Region 2 Spring Forum

Friday, April 2, 2020

8:00 AM to 5:00 PM
Location: New Orleans, LA and 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
1	**Call to Order**	Denise Skinner, SR/WA
1 Notes		
2	**Housekeeping and Forum Events Review**	Denise Skinner, SR/WA
2 Notes	**Jake Farrell, IEC President-Elect** **Sharon Slauenwhite, IEC President** **Fred Easton, IEC Secretary** **Judy Jones, IEC Treasurer** **Lisa Harrison, IGC, IEC Past President** **James Olschewski, IEC Vice-President** **Charlie Nobles, IRWA CEO**	
3	**Roll Call & Introduction of guests & First-time Attendees:**	
3 Notes	**Chapter 8 –Brandon Hodge, Ramiro Roel** **Chapter 33 –Gretchin Fisher, Sean Harrison** **Chapter 36 –Dalton Vann, Kristen Bennett, Lora Gunter** **Chapter 39 –Matt Eckmann, Kyle Schroeder** **Chapter 43 –Greg Spicer, Brad Core** **Chapter 51 –James Braden, Mark Brodt, Nate Williamson** **Chapter 74 –Tara O'Neal, Lori Bible**	

	Chapter 85 – Not in attendance	
	Quorum: Yes or No	
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 and clients.*	Kristen Bennett
4 Notes	**Kristen Bennett** **There will be no CLIMB instructor classes at this time. Working on making changes to some of the courses.**	
5	**International Governing Committee Meeting Update** *Support Material: CEO Update 2.26.21* **Background:** IGC met February 26 & 27, 2021. **Action:** Review items discussed, and review votes taken during the IGC meeting (i.e., Chase Bank, Conditional Chapter 88 status, IPEC update, Diversity Task Force, Bulk Pricing, Strategic Plan 2022-2024, etc. …). Review CEO update on HQ operations.	Wade Brown (R6) Denise Skinner (R2)
5 Notes	**HQ and IEC are still working with Chase Bank to make this bank the main bank for IRWA. Optional for Chapter/Regions to bank with Chase.** **Chapter 88 is located in western PA and a very active group. Will hopefully be added as a chapter. Western PA would like to be a member of Region 5 since they are closer to Ohio. PA is actually in Region 4, but Region 5 is where most of the members of Chapter 88 work.** **IRWA is looking at SR/WA pathway and changing it back to a single SR/WA. Currently the SR/WA has 4 separate SR/WA pathways. These individual credentialing are: Oil & Gas, Electric & Utilities, Transportation and Industry Generalist.** **It was further discussed that IRWA is looking at the curriculum and making updates to the curriculum.** **Policy = IRWA received all the comments regarding updating our curriculum. We accessed the Data base that housed all the comments and reviewed what needs to be corrected and what needs to be changed.**	

	5 courses are in the process of being updated and we are looking at rewrites. **After months of working on Course 102, it is now available on-line.** **Charlie Nobles update – HR transitioning – Currently IRWA has 2 outside HR firms that HQ is looking to replace. We currently are looking to hire an internal HR Manager.** **IRWA now has the Partner Program. This program is for Companies to own the memberships that they pay for, similar to the Agency program. Companies that have chosen to go this route will now have more control over the payment of memberships with a streamline invoice. This year (2021) we have a total of 33 partners – 21 new partners (2 agencies & 19 companies) compared to last year of 11 agencies and 2 corporate partners.** **Challenges identified in 2020 – shortfalls. HQ does not have a clear policy hardware replacement policy. With the help of Diverge IT Consulting, HQ will need to budget for new hardware for their employees. Diverge IT also suggested that HQ move to Microsoft 365. This will allow everyone to have better security for the computers as well as access to files. HQ is in the process Developing an Asset Management plan.** **Diversity Update – Matt Harrison. Numbers reflected less than 600 responses. Task force is putting together the findings of the responses from the survey. Recommendations will reflect the responses from the survey. Marcus Boyd – the diversity committee is made up of people from all over the US and Canada.** **Charlie Nobles – IRWA has 93 active courses. Looking to have courses more up to date not so far out of date.**	
6	**Fiscal Year End Chapter Leadership Transition Planning** *Support Material: 2021 Outgoing Chapter Leaders Checklist* **Background:** The new fiscal year that begins each July 1st gives us the opportunity to ensure that all Chapter and Regional officers understand the roles they will be taking on July 1st. At all Spring Forums, we will spend some time familiarizing the outgoing Chapter leadership with their responsibilities prior to handing over the reins and discussing what to provide to the incoming leadership. **Action:** Review fiscal year-end 2020-21 tax filing requirements. Review all required financial uploads for the year as well as board agendas and minutes. Ensure that incoming officers have reviewed and understand their role descriptions, duties and commitments.	Wade Brown (R6) Denise Skinner (R2)

