Region 2 Fall Forum
Friday, October 23, 2020
10:00 a.m. to 2:00 p.m.
Location: Blue Jeans Conference

Our Purpose: *We improve people's quality of life through infrastructure development.*

Mission: *We empower professionals by elevating ethics, learning, and a standard of excellence within the global infrastructure real estate community.*

Core Values:

- ***Integrity:*** *We are role models that embody the highest standard of ethical practice.*
- ***Excellence:*** *We constantly improve our products, our services and ourselves.*
- ***Flexibility:*** *We embrace our continually changing environment to adapt to the needs of our stakeholders.*
- ***Collaboration:*** *We engage our members, partners and other stakeholders to build a shared body of knowledge and experience.*
- ***Leadership:*** *We shape our future through courage, clarity and transparency.*

#	Item	Contact	Start
1	**Call to Order**	Denise Skinner, SR/WA	10:00 AM
1 Notes			
2	**Housekeeping and Forum Events Review**	Denise Skinner, SR/WA	10:05 AM
2 Notes			
3	**Roll Call & Introduction of guests:** **IRWA CEO, Charlie Noble** **IRWA Director Field Operations, Tim Drennan** **IEC President, Sharon Slauenwhite** **IEC President Elect, James Olschewski** **IEC Secretary, Fred Easton** **International Past President, Lisa Harrison**	Maggie Schedler, SR/WA	10:07 AM
3 Notes	**Chapter 8 – Kasy Baldauf, Brandon Hodge** **Chapter 33 – Gretchen Fisher, Sean Harrison, Stevanna Winningham** **Chapter 36 – Dalton Vann, Kristen Bennett, Lora Gunter** **Chapter 39 – Matt Eckmann, Kyle Schroeder** **Chapter 43 – Greg Spicer, Evan Himel, Bill Smith**	K, B G, S, St-No D, K, L M, K G, E-N B-N	

	Chapter 51 – James Braden, Mark Brodt **Chapter 74 – Tara O'Neal, Alex Gale, Lori Bible** **Chapter 85 – Cesar Cantu**	J, M-N T, A, L	
	Quorum		
4	**Purpose Activity** *Background: Each IRWA meeting starts with a discussion on the IRWA Purpose and how it relates to the work IRWA members do every day.* *Action: Discuss IRWA Purpose and how it impacts your career.*	Erin Newberry, SR/WA	10:12 AM
4 Notes	**Improve quality of life, infrastructure by doing education, networking, etc. to get stories on how the new infrastructure has helped the individual (s) in their lives. Another area would be to strive to keep your clients and landowners happy even out in the rural areas should your project take you there. Must think outside of the box to get back into the box.** **Any out of box ideas for our purpose?** **CBRE – Dalton. Given the pandemic there are fewer options, Chapter 36 is doing as much normalcy as possible. The program chair is working on outdoor venues, and we are finding that more and more members are showing up to the outdoor venues. While we have meetings, we can also present educational benefits if we they should a chapter have problems with holding a course.** **Chapter 33 – Gretchen Fischer has stayed busy during the pandemic. She further stated that there is no slow down on projects. One way they have solved meeting with landowners is meeting them via video and email as well as lots of mail outs. She will continue to gage how everything is going during the pandemic (hot spots, flare ups). Lisa Harrison, OK DOT has stayed old school, ODOT has had to expand notary online, more computer information.**		
5	**Approval of the 2020 Caucus Minutes & Treasurer Report**	Maggie Schedler, SR/WA	10:17 AM

5 Notes	**Motion to approve – Lora Gunter** **2nd – Dalton** **Motion passed.**		
6	**International Governing Committee Meeting Update** **Enclosures:** *"IRWA Strategic Plan 2020"; CEO Update* **Actions:** *Review the approved 2020-2021 Strategic Plan* *CEO Update – Charlie Nobles* *2024 Conference Bids* *Virtual Meetings/Social Components* *Review by-laws to make meetings in accordance with them* *Tim's Update*	Denise Skinner, SR/WA	10:19 AM
6 Notes	**Multiple ideas and updates happened during the meeting.** **IGC approved a strategic plan for 2020 – 2021. Focus on plan is education.** **Charlie built a data base to track all the comments on courses and to identify new ideas** **New partnership agreement** **New communication plan** **Make communication clear from all levels of IRWA.** **Member Value – Designation, Credentialing, Networking, technology** **Technology – update and stay updated** **Membership representation – a lot of members at large that are not part of a chapter. Can we help them be part of a chapter? Work on getting International chapters on the IGC.** **Charlie Noble – CEO Update** **Themes Charlie working on is an asset management plan – education and IT side. Looking at all the updates that are required**		

