



Region 2 Spring Forum
Date March 11, 2016
9 am-4 pm
Location: Cancun, Mexico
Address: Westin Hotel
Meeting Minutes

Vision: *The IRWA creates awareness of and trust and confidence in right of way professionals, who contribute to building a better world.*

Mission: *The IRWA is the central authority of the right of way profession, serving our members, the users of our services and the general public.*

Key Objectives:

1. *Membership: Increase the value of IRWA membership.*
2. *Professional Development: Increase the impact of IRWA education and credentials.*
3. *Marketing: Increase the reach of IRWA marketing.*
4. *Structure: Strengthen the infrastructure of the association.*

1) Call to Order.....Ana Rausch
 55 members were present at the meeting

2) Word Cloud Exercise.....Ana Rausch
Background: Let's kick things off with a fun and informative exercise. In one word what does IRWA mean to you? Most common words used were 1)"PROFESSIONALISM", 2) "EDUCATION", 3) "NETWORKING"

3) Roll Call of Chapters Present Teri Morgan

Chapter	Voting Delegates
Chapter 8	Walt Sass and Rebecca Curry
Chapter 33	Rick Park and Chris Gómez
Chapter 35	Bud Rogers and Connie Real, SR/WA
Chapter 36	Jennifer Ayers, SR/WA, R/W-AC and Dorrien Himes
Chapter 39	Georgia Snodgrass, SR/WA, R/W-NAC&AMC & Kyle Schroeder
Chapter 39A	Not Present
Chapter 43	Brad Core and Sharon Yates, SR/WA
Chapter 51	Kip Beaudry
Chapter 74	Don Toner, SR/WA and Denise Skinner, SR/WA
Chapter 85	Cesar Cantu and Carlos Sandoval Sr.

Sign in Sheet of all participants attached

4) Introduction of International OfficersAna Rausch
 Wayne Goss, SR/WA, R/W-NAC: *International President*
 Jerry Colburn, SR/WA: *International Vice President*

Randy Williams, SR/WA, MAI, FRICS: Past International President
Lisa Harrison, SR/WA, R/W-NAC, R/W-RAC, R/W-URAC: Past Internat. President

5) Approve Minutes from College Station – August 2015.....Teri Morgan

Motion made by Maggie Schedler and 2nd by Denise Skinner: Motion Passed

6) Region 2 Financial ReportAna Rausch

See Attached

7) Region 2 By-law AmendmentAna Rausch

Background: The Region By-laws need to be updated to be consistent with the rest of the Regions. Eric Finn, IRWA General Counsel has approved the form to be voted on by Region.

Action: Review proposed by-laws and vote on the by-law amendment

Motion was made by Kip Beaudry to approve the By-Laws presented if International approves the revision to Article VI –Voting to read: "Each chapter's votes shall be cast one each by the Chapter President and the two International Directors. Where an individual is both President and International Director, said individual shall cast two votes. All votes must be cast wither in person or by a written designee. Written notice of such voting representation shall be submitted to the Region Chair."

*Motion 2nd by Georgia Snodgrass
Motion Passed
Final Signed and Approved By-Laws attached*

8) Bylaws Working Group Update.....Ana Rausch

Support Material: PowerPoint Presentation.

Background: In 2015, a Bylaws Review Group was formed to complete a comprehensive review of our International Bylaws with the purpose of clarifying, simplifying and modernizing our International bylaws. The Group presented initial recommendations to the IGC in September 2015 and again in January 2016.

Action: Based on feedback from Regions, the IGC will evaluate and recommend if we move forward to present resolutions at the June BOD meeting.

Information: Reviewed and discussed. Feedback noted

9) Chapter Reports.....Chapter Presidents

Background: Each Chapter President submitted their Chapter Report to the Region Chair

Action: Each Chapter President will present their report at the Forum
*All Chapters present gave their chapter reports
Chapter Reports attached: 33, 35, 36, 43, 74*

10) Chapter/Region 2 Education Planning.....Teri Morgan

Background: Chapters are requested to develop and maintain a 3 year education plan. Chapter Education Committee Chairs must submit their 3 year plan to the Region Vice Chair no later than January 31 of each year. A one year plan should include proposed classes for the Chapter between July 1 2016 to June 31 2019.

Action: Assist the Chapter Education Committee Chairs in developing a survey to send out to Chapter members to determine what classes are being requested and needed. The Region Vice Chair must review the Chapter's submitted plans to determine that classes are not being duplicated within close geographical areas and dates.

