



CHAPTER BOARD MEETING MINUTES- August 7, 2024

At 12 pm in the evening on August 7, 2024, the Microsoft Teams meeting was called to order by Wendi McAleese, President. Roll call was conducted, confirming a quorum. The following members were in attendance: Barbara Strouse, Mark Mendez, Andrea Olden, Ashley Horton, Emily Bower, Florence Green, Jonathan Kasper, Pamela Taylor, Joanne Pascual, Pete Waldman, Beth Rosebrooks, Victoria Bucher, Stephanie Gonzalez, Sarah Boggs and Adam Raad.

Approval of Meeting Minutes: The minutes from the board meeting held on June 12, 2024, were distributed to the board via email. Mark Mendez moved to approve the minutes as revised, with Florence Green seconding the motion. The motion was unanimously approved, and the minutes will be posted on the Chapter 26 website.

Treasurer Report: Andrea Olden provided an overview of the Chapter's financial status, including profit, loss, and reconciliation. Adam moved to approve the financial reports, and Mark Mendez seconded the motion. The motion was passed with unanimous approval.

Chapter Business:

Fall Forum Budget:

- The budget for travel and lodging for Board members attending the Fall Forum was reviewed. Mark Mendez proposed a budget not to exceed \$6,000 for sending Directors Mark Mendez and Sarah Boggs, President Wendi McAleese, and Education Director Florence Green. Pete Waldman seconded the motion, which was approved unanimously.

Conflict of Interest Forms:

- Wendi emphasized the importance of all executive board members, committee chairs, and members submitting their conflict-of-interest forms to the region.

Membership & Marketing Committee:

- Sarah Boggs will be the new chair of the Membership Committee.
- The committee is seeking a co-chair to assist Sarah in securing sponsorships.
- Barbra reported ongoing efforts with the Marketing Committee to establish a booth at local college fairs. This discussion will be continued at the next meeting.

Social Events Committee:

- Ashley Horton will be the new chair of the Social Events Committee.
- The committee plans to meet in the next few weeks to explore opportunities and aims to host its first social event of the year in late September or early October.

Website Committee:

- The chair position is currently vacant, and the Chapter is seeking a replacement.

- Website updates are needed for the Leadership page and the President's message.
- All new and current committee members are asked to send their headshots and contact information to Wendi for submission to Kevin.
- The Sponsorship page requires updates to reflect current sponsors.
- Wendi will request invoices from sponsors who have not renewed and plans to follow up with them.
- Sarah will manage the LinkedIn page and create flyers for upcoming events.

Newsletter Committee:

- The Chapter is seeking a new chair for the Newsletter Committee.

Professional Committee:

- Victoria reported that Lisa Crabtree is the new RWP. Lisa is a senior real property manager at Manatee County.

Young Professional Committee:

- Jonathan reported no new updates. Plans for events will resume soon.

Education Committee:

- Florence presented the tentative education calendar for 2024/2025. Courses 219 and 102 were held in May and June 2024.
- Florence will send an introductory education piece to Sarah for posting on the website.
- Florence is planning to offer course 218 in person in Lake Mary, FL.
- All other courses are scheduled for early 2025.
- Florence is seeking a host company for course 100, which she intends to hold in person.

Adjournment:

With no further business, Sarah moved to adjourn the meeting. Pete seconded the motion, which was approved. The meeting was adjourned at 1:02 PM.

Minutes drafted by:

Stephanie Gonzalez

Stephanie Gonzalez
IRWA Chapter 26 Secretary

Approved by:

Wendi McAleese

Wendi McAleese
IRWA Chapter 26 President