28/2025 Bank Balances:
 - Chase Savings: \$100.00
 - 2/28/2025 Bank Balance:
 - Chase Checking **\$64,396.53**
- Financial Documents:
 - February 2026 Reconciliation attached
 - FYTD Balance Sheet:
 - Total Assets (See Balance Sheet): **\$ 64,496.53**
 - Fiscal FYTD P/L - Net Income through 2/28/2026: **(\$186.84)** – see attached.

New & Ongoing Items

- Discuss budget 2025-2026
- Member network: Uploaded documents on 3/10/26
- Looking good in terms of financials, made a profit with SR/WAs
- Looking at going over financials the week of March 22nd to discuss during a special meeting. This would occur Wednesday, March 25th, 2026 via Teams.

Attach here: (from NetSuite)

- February 2026 Chase Bank Statement
- February 2026 Reconciliation report

III. **Committee Business**

A. Professional Development

Faith Roland

Summary of Activities for Prior Month

- N/A

B. Education

Tara Walmsley

This week:

- IRWA Course 219 Adult Communication Principles and Methods 3/9/26-3/10/26 (14 attendees)

2026 Upcoming Virtual Courses

- IRWA Course 801 U.S. Land Titles 4/1/26-4/2/26 (16 Credit Units)
- IRWA Course 501 Residential Relocation Assistance 4/8/26-4/9/26 (16 Credit Units)
- IRWA Course 200 Principles of R. E. Negotiation 4/27/26-4/28/26 (16 Credit Units)

2026 Upcoming In-Person Courses

- IRWA Course 900 Principles of Real Estate Engineering 5/18/26 -5/19/26 (16 Credit Units)
- IRWA Course 205 Bargaining Negotiations 6/3/26 (16 Credit Units)
- IRWA Course 105 The Uniform Act Executive Summary 10/7/26 (8 Credit Units)
- IRWA Course 205 Bargaining Negotiations 10/19/26 (16 Credit Units)
- IRWA Course 102 Elevating Your Ethical Awareness 11/06/26 (8 Credit Units)

2026 Potential Upcoming In-Person Courses

- IRWA Course 901 Engineering Plan Development and Application 5/2026 (8 Credit Units)

New and Ongoing Items

- Setting up virtual and in-person classes for the 2026 -2027 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.
- Tara to discuss with Jesse Ray from CLS regarding opening up the 502 course at the end of March to the public

C. Membership

N/A

Angie Mims

D. Social Committee

- Send out Eblasts & member network
- Schedule Social events for the year
- Potential baseball game in Spring, Cerrissa to follow up to review previous contact from Rainier, email from Tanya forwarded
 - Recommended to get a few dates as options and get it scheduled ASAP so we have time to advertise
 - Tanya and Cerrissa to sync on planning
 - Potentially schedule during a Fireworks game

Cerrissa Montez

E. Young Professionals

N/A

Vacant

F. Program

N/A

Tanya Johnson (interim)

G. Nominations, Elections, & Special Awards

- Password available from Megan Hendrix for Chapter 4 NESAs Gmail
- Contact Gmail to be added to website to submit nominations
- Jamie has provided forms and eblast script to the board
- Rouke to post again to Member Network, and is looking for suggestions on how to ensure blast notifications are being sent. Tanya and Tara to sync with Rouke to support.
- April 3rd is the updated deadline for the Project of the Year nominations.

Vacant

IV. New & Ongoing Business

Megan Hendrix

- Alex to send invite to Faith and Cyndi for the budget meeting
- Alex to set up Teams invite for April and May meetings

V. 2025-2026 Meeting Schedule

Megan Hendrix

September 10, 2025 – WSDOT Building, Shoreline

- Topic: State of Chapter & welcome back/networking

October 9, 2025 – Cedar Brook Lodge

- Topic: Social event combined with the Thursday night dinner of joint Fall Forum with Region 7

November 12, 2025 – Snohomish County Building in Everett

- Topic: Regional Leaders “Why Right of Way”

December 10, 2025 – Art Marbel 21 in Seattle

- Topic: Social event/dinner, 6-9 pm

January 14, 2026 – Sound Transit 705 Building

- Topic: East Link- Rail Line Over a Floating Bridge
- Speaker: Tony Raben

February 11, 2026 – *Board Meeting Only*

- *Topic: Chapter meeting cancelled due to Seahawks Parade*

March 11, 2026 – Environmental Services Building

- Topic: Interpreting and Resolving Right-of-Way Complexities
- Speaker: Laura Slye

April 8, 2026 – Sound Transit 705 Building

- Topic: Project of the Year, Announce Slate of Officers
- Speaker: Kinnon Williams

May 13, 2026 – WSDOT Building, Shoreline

- Topic: Annual Meeting of the Membership & Elections
- Speaker: Lori Safer

June 11, 2026 – Tulalip Casino

- Topic: Installation & Awards Banquet, 6 pm

VI. Adjourn Meeting

Megan Hendrix

Adjourned at 11:00AM

VII. Next Meeting

April 8, 2026 – Sound Transit 705 Building, Project of the Year