



**BOARD MEETING MINUTES**  
**January 8, 2021**

The Microsoft Teams meeting was called to Order on January 8, 2021 by Chad Marcus, President, at 12:05 p.m. Roll call was held and there was quorum. The following members were present: Chad Marcus, Ben Ward, SR/WA, Mark Mendez, Virginia Anderson, SR/WA, Victoria Bucher, SR/WA, Barbara Strouse, Andrea Fatkin, Sarah Earls and Florence Green, SR/WA.

**Approval of Meeting Minutes:** Ben Ward SR/WA made a Motion to approve the December 9, 2020 E-Board meeting minutes. The Motion was seconded by Andrea Fatkin. All members present voted in favor and the Motion was passed. The November 6, 2020 and November 20, 2020 meeting minutes were not available, and approval will be tabled until next meeting.

**Treasurer Report:** Mark Mendez, Treasurer, provided both balance sheet and profit and loss statement to the board. The balance sheet provided reflected that the Chapter's bank accounts totaled \$28,989.58 as of December, 31 2020. A total income of \$526.06 for the month of December and \$0.00 in expenses. Ben Ward, SR/WA made a Motion to approve the treasurer report. Victoria Bucher, SR/WA seconded the Motion. All members present voted in favor and the Motion was passed. Mark Mendez then notified the Board that he did setup a PayPal account and the account is linked to the Chapter's Business checking. Payments can be received through the Chapter's new Gmail account: [Chapter26irwa@gmail.com](mailto:Chapter26irwa@gmail.com). Chad Marcus asked if there are any additional fees related to transactions. Mark Mendez did not have that information at this time, but will research and try to provide the information at the next Board meeting.

**Membership Chair:** Virginia Anderson, SRWA provided the following Membership update: Membership renewal has begun and currently 35% of the members have yet to renew. The current membership goal is to retain all current members and increase membership by 5%. The LinkedIn page is complete and there are currently 40 followers. The LinkedIn page obtained 25 new followers in the last 30 days. After, researching Constant Contact Virginia explained that for \$20.00 a month the Board can setup an account, which will include Unlimited emails per month, Customizable templates, List Segmentation and Sign-Up Forms for emails up to 500 contacts. Additionally, Constant Contact will prevent mass emails from being marked as spam. Barbara Strouse made a Motion to approve the \$20.00 a month fee for Constant Contact. Victoria Bucher, SR/WA seconded the Motion. All members present voted in favor and the Motion was passed. It was determined that the email to be used for the Constant Contact will be [Chapter26irwa@gmail.com](mailto:Chapter26irwa@gmail.com).

**Education Committee:** Florence Green, SR/WA provided the following update: No updates. Plan to market more efficiently throughout the state. No requests from members for courses at this time. Chad Marcus then appointed Sarah Earls as Co-Chair of the Education Committee.



**Professional Development Report:** Victoria Bucher, SR/WA reported that Marcus Salas obtained his appraisal certification.

**Committee on Nominations and Elections:** Chad Marcus appointed David Loss and Bruce Dilges to sit on the Nominations and Elections committee with Andrea Fatkin.

**Virtual Chapter Symposium – Transportation, Environment and Conservation in Florida 2021**

**Draft Website Form -** Victoria Bucher, SR/WA suggested that number of education credits be added to the form. Florence Green, SR/WA stated that she will need a program and speaker topics to discuss credits with International. There were questions on how and who will receive notification on attendees that have registered for the symposium. It was then decided that Victoria Bucher, SR/WA will follow-up with the website designer and determine how to get notifications or a list of attendees received from the registration form submittals. Additionally, Victoria Bucher, SR/WA will see if there are any additional fees from the website designer for the creation of the form. Ben Ward SR/WA then made a Motion to approve a \$300.00 budget for any additional fees that may be associated with making the form. Victoria Bucher, SR/WA seconded the Motion. All members present voted in favor and the Motion was passed.

**Virtual Venue Coordination –** Virginia Anderson, SR/WA stated that she will coordinate a training session with the speakers and Tim George but requested that the bio for each speaker be provided before the training. Additionally, Virginia Anderson, SR/WA will request that International add information about the Symposium to the International website.

**IRWA Education Credits –** Florence Green, SR/WA stated that she will need a copy of the program, speaker topics and an abstract from each speaker to get with International for credits.

**Confirmed Speakers –** It was discussed and determined that since Tyler Sirois is a keynote speaker there will not be a Q&A after his 30 minutes presentation. Scott Foltz, Keith Fountain, Esq., and Clay Henderson, Esq. will be provided an allotted time of 20 minutes for their presentation following a 10 minute Q&A. The Board then discussed the possibility of adding a relocation portion to the Symposium. Florence Green, SR/WA and Sarah Earls may do a relocation presentation together since there is currently additional time remaining for another presentation.

**Updated Flyer –** Mark Mendez asked that Virginia Anderson, SR/WA provide the logos for the two current confirmed sponsors. Mark Mendez stated that he will create an updated flyer with the logos, then the discussion of changing the name of the Symposium occurred, since there are speakers with topics outside of Transportation. After the discussion Victoria Butcher, SR/WA made a Motion to change the name of the Virtual Symposium to Transportation, Environment and Conservation in Florida 2021. The Motion was seconded by Barbara Strouse. All members present voted in favor and the Motion was passed.

**Agenda –** Virginia Anderson, SR/WA requested bios, photos, topics and presentation information to form the agenda. Barbara Strouse and Chad Marcus are to supply the information for the speakers.

**Registration Start Date –** Chad Marcus requested that we try to have all items prepared for registration to start no later than January, 15 2020.



**Website Update:** Chad Marcus requested that Victoria Bucher, SR/WA have the web page designer update the E-Board meetings on the website calendar. Additionally, Chad Marcus requested that the monthly meeting minutes be uploaded to the website.

**Virtual Speaker Series:** Mark Mendez stated he does not have an update.

**Other:** Chad Marcus proposed that we have a meeting update regarding the Virtual Symposium exactly 2 weeks from today on January, 22 2021. There were no objections.

**Adjourn:** After no additional business Barbara Strouse made a motion that the meeting be adjourned, and Victoria Bucher seconded the motion. All members present voted in favor and the Motion was passed and Chad Marcus adjourned the meeting at 1:03 p.m.

Minutes drafted by:

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Mark A. Mendez  
IRWA Chapter 26 Treasurer

Approved by:

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Chad E. Marcus  
IRWA Chapter 26 President