



SPECIAL PURPOSE CHAPTER BOARD MEETING MINUTES

January 22, 2021

The Microsoft Teams meeting was called to Order on January 22, 2021 by Chad Marcus, President, at 12:03 p.m. Roll call was held and there was a quorum. The following members were present: Chad Marcus, Ben Ward, SR/WA, Mark Mendez, Jackie Kinker, Victoria Bucher, SR/WA, Barbara Strouse, Andrea Fakin and Sarah Earls-Boggs

Minutes for Board Meetings on November 6, 2020 and January 8, 2021 were presented to the board by email. It was requested that the minutes be approved. A motion was made by Andrea Fakin and seconded by Jackie Kinker. A vote was had, and all members present voted yes and the Motion was passed, and the minutes approved.

Treasurer Report: Mark Mendez, Treasurer, showed us the fees to use PayPal for registration. There are several type memberships however the basic plan is what he recommended with a fee of 2.9% plus .30 on every transaction. Mark asked if the person signing up should pay the fees or should the chapter. Several board members agreed the amount was not significant and this time we should absorb the amount of the fee. Jackie Kinker made a motion for the chapter to absorb the PayPal fee for this seminar and it was seconded by Andrea Fakin. A vote was had, and all members present voted and it was passed by a majority.

Education Report: Sarah Earls-Boggs indicated we had no update on continue education credits for the symposium, but Florence was working with international. Virginia Anderson, SR/WA sent a guideline to the board for credits for the continuing education.

Virtual Chapter Symposium

Website and Registration: Victoria Bucher, SR/WA informed the Board the signup form was up and running on the website. Originally there was a \$300 budget to have this done but she reported these changes were part of our fee we pay monthly and no extra money was spent. There were some concerns if the registrations were going to the correct email and she will be checking with the webmaster to be sure everything is correct. Mark Mendez indicated he will be creating a spreadsheet with all persons who register. It was discussed that this list would eventually be given to international so the link for the symposium could be sent to all who registered.

IRWA Calendar: Virginia sent to International and our symposium has been placed on the international calendar on the website.



Speaker Update: All speakers have been confirmed as follows:

Florida State Rep. Tyler Sirois

Scott Foltz, FDOT Director of Right of Way

Paul Satchfield, FTE Program Management Administrator

Florence Green, HDR R/W Program Manager and Sarah Earls-Boggs, FDOT State Relocation Manager

Keith Fountain, Esq.

Clay Henderson, Esq.

Speaker Coordination: Virginia Anderson, SR/WA waiting for bios of Paul Satchfield and Florence Green, Sarah Earls-Boggs has provided her to Florence. Also, she indicated they topic would be Relocation in Florida. We also still needed presentation descriptions for Paul Satchfield, Keith Fountain and Florence Green and Sarah Earls. Barbara Strouse indicated Keith would be providing her bullet points.

Sponsors: Chad Marcus asked if there were additional sponsors. We agreed sponsors could pay either by check or PayPal. Several people present indicated their companies would most likely sponsor and send checks and/or PayPal payments. A motion by Ben Ward SR/WA was made that sponsors absorb the fees associated with PayPal payments. Victoria Bucher, SR/WA second the motion. A vote was had, and all members present voted yes and the Motion was passed. It was also agreed we would place sponsors on Agenda and a slide during breaks at symposium.

Agenda: Chad Marcus showed a format for the agenda including name, subject, time of presentation and time for questions. It was agreed the format was good and gave an opportunity for speakers to drop off symposium if they needed instead of waiting until the end for questions.

It was agreed Barbara Strouse as moderator would monitor the timing to make sure all speakers had enough time to present and answer questions.

Bluejeans: Chad Marcus said a dry run for IRWA headquarters and presenters would hopefully happen 5 days prior to the symposium to avoid any issues on the day of the symposium.

Other: Barbara Strouse asked if we would be giving the presenters a gift or some type of appreciation for their time. All confirmed a Certificate of Appreciation would be appropriate and Barbara volunteered to send these after the symposium.

The registration form was asked to be revised to just have IRWA Members and Non-IRWA Members. Victoria Bucher, SR/WA would ask the webmaster to make the change. All could



register at same time. With the number of sponsors, we should have, it was agreed if we went over the 200 people, the chapter could support that and possibly the non-member fees may also cover the costs.

Adjourn: After no additional business Barbara Strouse made a motion that the meeting be adjourned, and Andrea Fakin seconded the motion. All members present voted in favor and the Motion was passed and Chad Marcus adjourned the meeting at 12:48 p.m.

Minutes drafted by:

Jackie Kinker
IRWA Chapter 26 Secretary

Approved by:

Chad E. Marcus
IRWA Chapter 26 President