



## CHAPTER BOARD MEETING MINUTES – May 14, 2021

The Microsoft Teams meeting was called to Order on May 14, 2021 by Chad Marcus, President, at 12:01 p.m. Roll call was held and there was a quorum. The following members were present: Chad Marcus, Mark Mendez, Victoria Bucher, SR/WA, Barbara Strouse, Andrea Olden, Sarah Earls-Boggs, Lynn Zolezzi, Pete Waldman, Florence Green, SR/WA, Amanda King, David Bell, David Loss, Bruce Dilges, Jasmine Reid, Jenni Crager and Mark Anderson.

Minutes for Board Meeting on April 12, 2021 were presented to the board by email. It was requested that the minutes be approved. Chad Marcus suggested a change be made to the date of the annual meeting. The meeting is to be held on June 14<sup>th</sup> and not the 17<sup>th</sup>. Barbara Strouse made a Motion to approve the minutes as amended and seconded by Andrea Olden. All members present voted yes, and the Motion was passed, and the amended minutes approved.

**Treasurer Report:** Mark Mendez, Treasurer, presented treasurer's report showed as of liabilities and equity in the amount of \$29,810.04.

**Membership Report:** Mark Mendez reported that the Chapter gained 6 new members since the last meeting. Membership renewal is over and current membership is 151. Membership change since 2020: Loss of 36 Members. The Chapter's LinkedIn Page has a total of 140 followers and is up 48 followers since last month.

**Education Report:** Florence Green, SR/WA reported that course 100 and 200 are full. Course 100 will be held on June 21st 22nd and course 200 on June 23 and 24. There are 23 registered attendees in each course. Both courses are at capacity. Additionally, Sarah Earl-Boggs reported that she is trying to get a budget for courses to be approved by FDOT. Sarah Earl-Boggs and Florence Green SR/WA are also working on a relocation seminar for the summer.

**Professional Development:** Victoria Bucher, SR/WA reported that the annual convention and May 14th meeting are on the website schedule.

**Committee on Nominations and Elections:** Annual Meeting will be held on June, 14th, 2021. Pete Waldman made a motion to open election and approve official ballot. The motion was seconded by Sarah Earl-Boggs. There were no objections and the motion passed. Opening of Chapter Elections notifications with official ballot will be provided to members via email and LinkedIn.

**Communications:** Lynn Zolezzi reported that she has two newsletter templates and would like to poll members via constant contact to see what is the preferred format of the letter. There are additional fees to use the polling feature for constant contact, therefore a motion to approve utilizing constant contact survey for a month was made by Barbara Strouse and seconded by Pete Waldman. There were no objections and the motion passed. Lynn also stated that her company is willing to do the letter for our Chapter on a quarterly basis for no monetary consideration.



**Legal:** Pete Waldman, stated that he is working on a legal question and answer portion for the new newsletter.

**Virtual Speaker Series:** Mark Mendez stated that he plans on doing another virtual speaker event towards the end of June.

**Fall Forum:** Barbara Strouse is forming a committee for the fall forum and does not have the exact date at this time.

**Other:** It was discussed and decided that the Chapter's meetings will be held on Thursdays afternoons.

**Adjourn:** After no additional business Andrea Olden made a motion that the meeting be adjourned, and Florence Green seconded the motion. All members present voted in favor and the Motion was passed and Chad Marcus adjourned the meeting at 12:44 pm

Minutes drafted by:

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Mark A. Mendez

IRWA Chapter 26, Treasurer

Approved by:

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Chad Marcus

IRWA Chapter 26, President