Chapter Representatives were asked to contact their Chapter Education Chairs to let them know that they will need to submit each year their 3 year plan to the Region Vice Chair. The Region Vice Chair will set up a conference call with the Education Chairs to discuss a plan for determining what classes to schedule based on a survey of the chapter membership. Tim Drennan will forward Teri Morgan a draft education survey as a template.

Chapter 36 Education Report attached

11) Fiscal Year End Chapter Leadership Transition Planning.....Tim Drennan

Support Material: Checklist for Chapter Leaders – IRS Compliance Letters

Background: The new fiscal year that begins each July 1st give us the opportunity to ensure that all chapter and regional officers understand the roles they will be taking on July 1st. At all future Spring Forums we will spend some time familiarizing the outgoing chapter leadership with their responsibilities prior to handing over the reins and what to provide to the incoming leadership.

Action: Review fiscal year-end 2015 – 16 tax filing requirements. Review all required financial uploads for the year as well as board agendas & minutes. Ensure that incoming officers have reviewed and understand their role descriptions, duties and commitments.

Items discussed and attached

12) 2016-2017 Draft Budget Presentation..... Ana Rausch

Support Material: Draft Budget and Budget Narrative documents

Background: A balanced budget draft has been developed by the Finance Committee and approved by the IGC for presentation at region forums.

Action: Present budget draft for feedback prior to presentation at the June Board of Directors meeting.

Items discussed

13) New Industry Pathways:Tami Benson

Support Material: Industry Pathway handout/online.

Background: The Credentialing Committee has created a streamlined process to the Industry Paths.

Action: Review and discuss these new pathways after a presentation from a Credentialing Committee Member.

Items discussed

14) Region 2 Professional and Young Professional of the Year....Teri Morgan

Background: Region 2 Professional of the Year and Region 2 Young Professional of the Year are awarded at the Region 2 Education Refresher Seminar at College Station each year. Recipients are selected by past winners and the Region Officers.

Action: Applications are due to Teri and Ana no later than the IRWA Conference in Nashville, TN on June 12th.

Teri Morgan will send out Nomination forms to all Chapters.

15) Election of Region Officers.....Wayne Goss

Background: Each year the region presents region officers to the Board of Directors that are elected at the Board of Directors meeting at the annual conference.

This year we have three candidates running for the open Secretary position.

Action: Present candidates for the 2016-2017 fiscal year, for election by region and chapter leadership.

Wayne Goss presented Ana Rausch as candidate for Region 2 Chair and asked for any other nominations from the floor. There were no nominations from the floor. Motion was made by Georgia Snodgrass to vote Ana Rausch as Region 2 Chair by acclamation. 2nd was made by Walt Sass. Motion passed

Wayne Goss presented Teri Morgan as candidate for Region 2 Vice Chair and asked for any other nominations from the floor. There were no nominations from the floor. Motion was made by Don Toner to vote Teri Morgan as Region 2 Vice Chair by acclamation. 2nd was made by Patti Bell. Motion passed

Denise Skinner, John Campbell and Chris Fails all turned in their request to be considered for Region 2 Secretary. Denise Skinner and John Campbell spoke to the Region Delegates concerning their qualifications and desire to serve as Region 2 Secretary.

Wayne Goss asked for any other nominations from the floor. There were no nominations from the floor. Paper Ballots were handed out to each of the voting delegates, Chair and Vice Chair of the Region. Ballots were counted and Wayne Goss announced that the person selected as the Region 2 Secretary was Denise Skinner.

16) IEC Candidate Presentations.....Ana Rausch

Background: We have 1 confirmed candidate running for election to the International Executive Committee at the June Board of Directors Meeting.

Action: IEC Candidates will present their case for support to region and chapter leadership.

Ana presented Sharon Slauenwhite's, SR/WA written information requesting Region 2's and its chapters support for her candidacy for IEC Secretary (Information attached)

17) 2021 Conference Bidding Cities Presentations..... Ana Rausch

Background: We have 2 cities bidding for the 2021 conference. Ottawa and San Antonio

Action: The 2 cities will present their case for support to be the 2021 conference host city.

Region 2 and Region 2's Chapters would like to support San Antonio's bid for the International Conference. Georgia Snodgrass gave a presentation to the Region on Chapter 39's plans.

The Chapters will meet with their Boards and discuss possible monetary donations to Chapter 39 in support of their bid for International conference in 2021.

