

IRWA Chapter 26 Board Meeting Minutes
November 5, 2015

I. Opening and Attendance

The meeting was called to order at 1:00 PM. A quorum was established with the following Directors in attendance: Connie Rook – President and Two Year Director; Pam Taylor – Vice President; Nick Chop – One Year Director; Steve Cross – Treasurer; Mary Dorman – Secretary

II. Review of Meeting Minutes

The minutes from the previous meeting were sent to the board prior to the call. No questions were raised.

III. Upcoming Events and Meetings

A. International's 2016 Education Conference (Nashville, June 12 -15)

The Board discussed the upcoming 2016 Education Conference that will be held in Nashville.

B. Region 6 Spring Forum (Nashville, June)

The Board discussed the upcoming Region 6 Spring Forum that will be held in Nashville.

C. Chapter 26

1. Lunch & Learn (December 11th- Tampa)

The Board discussed the Chapter's Lunch and Learn. A presentation by Chapter Secretary Mary J. Dorman, Esq. regarding Eminent Domain Litigation, including a Florida case law update, is the subject topic.

2. Annual Conference (March 18th – Lake Mary)

The Board discussed the Chapter's Annual Education Conference which will be held in Lake Mary. Connie and Pam are working on the agenda.

IV. Old Business

A. Annual Budget

The Board discussed the annual budget, with particular commentary by Chapter Treasurer Steve Cross.

B. By-Laws

The Board discussed the Chapter By-Laws, and the potential need for revisions to same

V. New Business

A. Chapter

1. Education (Mary)

a) Results of Course Interest Survey

The Board discussed Relocation courses appear to be in highest demand.

b) 2016 Schedule

The Board discussed the benefit of holding two courses back to back to draw out of state attendees. The Chapter's recent offers of Courses 901 and 902 were at full capacity, and were almost exclusively out of state participants. The Board agreed to the following: the Chapter will schedule courses that are available online; six weeks prior to a scheduled class if the class is not breaking even or close to breaking even, the board will decide if the class will be cancelled or held; and that the 2016 education calendar would be set and uploaded to International by the end of December 2015.

2. PDC Chair Report (1st Q)

Chapter Vice President and PDC Chair Pamela Taylor presented the Professional Development Committee Chair's Report.

3. New Committee Members

a) Professional Development Committee

Victoria Bucher (Chair – 2 years) & Huchani Dodd

The Board discussed the recent appointment of Victoria Bucher to PDC Chair.

c) Nominations & Elections: Ginny Bolling (Chair)

The Board discussed the recent appointment of Ginny Bolling as Chair of Nominations & Elections.

4. Elections and Office Terms and Rotation

The Board discussed elections and office terms and rotations. The Board determined to maintain the status quo in this regard.

B. International

1. IRWA Valuation Newsletter

One Year Director Nick Chop discussed the Valuation Newsletter. The Newsletter stated that the members would be better represented by geographic organizational structure. Valuation representatives are being sought. Monthly conference calls are held, and are open to those involved in the valuation community. Webinars regarding valuation issues will be developed. Course review is underway. Course material corrections are solicited. A textbook is being developed regarding corridor valuation. This is a joint venture between the IRWA and the Appraisal Institute. Valuation courses at the Annual Education Conference will be developed. Pricing for valuation courses should be competitive with other appraisal course offerings. IRWA Instructors will be taking new instructional courses. The IRWA's involvement with the Appraisal Foundation is very important. Valuation will submit a presentation at the 2016 International Transportation Symposium. Subject Matter Expertise (SME) is important in the valuation community for course development and presentations. IRWA Branding in the valuation community was discussed. The Valuation Chair hopes to continue with a quarterly Valuation newsletter.

3. Membership Renewal Emails (1st by November 9th)

The Board discussed membership renewal, and the Chapter's role in enhancing this effort as members are more likely to read emails from the Chapter rather than emails from the IRWA HQ. An email blast regarding membership renewal is to be sent by Friday, November 9th.

4. Program to Track Courses Needed for Certification

The Board discussed International's new online program that is scheduled to be online in January 2016. This program will track the courses a member needs for certification. It was deemed that this would be very advantageous to Chapter members.

5. Hosting a Conference

The Board discussed Chapter 26 hosting an IRWA Annual Education Conference. The Ocean Center in Daytona Beach is a possible venue. A brochure from The Ocean Center was considered by the Board.

VI. Round Table

Miscellaneous matters relating to improving the educational offerings of the Chapter were discussed.

With there being no further business to discuss, the meeting was adjourned at 1:57 PM



2016 Dues Renewal Process

September 1, 2015

To: **All Chapter Presidents**

From: **Bonnie Gray**

As IRWA Headquarters (HQ) prepares to mail the 2016 membership dues renewal invoices, we need your assistance with this important project. **Please review and monitor the key dates and deadlines listed below.**

Last Week of August: HQ sends Membership Rosters to each Chapter for certification of membership. This is your chance to verify and correct member data on file at HQ.

September 1: HQ sends each Chapter a form requesting the preceding calendar year's dues structure. This information will be incorporated into the New Membership Application that lists all current Chapter dues.

September 20: Deadline for **Chapters** to return the following forms to HQ:

- Updated Membership Rosters
- 2016 Chapter membership dues

September 20-26: HQ updates the membership database to reflect any changes.

October 5: HQ will mail out hard copies of the 2016 invoice. All IRWA members are encouraged to renew online.

October 19: Chapters inform members via email to go online and pay dues.

October 26: HQ sends an email reminding members that their invoice has been sent and that they can renew their membership online.

November 9: Chapters send an email reminding members that their invoice has been sent and they can renew their membership online.

November 16: HQ sends an email reminding members that their invoice has been sent and that they can renew their membership online.

November 30: Chapters send an email reminding members that their invoice has been sent and they can renew their membership online.

December 1: HQ sends a hard copy of the 2016 invoice to members that have not paid their dues.

December 22: HQ sends an email to members notifying them that their membership expires on December 31. Members are encouraged to "act now" to avoid suspension of their membership.