	that will go into a data base. Education is the number one item that members want and what IRWA is to work on. Members want it to be freshened up and looking better. HQ is working with IT. HQ has just completed an IT assessment and are going through the findings to see what needs to happen first. Asking the staff to work efficiently to give us better customer service. Working on the instructor tab so the instructor can click on one icon and it will take them to the data base to fill out information and sent to employees to look at. We also are working to clarify speaker selection for annual conference. At Tim's request created a member map showing where members are located. **Charlie has asked for anyone to contact him should they have any questions or concerns.** **Denise - still looking for 2024 bids for international conference. During time of COVID – chapter leaders please review your by-laws to make sure your holding meetings to be incompliance. Many opportunities for meetings. Please have virtual meetings. Must have certain number of meetings.**		
7	**2020 Region Vice Chair Meeting Recap & Region Education Update** **Background:** Region Vice Chairs have met three times since July 1, 2020. The meetings were led by International Vice President, James Olschewski, SR/WA and focused on IRWA education. **Action:** *Report on topics discussed during the meetings and set Region and Chapter education goals.*	Erin Newberry, SR/WA	10:49 AM
7 Notes	**Meetings held – The Vice Chairs discussed doing more virtual courses than what we have been holding. With the Pandemic, it is harder and harder to hold face to face; several areas that held the face to face can no longer hold our courses. We are finding it is not just the Pandemic but several different things. On line courses are hard to market and get people to attend.** **Appraisal, RE and legal credits – James Olschewski, International Treasurer, is communicating with each Vice Chair between meetings and each VC has been challenged to help with get CE credits for appraisal, real estate and legal. We are looking into accreditations in each of our States for RE, Appraisal and Legal. Take to course 421 with Dalton, to HQ, what do we need to do to get accreditations…** **Each state will need to provide certifications for their State. OK – RE requires the teacher to be certified. Cost seems to hold people back.**		

	CSMA – 5-year education plan. Challenged education chairs to have them do face to face in the spring. Schedule the face to face now, we can switch to virtual if we need to and the chapter will still get credit for the course.		
7 Notes	**Tim Drennan** **Partner program – incorporates what we had in past with agencies and is now extended to a company. One big difference is we longer require a certain number for memberships, we can have companies of all sizes participate in membership. It will be an agreement between the company and IRWA. For example, if member leaves the company, the company retains the membership and can give the membership to someone else. Companies have wanted only one invoice for each of their members. This partner program will provide that to each company who participates. Where IRWA used to require a minimum of 20 members to get the discount, we removed the minimum requirement. So, a company with 5 employees can join the partner program. Companies with 20 or more members, will receive additional incentives including:** **Discounted membership pricing** **Free course registrations** **Renewal incentive – will received free conference registration. Can put jobs openings online** **Chapter incentive program – 5% NET = 3 free memberships and 1 conference registration** **Renewals 90% + = 1 free conference** **Compliance Uploads – stays the same** **Hold a classroom course with an online version, receive $150 revenue for each online participant.** **Chapter receives $10 for each online course participant** **Increase classroom participant count by 10% and Education Chair receives $500 for Fall Forum attendance. Chairs need to be at Fall Forum. VC participants will count toward this goal in 2020-2021.** **Rollovers – Chapters 8, 36, 74 = one free conference reg. Chapter 39 two free conference reg.** **Education Numbers as of 10/22/20** **Budget for classes is 304 to date only have 197 (held or to be held)** **63 GAP virtual (5 from Reg. 2)** **14 courses held or scheduled to held** **120 Virtual courses held or scheduled to held** **Comparison 2019 = 219 scheduled** **2020 = 197**		

	How instructors are selected – Chapters can't pick instructors. Goal for HQ virtual courses was to ensure as many instructors as possible given the opportunity to teach virtually. **Virtual courses since 7/1/20 – 119 virtual courses scheduled; 85 unique instructors** **2020 – 269 courses held and only 82 unique instructions.** **Denise – Can chapters or companies hold private classes? Tim – yes you can it would be up to the chapter or company to handle all the expenses.** **Education Chair update: schedule courses for Spring and Market current virtual courses (instructor/discipline/all). Tim-Submit the CSMA and IRWA will help you with getting the class.** **10/1/20 – Membership renewal. Make sure you send to your chapter members.** **Will start seeing a ticket type system for any communications you may have.** **Member Map – have all new members or potential new members look at the map that is online.** **Region audits will happen in the next few months.** **Charlie – HQ handling accreditation, there is a link for accreditation guidelines. Link is under the tab for course coordinators.** https://eweb.irwaonline.org/eweb/upload/Forms/Ed_Chairs_memo.pdf		
8	**Finance Committee Update** **Enclosure:** *"International Finance Committee Memorandum to IGC 09-16-2021"* **Background:** *During the September IGC meeting, IRWA International Treasurer, Judy Jones, SR/WA, presented an updated financial report. Audit report presented at September 29, 2020 IGC call* **Action:** *Review and discuss memorandum and audit results.*	Denise Skinner, SR/WA	11:04 AM
8 Notes	**International-Budget is through August 2020** **Behind on courses and members are lower for these courses.** **Key Measures – we are at 81% at where we should be.** **Region/Chapter statistics – helps the chapters to monitor their courses.** **Membership – we are down from last year.** **Audit package – included in Forum package. Please read. The auditors indicated we were in good shape with the only comments being in accounting area – making sure we were compliant with changes in accounting procedures. Region audits will now happen.**		

