



CHAPTER BOARD MEETING MINUTES- November 23, 2022

At noon, the Microsoft Teams meeting was called to order on November 23, 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, Stephanie Gonzalez, Chad Marcus, Mark Mendez, Steven Murray, Andrea Olden, and Lynn Zolezzi.

Approval of Meeting Minutes: The minutes for the board meeting on October 12, 2022, were presented to the board by email. Virginia Anderson made a motion to approve the meeting minutes. Andrea Olden 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: The treasurer report was tabled until the next meeting. Virginia Anderson confirmed the Chapter received the \$300 membership drive reimbursement for the April 2022 TopGolf membership drive. However, the Chapter has not received the \$500 Chapter of the year award check.

Chapter Business: The Chapter has received five applications for member grant vouchers. The Chapter will continue to accept applications until December 5th, and the committee will review applications and award the two available membership vouchers by the end of December.

Sarah Boggs sent the board members the Spring Joint Forum hotel link for the room block for The Beach House in Hilton Head, SC, from March 30 – April 1, 2023. The Spring Form committee has set the registration fee at \$150, including Thursday and Friday night events. The registration link will be coming soon. In addition, the Young Professional committee for the event has requested chapters in Regions 2 & 6 sponsor the event. Sarah Boggs motioned for Chapter 26 to sponsor \$250 for the Hilton Head Young Professionals event. Andrea Olden seconded the motion. All members voted in favor, and the motion was passed.

Social & Events Committee: The Chapter will host the annual holiday party on December 8, 2022, at Top Golf in Tampa. So far, the Chapter has received \$2,250 in sponsorships, and the contract amount for the event is around \$4,185. The previous deposit approval from the October board meeting was \$1,750. Mark Mendez processed the deposit after taxes and gratuities of \$2,092.85. Virginia Anderson motioned to set a not to exceed amount of \$4,500 for the Top Golf event. Andrea Olden seconded the motion. All members voted in favor, and the motion passed. The Chapter will present the 2021-2022 awards at the TopGolf event.

The Chapter plans to host an Educational Symposium in Tampa in February 2023. The events committee will review locations and fees in a few weeks.

Membership Report: Mark Mendez appointed Steven Murray as co-chair of the membership committee. Virginia Anderson SR/WA reported that the Chapter now has a total of 204 members, which includes several

chapter associates. In addition, she also reported that the membership committee has actively posted about the Chapter on LinkedIn, and the Chapter has grown to 574 LinkedIn followers.

Virginia Anderson also presented her director's report from the Region 6 Fall Forum. Highlights include:

- At the forum, International recommended chapters use Chase bank, advised that the PP loan of \$273,000 was forgiven, and suggested chapters send reminder emails for membership renewals. Some rewards are available if the Chapter meets 5 percent and 10 percent membership increases.
- The IPEC requested the Chapter provide the 3-year education plan as soon as possible and announced they have been engaging FHWA to recognize the SR/WA designation.
- The bylaws are being reviewed to clarify the roles and responsibilities of associate memberships.
- The 2023 Annual International Education conference will not have a virtual option, and the conference fee will increase for non-members.
- After discussions, a motion was made by Randy Watkins that Chapter 26 would receive the funds for the dissolved Chapter 77. Virginia Anderson seconded. The motion carried. The process for transferring funds will proceed to send \$10,174.92 to Chapter 26.
- IRWA is moving investments to E-Trade.
- Region 6 is looking to set up a memorial scholarship in honor of Carol Croft and Bill Milton. A proposal will be brought to the Region at the Spring Forum.
- Applications for Leaders Light the Way Scholarship applications will be accepted from December 1, 2022, through March 1, 2023.

Professional Development: Professional Development updates were tabled until the next board meeting.

Website Committee: The blog section on the website has been updated with a few new blog posts and articles.

Young Professional Committee: The Young Professional (YP) committee hosted a meet and greet on November 8, 2022, with a great turnout of IRWA Young Professional committee staff and local young professionals in Florida. The committee promoted the membership grant voucher and advised interested YPs to apply. The YP Committee is looking to host a virtual happy hour in January and an event at the Symposium in February 2023.

Education Committee: Education committee updates were tabled until the next board meeting.

Adjourn: After no other Chapter business, Virginia Anderson SR/WA motioned to adjourn, which Sarah Boggs seconded. The motion was approved, and the meeting adjourned at 12:53 p.m.

Minutes drafted by:

Approved by:

Sarah Boggs

Sarah Boggs
IRWA Chapter 26 Secretary

Mark Mendez
IRWA Chapter 26 President