



BOARD MEETING MINUTES
November 6, 2020

The Microsoft Teams meeting was called to Order on November 6, 2020 by Chad Marcus, President, at 12:10 p.m. Roll call was held and there was quorum. The following members were present: Chad Marcus, Ben Ward, SR/WA, Mark Mendez, Jackie Kinker, Virginia Anderson, SR/WA, Victoria Bucher, SR/WA and Barbara Strouse. Florence Green, SR/WA

Minutes from the October 7, 2020 Board were presented to the board by email. It was requested that the minutes be approved. A motion was made by Mark Mendez and seconded by Florence Green. A vote was had, and all members present voted yes and the Motion was passed, and the minutes approved.

Treasurer Report: Mark Mendez, Treasurer, sent both balance sheet and profit and loss statement to the board. They reflect a total balance of \$28,303.47 with a net income of \$75.06. A Motion was made by Jackie Kinker to approve the treasurer's report and a second by Barbara Strouse. All members present voted in favor and the Motion was passed.

Membership Report: Last month's meeting Chad Marcus indicated that we needed to fill the vacant position of Membership Chair and Virginia Anderson, SR/WA indicated she would like to fill that position if no one else was interested. Chad announced he has appointed Virginia Anderson, SR/WA as membership chair. She discussed getting information from IRWA headquarters for a current membership of the renewals and send an email out to all those to remind of membership dates. The renewal date is 12/31/2020 but International will allow you to pay as late as March 2021.

Education Report: Florence Green reported no classes held, we were still looking into virtual classes and would update as we know more. She reported these classes have been successful and we may hold one in the future. Chad again also indicated we needed additional committee members for Education and if we knew of anyone to let him know.



Professional Development Report: Victoria Bucher, SR/WA, reported that she had two recertifications this past month.

Committee on Nominations and Elections: Chad Marcus reported that we need to inquire if Andrea Olden is still interested in serving as Chair of this committee. Also, we needed additional committee members pursuant to the bylaws.

Social Media and Chapter Website: It was discussed that Nick Chop along with Barbara Strouse would work on updating the Facebook page along with creating an Instagram page for our Chapter. Virginia Anderson SR/WA reported she was working on LinkedIn to finalize our information. It was discussed that our website needs to be updated and Victoria reported she would reach out to Kevin our webmaster. Some of the things discussed for our webpage would be to find a way to do email blasts, send updates about the chapter through the website.

Virtual Chapter Symposium:

We discussed dates and subject matter for the symposium, and it was agreed it would be 2/25/2021 and a Transportation in Florida theme. Chad asked for everyone to reach out for speakers. Chad and Virginia would reach out to International to discuss the virtual venue of BlueJeans and we may think of using GoToMeeting or possibly Zoom. Mark Mendez volunteered to work on a Save the Date Flyer for symposium. We discussed fees for seminar with a possibility of no charge for members and small fee for non-members. Sponsors would help with any costs associated with the symposium. We would schedule a committee meeting for those interested in working on the symposium for later in the month.

Virtual Speaker Series: It was decided to table this discussion until another time as we work towards our symposium; however, Mark Mendez would chair this committee and begin looking for speakers.

Virtual Chapter Meeting: Chad Marcus discussed setting up recurring meeting every 30 days and place this information on the website calendar. He also reported he would like to have a general chapter meeting next January or February. In this meeting we should discuss renewing membership with members.



Region Fall Forum Update: A summary was provided by Ben Ward SR/WA and is attached to these minutes.

Region 6 Award Nominations: Chad Marcus provided us with information about IEC and Award Nominations for IRWA. A letter is attached outlining the information.

Adjourn: After no additional business Barbara Strouse made a motion that the meeting be adjourned, and Mark Mendez seconded the motion. All members present voted in favor and the Motion was passed and Chad Marcus adjourned the meeting at 1:02 p.m.

Minutes drafted by:

Jackie Kinker
IRWA Chapter 26 Secretary

Approved by:

Chad E. Marcus
IRWA Chapter 26 President



**Region 6
Spring Forum
April 24, 2020**

Via: Blue Jeans Virtual Meeting

Notes by Bernard J. Ward, SR/WA, Chapter 26 International Director

Chapter 26 Attendees:

Mary Dorman, Esquire-President
Barbara Strouse-1yr Director
Bernard J. Ward, SR/WA-2yr Director

Treasurer Report

Account balance: \$6,812.68 April 24, 2020

6 of 7 Region 6 Chapters have contributed the annual underwriting fee of \$500.00

International Executive Committee Candidates for International Secretary

Denise Skinner, SR/WA

Employer: NuStar Energy
Chapter 39-San Antonio, TX member
Served in all Chapter offices
Former Region 2 officer, served in all offices
Campaign Goals/Positions:
 IRWA strategic plan update
 Host courses on a regular schedule
 Courses updated on a regular basis

Fred Easton, SR/WA

Employer: Farnsworth Group, Inc.
Chapter 6-Denver member
Served in all Chapter offices
Region 9 Chair
CLIMB Instructor
IRWA Challenges/Positions/Goals:
 Membership stagnate at 10,000 for last 10 years
 Perceived poor membership value

Focus on Education and Marketing of courses & membership value
Regular course updates – less than 5 year update cycle
Online education needs more interaction, virtual instruction
Marketing – help on a local level for chapters & regions
Better promotion of courses & membership to outside professional organizations, besides members
Improve online marketing & advertising
Promote SR/WA designation by putting SR/WA designation “preferred” in job descriptions and RFP staffing requirements