	Fred Easton – Question has been asked about whether we need to change auditors. If saving money, no reason to change. **Denise Skinner – The IRWA has changed how our funds are being invested. The investment strategy has changed from a moderate risk to low risk.** **Charlie Nobles – The Association had 40% equity and 60% in Bonds when Charlie first started. This is unusual for not-for-profit and Charlie suggested moving to a more conservative investment portfolio. So, if market goes south, we still have the funds to help keep going.**		
9	**Chapter Reports** **Action:** *Chapters to provide reports on current status of their chapters.*		11:09 AM
9 Notes	**Chapter 8 report – Brandon Hodge. No in person class yet, survey sent to members asking if meet in person? Safety? Responses were 2/3rd no meet and the other small amount did want to meet. Will have a meeting the first of November. Did have golf tournament – great success with social distancing.** **Chapter 33 report – board met…decided no meetings through December. Board meeting will be held next month to discuss meetings. We have 35 new members and 4 SR/WA, 4 NAC, 2 URAC, 6 RAW, we sent a newsletter regarding virtual and kept up certifications.** **Chapter 36 – encourage to all chapters to focus on members who normally attend the meetings. The majority of active members want the meeting but the whole membership wasn't for the meetings. Their chapter active members are showing up to the meetings but the rest of the membership not so much. Still planning on Spring seminar but will see what happens with pandemic.** **Chapter 39 – Everything going great. 1st chapter meeting was virtual happened this month. Sent out a survey for meetings. Survey has given them a mixed bag some want in person and some want virtual. Looking to do a hybrid. Couldn't do the annual installation banquet but is looking at doing a Christmas party. Board is meeting every month and following all safety procedures for COVID. Education has been holding virtual classes. Trying to get membership the courses they need. Membership Chair Connie Real is working hard on getting new members. ED seminar was held and went well. Jade and Tim from HQ did great. Kudos to all who put together the ED Seminar.** **Chapter 43 – Involvement with chapter has been low. Working on getting more of interest with the members. Have a lot of new members. Chapter was building steam before pandemic and then back to back hurricanes. Things have waned since then.** **Chapter 51 – Completed last 3 meetings virtually. Getting business done even though it is virtual. Membership is 33 members. Been hard to get members to come to the meetings. Biggest change in**		

	chapter is the change in dynamics…what helped them was the shell plate. These companies had their employees get certified in IRWA. No plans for a live meeting, will look at the situation quarter to quarter. **Chapter 74 – Tara – sent survey regarding virtual/in person. Working on networking events that might be outside. Laurie Miller is helping with education since chair is on pregnancy leave. Kudos to all who put together the ED Seminar.** **Chapter 85 – N/A**		
10	**Diversity Equality and Inclusion Task Force Update** **Enclosure:** *"Diversity task Force Roster Sept. 2020"* **Background:** *On June 18, 2020, the IGC approved the creation of a task force with the purpose of advancing diversity, equality and inclusive interests of the right of way industry, to review our current courses and monitor the development and coordination of future IRWA courses, products, gatherings and resources to insure they promote and advance diversity, equity and inclusivity.*	Marcus Boyd, SR/WA Rebecca Eguia, SR/WA	11:49 AM
10 Notes	**Marcus – Meeting every other Thursday with 4 meetings so far. The Task Force has a March deadline for ideas to present to IGC. Currently working on a survey that should be out the 1st week in November. Questions will be anonymous. On a personal note – happy to be on the task force to help bring diversity.** **Questions?** **Contact Marcus if you have questions or concern.** **Charlie – got a questionnaire from another organization, he will pass on to the task force.**		
11	**IRWA Foundation Report** **Enclosure:** *"RWIEF Update for IGC Sept. 2020"* **Background:** *During the September IGC meeting both the RWIEF and CRWEF provided an update.* **Action:** *Review RWIEF/CRWEF updates provided during September 18, 2020 IGC meeting.*	Matt McGee, SR/WA	12:04 PM
11 Notes	**HQ updating 18 classes, 20/20 scholarships have been funded, silent auction still happened in 2020 approximately $9000 raised. Go look at new website. Look at the motorcycle ride that Steven did, money raised is for the foundation. Working on the Monday event planning on the conference will happen. Still a lot of uncertainty. When conference registration begins, you will be hearing request for volunteers.**		

