



CHAPTER BOARD MEETING MINUTES- April 13, 2022

At noon, the Microsoft Teams meeting was called to order on April 13, 2022, by Barbara Strouse, President. Roll call was held, and there was a quorum. The following members were in attendance Mark Anderson, Virginia Anderson SR/WA, Sarah Boggs, Victoria Bucher SR/WA, Huchani Dodd SR/WA, Tori Held, Andrea Olden, Chad Marcus, Kimbly Medina, Mark Mendez, Douglas Peeters SR/WA, and Barbara Strouse.

Approval of Meeting Minutes: Minutes for the Chapter 26 Board Meeting on March 9, 2022, were presented to the board by email. Virginia Anderson made a motion to approve the meeting minutes. Mark Mendez 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.

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

Chapter Business: Barbara Strouse drafted a "call to service" to increase chapter involvement and request volunteers to form an awards committee. Victoria Butcher made a motion to approve the "call to service" email to be sent to members, and Mark Mendez seconded. All members voted in favor and the motion was passed.

IRWA HQ Marketing & Membership Committee is looking for chapter involvement in social media webinars. Barbara Strouse will suggest Lynn Zolezzi, Sarah Boggs, Mark Mendez, Virginia Anderson, and Andrea Olden to the Region leadership as chapter representatives.

The Chapter is hosting a membership drive at Top Golf Orlando on April 14, 2022. The Chapter has an estimated \$3,000 in sponsorships for this event. Per the February 23rd board meeting, \$920 of Chapter funds were allocated for the updated event deposit. The Chapter has received 30 RSVPs for this event. The invoice already includes a service charge of 15 percent. Mark Mendez made a motion for the Chapter to pay 20 percent of the total food invoice, equaling \$183 as gratuity for the event. Victoria Butcher seconded the motion. Mark Mendez also made a motion to be reimbursed for the Top Golf event costs of \$1,765.97, and Virginia Anderson seconded the motion. All members voted in favor and both motions were passed.

The Spring Forum will be held in Montgomery, AL on April 28-29, 2022. Florence Green is nominated for Regional Professional of the Year. Virginia Anderson made an amended motion to reimburse the \$800 submitted expenses for Florence Green to attend the Spring Forum. Barbara Strouse seconded the motion. All members voted in favor and the motion was passed.

NOTE: On April 26, 2022, a supplement motion was made via email by Virginia Anderson, SR/WA, to reimburse Florence Green and Virginia Anderson's attendance at the Region 6 Spring Forum for an amount not to exceed

\$1,100 each. Virginia Anderson is a voting member in her role as International Director and Florence Green has been nominated as Regional Professional of the Year. Barbara Strouse seconded the motion, all board members responded and voted in favor, and the motion passed.

Professional Development Report: Victoria Bucher, SR/WA, reported there is an SR/WA luncheon during the annual International Education Conference in Cleveland, OH for any members awarded the SR/WA designation during the past year.

IRWA HQ is restructuring the coursework requirements for RWA, RWP, and SR/WA certification/designation to a singular pathway for each level. All members will need to declare their candidacy for a program by the end of the year to be grandfathered to the current requirements. If a declaration of candidacy is not submitted, the member will automatically be placed in the new program. Victoria confirmed you do not have to be a member to obtain a designation or certification.

Membership Report: The Chapter currently has over 200 members, but about 15 percent of members have not paid to renew their membership. The chapter has increased 69 followers this month on LinkedIn for a total of 393 followers. Virginia Anderson SR/WA will invite the interested membership co-chair to the next meeting.

Committee on Nominations & Elections: The upcoming nominations and elections are on the Chapter website. Nominations close on April 29, 2022. So far, the chapter has received a few nominations. The committee will alert members when elections open.

Education Report: The Chapter will host Course 506 Advanced Business Relocation in May and June. Florence Green SR/WA is working on setting the course calendar for next year.

Adjourn: After no other Chapter business Virginia Anderson made a motion to adjourn, and Mark Mendez seconded. The motion was approved, and the meeting adjourned at 12:58 p.m.

Minutes drafted by:

Sarah Boggs
IRWA Chapter 26 Secretary

Approved by:

Barbara Strouse
IRWA Chapter 26 President