2020-2021 IRWA Budget-draft

Presented by James Olschewski, SR/WA, R/W-NAC – International Treasurer
Budget similar to previous years, approximately \$5M
Areas of concern – Member Leadership training and staff training due to new personnel in headquarters office
2020 Annual Conference cancellation costs approximately \$40,000, able to invoke *Force Majeure* clause in the contract

Chapter Elections updates

Presented by Jeni Kriner, SR/WA-International Nominations & Elections Chair

- Nominations from the floor at the Chapter Annual Meeting – only need to ask for nominations once
- Chapter By Laws can be updated to include electronic voting and teleconference/virtual officer installation
- Submit Chapter International Directors to HQ ASAP, if not already completed

Region 6 Professional of the Year

Steve Chastain, SR/WA of Chapter 31-Carolinas Chapter
Employer: O. R. Colan

Fiscal Year End Chapter Checklist

Reminder of the annual Chapter elections and fiscal year end financial matters to be completed

International Governing Council update

Presented by Matt Harris, SR/WA-Region 6 Vice Chair
Governance Task Force – final phase of task force has been cancelled

Conclusions:

Need to have more transparency
Improve communications
Provide all information\Make sure all regions are represented

Recommendations:

Targeted training for future leaders

Update the training manual
Focus on sustainability of the IRWA and members
Volunteers – need to identify more volunteers and keep them informed
Flowchart of IRWA Leadership structure is available on the website

Changes to Policy & Procedures

Presented by Tim Drennan-Operations Manager

PIPE – The Partnership for Infrastructure Professional Education [PIPE] (aka International Education Service Committee) – PIPE took emergency action to develop virtual course instruction due to the COVID-19 crisis. Julie McDonald of Chapter 31 was instrumental in hosting the first virtual course.

Virtual courses, with video conferencing, has been approved and 14 courses are scheduled.

New platform for virtual courses is being implemented – allows to view 40 people at once

Chapters to receive in-person revenue share for virtual courses.

CLIMB Instructor Certification – PIPE is coordinating with instructors to work out the details for instructor training

Instructor Qualifications – instructors who are to possess a specific degree for a particular course, can now qualify to facilitate a course based on a specified number of years of experience

Credentialing & PIPE committees to be merged

Membership Drive

Membership Matters special membership drive was to be held in April 2020, most likely to held in October 2020

CHIP

5% membership growth – 3 free memberships, 1 annual conference registration

10% membership growth – 3 free memberships, 2 annual conference registrations & \$500 to each attendee

90% Membership Retainage – 1 free annual conference registration

New incentives

In-person Classroom course – member takes course, member Chapter gets \$150

Any online course – member Chapter gets \$10

Participant count increases 10% or more, \$500 for Chapter Education Chair to attend their Region Fall Forum

Region Officer Nominations

Conducted by Jeni Kriner, INEC Chair

Wade Brown, SR/WA nominated for Chair, approved by Region leadership

Matt Harris, SR/WA nominated for Vice Chair, approved by Region leadership

The Region nominations will be presented to the International Board of Directors at the June Annual Meeting

Right of Way International Education Foundation (RWEIF)

Presented by Angel Banks, SR/WA

2020 Annual Conference Monday Event was cancelled, no money lost due to cancellation

Searching for 2021 Monday Night Event location in San Antonio

Scholarship - \$500 to Region Professional of the Year

RWA & RWP scholarships are available, apply by May 1st, check website-part of 20/20 Scholarship Program

RWEIF website is being updated

2021 Annual Conference will be held in San Antonio on the Riverwalk

Young Professional Committee

Presented by Jon Kriner

Goals:

1. Designated Young Professional in each Chapter
2. Implement College/University outreach program
3. Develop Mentor/Mentee program – working to better/improve

Chapter Reports

Chapter 26 report by Mary Dorman

2021 Spring Forum

Region 2 has suggested that Region 2 & 6 co-host the 2021 Spring Forum in New Orleans, LA. Chapter 43 will be the host chapter. Regions have hosted joint forums and they have been very successful and informative for the members.

Region Leadership voted and approved the joint spring forum.

Hi Region 6!

I would like everyone to check out the Sept/Oct edition of the Right of Way Magazine. Beginning on page 34, please see last years award winners. Congratulations to all! Please enjoy reading about each one and send them congratulations!

We have a couple of deadlines coming up for the INEC.

1. Anyone running for the IEC needs to have their application in by December 1, 2020. This needs to be emailed to irwainecchair@gmail.com
2. We are accepting nominations for the following awards:

Frank C Balfour Professional of the Year
W Howard Armstrong Instructor of the Year
Young Professional of the Year
Government Employer of the Year
Employer of the Year
Chapter of the Year
SARPA Scholarship Sponsored by RWIEF
Website of the Year*
Newsletter of the Year*

The deadline for these applications is February 1, 2021.

The above award applications need to be emailed to irwainecchair@gmail.com

*These award applications need to be emailed to irwainecvicechair@gmail.com

I know Region 6 has many intelligent, talented, dedicated individuals, businesses, and chapters. The INEC would love to read about them! Go to irwaonline.org, About Us, Awards. Here you can read about each award and see the past recipients. On this page, click Award Forms and fill out as many as possible.

Let's make Region 6 shine in San Antonio!

Thank you for your time.

Jenni Kriner, SR/WA, R/W-NAC
Region 6 INEC Representative
INEC Chair