



## CHAPTER BOARD MEETING MINUTES- September 14, 2022

At noon, the Microsoft Teams meeting was called to order on September 14, 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, Sarah Boggs, Huchani Dodd SR/WA, Stephanie Gonzalez, Chad Marcus, Mark Mendez, Steven Murray, Andrea Olden, Barbara Strouse, Pete Waldman Esq., and Lynn Zolezzi.

**Approval of Meeting Minutes:** Minutes for the board meeting on August 10, 2022 were presented to the board by email. Pete Waldman Esq. made a motion to approve the meeting minutes. Virginia Anderson SR/WA 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:** Mark Mendez discussed the meeting at Wells Fargo to change signature authority for the treasurer to Rossanna Asencio, add himself with signing authority as the President, and remove Mark Anderson's signing authority but stay on as Executive without signing authority. A role that Wells Fargo suggested the Chapter implement.

**Chapter Business:** Virginia Anderson reported the Chapter received two 2023 memberships and a \$500 check by winning the Chapter of the Year award. The board discussed ways to make the membership vouchers available to all members, including public sector employees. The decision was made to have interested members write a statement of why they should be selected for the voucher, as public sector employees cannot participate in a raffle.

Mark Mendez confirmed the Chapter is involved in the Chapter Incentive Program (CHIP). Mark Mendez will coordinate with Rossanna to continue receiving the compliance upload funds.

Virginia Anderson ordered the past president's plaque and pin. Andrea Olden confirmed she ordered the Chapter award plaques and will get them engraved to show 2021-2022. The Chapter has previously listed the election year, but the board agreed that the awards are for the prior year during elections.

The Chapter discussed the upcoming Fall Forum on October 14th -14th in Pearl, MS. In August, the board approved an allowance of \$1,300 per person, not to exceed \$5,200, for hotel and travel expenses for President Mark Mendez, Directors Chad Marcus & Virginia Anderson (also Region 6 Marketing Representative), and Region 6 Relocation Rep. & Chapter Education Chair Florence Green. Chad Marcus confirmed he would call in for the forum. The Chapter will not reimburse the symposium fee for attending members. Additionally, the Region will not fund Chapter attendance at the event

The Spring Joint Forum will be held in Hilton Head, SC, from March 30 – April 1, 2023. Mark Mendez discussed the upcoming event sponsorship levels.

**Social & Events Committee:** The committee will meet on September 22<sup>nd</sup> to discuss event ideas and set up an annual event schedule. Barbara will post the upcoming events on social media.

**Membership Report:** The Chapter now has a total of 192 members. Virginia Anderson SR/WA reported that two new members joined last month. If members missed the renewal period and then renewed, they are counted as new members for the CHIP program. The Chapter has 543 LinkedIn followers and encouraged the board to follow and share posts.

**Professional Development:** Sarah Boggs advised the SR/WA declaration of candidacy form is now on the IRWA website and must be completed by December 31, 2022, for members wishing to stay in the SR/WA industry-specific pathway program. If members do not declare their candidacy by this date, they will be transitioned into the new singular pathway SR/WA program. Mark Mendez suggested the Professional Development committee draft a message to members with information about the new program and the deadline for declaration of candidacy for the old program.

**Website Committee:** Lynn Zolezzi suggested marketing the social media accounts on the Chapter's website. She will work with the webmaster to get the website updated. Pete Waldman also discussed posting a new blog to the website and posting the update on social media.

**Young Professional Committee:** The board discussed drafting a call to members for young professionals to join the group. Sarah Boggs will prepare a call to members, and all board members will reach out to their contacts and provide committee members' contact information to grow this group.

**Education Committee:** Updates for the education committee were tabled until the next meeting.

**Adjourn:** After no other Chapter business, Pete Waldman Esq. motioned to adjourn, which Sarah Boggs seconded. The motion was approved, and the meeting adjourned at 12:51 p.m.

Minutes drafted by:

*Sarah Boggs*  
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Sarah Boggs  
IRWA Chapter 26 Secretary

Approved by:

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Mark Mendez  
IRWA Chapter 26 President