



## CHAPTER BOARD MEETING MINUTES- October 13, 2021

At noon, the Microsoft Teams meeting was called to order on October 13, 2021, by Sarah Boggs, Secretary. Roll call was held, and there was a quorum. The following members were in attendance Virginia Anderson, Mark Anderson, Sarah Boggs, Victoria Bucher SR/WA, Florence Green SR/WA, Chad Marcus, Mark Mendez, Barbara Strouse, Pete Waldman Esq., and Lynn Zolezzi.

**Approval of Meeting Minutes:** Minutes for the Chapter 26 Board Meeting on September 15, 2021, were presented to the board by email. Mark Mendez made a motion to approve the meeting minutes. Virginia Anderson seconded the motion. All members present voted in favor, the motion was passed, and the minutes were approved to be posted to the Chapter 26 website.

**Chapter Business:** Mark Anderson, Treasurer, briefed the board that he is working with Wells Fargo on permissions to access the online system to reconcile the account. However, at this point, he does not have access to the Chapter's Wells Fargo account online login.

The board discussed the upcoming Fall Forum. At the meeting, the Chapter had two people registered and will remind members to register on the chapter website. Barbara Strouse, President, is waiting on the updated contract from the hotel. The Chapter discussed the upcoming Fall Forum expenses of around \$9,000. The expenses are planned to come in under the previously approved budget of \$11,000. Barbara will review and sign the Thursday night event contract from Cigar City Brewery and forward it to Mark Anderson to pay the event deposit.

The Fall Forum information and registration and Pete Waldman's blog have been posted on the Chapter's website. Website sponsorship was discussed as well. Mark Mendez made a motion to approve an annual website sponsorship of \$300 which will include the company's logo with a hyperlink to their website, unlimited job postings, and a spot on the Chapter's website to include a company blog. The Chapter plans to have a table at the Fall Forum to enlist and promote website sponsors. If a company signs up for website sponsorship in 2021, it will receive the remainder of this year for free. Lynn Zolezzi seconded the motion, all members approved, and the motion passed. Virginia Anderson will work on a flyer to present the website sponsor information at the Fall Forum.

The Chapter will continue to work on developing a newsletter. Florence Green provided a sample newsletter to the board. Lynn Zolezzi is working on obtaining content to create a quarterly newsletter. Sponsorship could eventually be expanded to advertisement to the newsletter.

Florence Green SR/WA provided an update on the status of the upcoming courses for the Education Committee. In October, the Chapter will host two dates for Course 803- Eminent Domain for the Right of Way Professional, and both virtual classes are at full capacity. The Chapter plans to host this course again in the future. The Fall Forum Course 102- Elevating Your Ethical Awareness, will be offered virtually. At the time of the meeting, there

were two people registered for this course. The Chapter will continue to market Course 102 to increase attendance.

Virginia Anderson provided an update that the Chapter had one new membership application from Peter Marvo.

**Adjourn:** After no other business Mark Mendez made a motion to adjourn and Pete Waldman Esq. seconded the motion. The motion was approved, and the meeting was adjourned at 12:55 p.m.

Minutes drafted by:

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Sarah Boggs  
IRWA Chapter 26 Secretary

Approved by:

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Barbara Strouse  
IRWA Chapter 26 President