



CHAPTER BOARD MEETING MINUTES- August 10, 2022

At noon, the Microsoft Teams meeting was called to order on August 10, 2022, by Mark Mendez, President. Roll call was held, and there was a quorum. The following members were in attendance Virginia Anderson SR/WA, Mark Anderson, Rossanna Asencio, Sarah Boggs, Florence Green SR/WA, Stephanie Gonzalez, Chad Marcus, Kimbly Medina, Mark Mendez, Steven Murray, and Barbara Strouse.

Approval of Meeting Minutes: Minutes for the board meeting on July 14, 2022 were presented to the board by email. Barbara Strouse made a motion to approve the meeting minutes. Victoria Bucher 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.

Social & Events Committee: Kimbly discussed several possibilities for having a Chapter weekend cruise event. She is currently researching trips from Friday through Monday. The Fall season is the busiest, so she will continue to explore dates in 2023 for more reasonable costs. The committee is also looking into venues to host a fall social hour.

Treasurer Report: July's balance sheet and profit and loss statement were presented by email to the board. Mark Anderson discussed the statements and status of the Chapter's financials. In addition, he briefed the board on the TopGolf Event in April. The event was sponsored, and the Chapter gained \$832.33 from the event. The total does not include the \$250 reimbursement from International, but Mark Mendez has followed up for the Chapter to receive this reimbursement. Sarah Boggs motioned to approve the treasurer reports, and Mark Anderson seconded the motion. All members voted in favor, and the motion was passed. The Chapter has a meeting with the bank on August 17, 2022, for Rossanna Asencio and Mark Mendez to obtain signature authority on the Chapter accounts.

Chapter Business: Virginia Anderson ordered the past president's plaque and pin. The Chapter will utilize the extra plaque and needs to order two more plaques for the Chapter awards. After the meeting, Andrea Olden confirmed she will order and engrave the plaques for the Chapter awards. Mark Mendez reminded the board to be careful of phishing emails. Unfortunately, it appears they increase around this time of the year.

The Chapter discussed the upcoming Fall Forum in Pearl, MS, and the Spring Joint Forum in Hilton Head, SC. There has not been much information distributed about the Fall Forum. Mark Mendez drafted a budget for hotel, flight, and transportation. Virginia Anderson motioned to approve a budget of \$1,300 per person, not to exceed \$5,200, to send President Mark Mendez, Directors Chad Marcus & Virginia Anderson (also Region 6 Marketing Representative), and Region 6 Relocation Rep. & Chapter Education Chair Florence Green. Barbara Strouse seconded the motion, all members voted in favor, and the motion was passed. Mark Mendez will coordinate with Region 6 to see if they support any Region representatives' costs to attend the Fall Forum.

The Spring Joint Forum will be held in Hilton Head, SC, from March 30 – April 1, 2023. Sarah Boggs, Chapter Young Professional Committee chair, is on the planning committee for the forum. The Young Professional group plans to host an event on Thursday or Friday during the forum.

Membership Report: The Chapter has one new member and now has a total of 169 members. Virginia Anderson SR/WA will research what benefits the Chapter received as IRWA Chapter of the Year.

Professional Development: Victoria Bucher reported the Chapter had one member, Dustin York, certified as RWP-TN.

Young Professional Committee: Mark Mendez appointed Sarah Boggs as Chair and Stephanie Gonzalez as Co-Chair of the Chapter Young Professional Committee.

Education Committee: Florence Green SR/WA discussed the previous courses and upcoming courses offered. She will follow up with IRWA to ensure the revenue from courses 502 and 506 comes to the Chapter. In addition, the Chapter currently has 13 registrations for Course 600 Environmental Awareness scheduled on August 23, 2023.

Adjourn: After no other Chapter business, Virginia Anderson SR/WA motioned to adjourn, which Florence Green SR/WA seconded. The motion was approved, and the meeting adjourned at 12:56 p.m.

Minutes drafted by:

Sarah Boggs

Sarah Boggs
IRWA Chapter 26 Secretary

Approved by:

Mark Mendez
IRWA Chapter 26 President