Teri Morgan will send out an email by April 15th to each Chapter to find out which Chapters would like to donate to assisting Chapter 39.

18) 2016 ConferenceAna Rausch

Background: This year's conference will be held in Nashville, TN June 12-15, 2016.

Action: Register for the conference.

19) College Station Seminar Update.....June Housman

Background: Financial Update for the Education Refresher Seminar at College Station from August 2015

Action: Review Dates for this year. Aug 3-5, 2016, Review courses being offered, Discuss the golf tournament and cutoff date for speakers.

2015 Financial update from June Houseman: The Seminar brought in \$7,910.56 and \$2,000.00 of this was used for a down payment for the Spring Forum in Cancun, Mexico.

The Golf Tournament was very successful and Houseman and Associates would like to donate \$4,000.00 from the 2015 their Golf Tournament to Region 2.

The Region would like to hold courses 802 and 902 at the Refresher Seminar in College Station August of 2016. June Housman will relay this information to Sue Finley.

All Speaker information must be into June Housman no later than May 1, 2016.

Session schedule and Chapters assigned are below:

Chapter 8: **Key Note speaker**; Thursday; 10:00 AM to 12:00 PM; Allison Wurtz
Chapter 8: **Texas Real Estate Commission**; Thursday; 3:30 to 5:00
Chapter 33: **Highways**; Friday; 8:30 to 10:00; R Chris Gomez
Chapter 35: **Valuation**; Thursday; 1:30 to 3:30; Bud Rogers
Chapter 36: **LPA**; Friday; 10:30 to 12:00; Marcos Boyd
Chapter 39: **Relocation**; Thursday; 3:30 to 5:00; Chris Fails
Chapter 43: **Pipeline**; Thursday; 1:30 to 3:30; Brad Core
Chapter 51: **Utility**; Friday; 8:30 to 10:00; James Hendrix
Chapter 74: **Environmental**; Friday; 10:30 to 12:00; Virginia Pompa
Region 2 : **Young Professional**; Thursday; 1:30 to 3:30; Kasey Chambers

20) Voting for Theme for College Station in August 2016.....Teri Morgan
"EDUCATION the Road to Excellence" (Need to confirm this is correct)

21) Chapter Donation for 2016 College Station Seminar Chair
Reception..... Teri Morgan

Chapter Donations

Chapter 8: Chair: \$1500 and \$500 for Golf
Chapter 33: Chair \$1000 and \$300 Golf
Chapter 35: Chair \$1500 and \$1000 Golf
Chapter 36: Chair \$1000 and \$500 Golf
Chapter 39: Chair \$1000 and \$500 Golf
Chapter 43: Chair \$750 and \$250 Golf
Chapter 51: Chair \$500 and \$500 Golf
Chapter 74: Chair \$1000 and \$500 Golf
Chapter 85: Chair \$500 and \$500 Golf

22) Region 2 Website- UpdateDorrien Himes

Dorrien Himes gave the report. Report attached.

23) Discuss Spring Forum 2017 in Oklahoma Ana Rausch and June Housman

Housman and Associates will continue to make arrangements with the Hotel and look into the available dates. Looking at either last week in March or first week in April 2017.

24) Other Business.....Ana Rausch

Action: Other business should be presented at this time.

- i. Taylor Sass talked about the Young Professional event at International. They are looking for sponsorships for the event. If the Chapters would like to sponsor the event please contact Taylor.*
- ii. Teri Morgan will mail out Spring Forum 2016 meeting minutes in the next 30 days for review and comments. Once all comments have been addressed they will be sent out for a vote to approve.*
- iii. Teri Morgan will forward each Chapter a copy of the Professional of the Year and Young Professional of the year nomination form. All nominations forms must be sent to Teri Morgan or Ana Rausch no later than June 12th 2016 for consideration.*
- iv. Teri Morgan will forward the Speaker Forms to each responsible Chapter representative for the sessions.*
- v. Teri Morgan will contact each Chapter by April 15 to see if they would like to donate any funds to purchase Wayne Goss's puppet at International.*
- vi. Each Chapter should forward Teri Morgan the contact information of any Chapter Board Member who they would like for the Region 2 Officers to send information received from International or Region meetings.*

25) Thank you Mexico and Chapter 85Ana Rausch

**26) Adjourn until Region 2 Caucus in Nashville, TN
Sunday June 12, 2016 from 4-5:30 pm.**