	Lunch		**12:14 PM**
12	**Missing remaining Conflict of Interest forms**	Denise Skinner, SR/WA	12:34 PM
12 Notes	**Tim will handle.**		
13	**Region Professional of the Year/International Nomination Deadlines** **Action:** *Announce 2020 Region Professional and Young Professional of the Year* *Review qualifications and deadlines for International Awards and Elections.*	Denise Skinner, SR/WA	12:35 PM
13 Notes	**Congratulations to:** **Marcus Boyd – Professional of the Year Will Snider – YP Professional of the Year**		
14	**Upcoming Meetings** **Action:** *Identify Spring Forum date and location (in-person vs virtual).* *Spring 2021 - NOLA* *Spring 2022 - TBD* *A&M 2021*	Erin Newberry, SR/WA	12:40 PM

14 Notes	**Hilton contract was up this year starting with 2021. The biggest problem is finding a hotel to be able to hold us. Housman & Associates investigated other hotels in the area especially the new A&M Hotel located on campus. We found that the A&M Hotel is willing to work with us, but the restrictions are a lot more and they will only give us 125 rooms. We know that the Hilton can handle our group with little restrictions.** **At Hilton no food or beverage minimum. At A&M $25,000 food minimum…if we do reception and lunch it might hit that cost. The Hotel AV cost is triple the cost that A&M gives us.** **Cost of seminar will go up $70 PP but that doesn't include AV cost. We want to keep the cost to a reasonable price.** **Moving forward with Spring Forum; we will be holding a joint Forum with Region 6 as well as a Transportation Symposium. We will be doing site visits for hotel venues November 8 – 9, 2020. We will have a speaker at Spring Forum/Transportation Symposium.** **Also looking at doing a hybrid for SF/TS or just the Transportation.** **2022 SF – Possibly Chapter 51 - Arkansas. James Braden to check with his board.**		
15	**2021-2024 Strategic Plan Exercise Enclosure:** *Goals for Region Forums"* **Background:** *In support of developing the 2021-2024 Strategic Plan, IGC would like to gather input from chapter leaders on purposed goals.* **Action:** *Discuss the "Goals for Region Forums" document.*	Denise Skinner, SR/WA	1:10 PM

15 Notes	**1. As a whole is this a good goal for us. Change to "having public trust" should be the goal. The benefit from the infrastructure, not so much dependent upon IRWA.** **2. Any suggestions to language change. Change to "having public trust" should be the goal. The benefit from the infrastructure, not so much dependent upon IRWA. Emphasis on having the public trust.** **3. What can help achieve this goal?** **Accountability –** **Marketing to agencies – do agencies know what IRWA is and would they want to work with us instead of someone who isn't certified?** **Higher level of integrity from IRWA members.** **Goal B The Profession & Professional** **1. Yes** **2. Marketing to agencies. Let agencies know the value we bring.** **3. Education making sure course offerings are updated.** **Talk with FHWA, State DOT's to introduce IRWA and let them know who we are.** **Fred suggested developing a Marketing Committee/Marketing Manager** **Goal C** IRWA members will be provided with the professional enrichment opportunities that connect them with the association and provided a voice though which to create those opportunities **1. Yes** **2. Reference Education –** **3. Leadership development** **Develop project management courses** **Networking opportunities** **Basic document specialist** **Social media exposure** **Mentoring** **Goals D: The chapter will provide a forum for professional and personal opportunities.** **1. Yes** **2. ??** **3. Have Chapter leadership talk and share with each other.** **Leadership calls** **Buddy up with other organizations within our business and hold a seminar/lunch.** **After hour networking** **Lunch-n-learns** **Goals E: The IRWA, as an organization, will consistently engage, educate, and lead the R.O.W. industry to achieve our purpose of improving people's quality of life through infrastructure development (this goal goes with all the other goals. This summarizes the other goals). Do have this as a goal.**	

	1. **Go with the alternate; too generic to go with IRWA.** 2. 3. **Marketing association, etc.**		
16	**Adjourn**		1:50 PM
	2:25 Pm		Total