



CHAPTER BOARD MEETING MINUTES- March 9, 2022

At noon, the Microsoft Teams meeting was called to order on March 9, 2022, by Mark Mendez, Vice President. Roll call was held, and there was a quorum. The following members were in attendance Virginia Anderson, SR/WA, Sarah Boggs, Victoria Bucher, SR/WA, Huchani Dodd, SR/WA, Andrea Olden, Chad Marcus, and Mark Mendez.

Approval of Meeting Minutes: Minutes for the Chapter 26 Board Meeting on February 23, 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 voted in favor, the motion was passed, and the minutes were approved to be posted to the Chapter 26 website.

Membership Report: The Chapter has reached 200 members, with eight new members recently joined. Chapter 26 is ranked third in most LinkedIn followers for an IRWA LinkedIn page.

Committee on Nominations & Elections: The upcoming nominations and elections are posted on the Chapter website. Andrea Olden also emailed the members with the nomination and election information on February 28, 2022.

Treasurer Report: February's balance sheet and profit and loss statement were presented to the board by email. Mark Mendez discussed the statements and status of the Chapter's financials. Sarah Boggs made a motion to approve the treasurer reports, and Andrea Olden seconded the motion. All members voted in favor and the motion was passed.

Chapter Business: Mark Mendez is working on reviewing the Chapter's login accounts and creating a guide to transition account logins to new board members. LinkedIn has a different process for assigning administrators. It was suggested that the Membership Chair be the primary administrator for the account.

The annual International Education Conference will be held in Cleveland, OH, June 5-8, 2022. The board was reminded to register by March 11th. The Chapter plans to send Victoria Bucher SR/WA, Virginia Anderson, Florence Green SR/WA, Chad Marcus, Barbara Strouse (conference fee only), and Mark Mendez. On February 23rd, the Chapter allocated \$10,000 for conference attendance for the above-referenced board members.

Mark Mendez obtained the cost of a Top Golf event in Orlando on April 14, 2022. Per the February 9th board meeting, \$500 of Chapter funds were allocated for the event deposit. With the updated invoice for hosting the event in Orlando, Mark Mendez motioned to increase the deposit allocation to \$920. Sarah Boggs seconded the motion, and it was passed unanimously. Additionally, the Chapter will offer sponsorship opportunities, and the board discussed a sponsorship amount of \$500 per sponsor. Mark Mendez made a motion to set the sponsorship amount at \$500, and Sarah Boggs seconded the motion. All members voted in favor, and the motion was passed.

Education Report: FDOT has requested Course 506 Advanced Business Relocation in May. Florence Green, SR/WA, is working on setting the dates for the course. The Chapter plans to host additional classes later in the year.

Professional Development Report: Victoria Bucher, SR/WA, informed the board that headquarters now has an extension policy, for up to six months, for recertification. The member would need to submit an email requesting the extension. Victoria also reminded the board that the Ethics Course is required for recertification, even if the member meets the continuing education hour requirements.

Adjourn: After no other Chapter business Mark Mendez. made a motion to adjourn, and Victoria Bucher, SR/WA, seconded. The motion was approved, and the meeting adjourned at 12:42 p.m.

Minutes drafted by:

Sarah Boggs
IRWA Chapter 26 Secretary

Approved by:

Barbara Strouse
IRWA Chapter 26 President