6 Notes	**Wade discussed the President Transition checklist to make sure everyone is on the same page. It was discussed the Treasurers duties that includes the taxes that are due in August. Treasurers will take over the books in August once the tax return is filed. It was asked everyone to make sure their by-laws are updated and to make sure you add virtual information to the by-laws.** **IRWA is now offering virtual courses and chapters can hold these courses.** **Be aware of spammers – they like to hit IRWA when switch leadership**	
7	**Field Operations Update** *Support Material: Field Operations IGC Presentation 2.26.21* **Background:** Field Operations continues to provide guidance and support to Chapters and Regions. Staff are managing the Gap Program, the Chapter Incentive Program (ChIP), fielding questions about virtual elections, assisting with the presentation of virtual courses, working on the proposed formation of the new Pittsburg Chapter as well as a proposed merger of two Canadian Chapters. **Action:** The Field Operations team will provide an update and respond to any questions.	**Tim Drennan**
7 Notes	**Tim Drennan - Jul 2020 – Budget courses. IRWA is now offering virtual courses and chapters can hold these courses. HQ currently has 20 virtual classes. Currently the virtual courses are scheduled by HQ, in-person and/or virtual courses are schedule through the chapter. It was also noted that there has not been a lot changes for the in-person courses.**	
8	**2021-2022 Chapter Incentive Program (ChIP)** *Support Material: Chapter Incentive Program (see slide 6 of Field Operations IGC Presentation 2.26.21)* **Background:** Due to cancellation of the 2020 Conference, some Chapters have outstanding incentives. **Action:** Highlight the incentive components and inform Chapters of any outstanding incentives (conference registrations/memberships).	**Tim Drennan**
8 Notes	**Growth incentive has not changed. It still consists of 5% NET a chapter will get 3 free memberships and 1 conference registration. For 10% NET a chapter will get 3 free memberships, 2 conference registrations and a $500 travel voucher. Compliance holds dollar value have not changes. When a chapter holds a classroom course online version, they will receive $150 revenue per participant. Increase classroom participant count by 10%+, the Education Chair will receive a $500 travel voucher for the Fall Forum.**	

9	**2021-2022 Draft Budget Presentation and Finance Committee Update.** *Support Material: 2021-2022 Budget* **Background:** A balanced budget draft has been developed by the Finance Committee. **Action:** Present budget draft for review and feedback prior to presentation at the June Board of Directors meeting. **Reminder:** All Board of Director information can be found under the Leadership Resources > International > Board of Directors section of the IRWA webpage.	David Bell
9 Notes	**David Bell gave the brief of the budget. Participant process plan 2021-2022 budget has been submitted. Made consideration regarding pandemic. IEC approved budget.** **Larger items that are part of budget – Education budget was based on 300 courses. Expect a slow upward climb in class attendance.** **Int'l Conference – believe have a large turnout for 2022 budgeted $810,000. The Int'l Conference is not a money maker.** **Budget is very conservative due to COVID. HQ had a reduction in payroll expenditure.** **Travel – no travel happened in 2020, however, the budget for travel is +/-$400,000** **Done well with revenue even through pandemic** **+/-$4.7 million in revenue, $17,000 to $18,000 net income for the year.**	
10	**Region Vice Chair Update** **Background:** Region Vice Chairs meeting monthly. **Action:** Review topics discussed and outcome from the monthly Region Vice Chair meetings.	Erin Newberry (R2) Matt Harris (R6)
10 Notes	**Erin Newberry & Matt Harris** **1720 members – 8 chapters in Region 2.** **Meet monthly. Biggest challenge is for Region 2 is getting TALCB credit for virtual courses. Received TALCB approval for C421 CE for virtual. Have also reached out to our other States to work on their RE and appraisal licensing CE course approval requirements.** **Chapters need to be proactive and start setting up virtual courses. Asked chapters to come up with a plan and activate that plan.** **Each State has their own set of COVID problems but IRWA has proven to be flexible with working on classes.**	

	Erin to share the spreadsheet.	
11	**IEC Candidate** **Background:** We have one confirmed candidate running for election to the International Executive Committee at the June Board of Directors Meeting. **Action:** Either provide candidate information or allow for the candidate to speak if present.	Wade Brown
11 Notes	**Each candidate had 3 minutes to discuss their platforms.** **Denise Skinner** **Virginia Anderson**	
12	**International Conference Update** **Background:** Headquarters staff are working diligently in collaborating with the International Conference Planning Committee and Host Chapter 39 to prepare for IRWA's 67th Annual International Conference, held both virtually and in San Antonio. **Action:** Review COVID-19 protocol and attendance options (in person or virtual).	Matt McGee Georgia Snodgrass
12 Notes	**Georgia Snodgrass – Thanked the sponsors. Monday event will be at the Espee @ St. Paul Square. Gave an outline of who will play, who will cater, and several events.** **Matt McGee - showed rental, taxi, ride share info. Hotel is near tourist attractions. Rate for hotel is $199 a night.**	
13	**Education Foundation Report(s).** **Background**: The RWIEF and CRWEF are IRWA's valued partners in our pursuit of education excellence, providing the financial funding for our education courses, professional development programs, scholarships and awards — all of which benefit our members. **Action:** Provide an update on the Foundations' current sponsorships and the conference's Monday Night Event.	Matt McGee
13 Notes	**Matt McGee – Education - HQ and IEC are working to finalize C230. C102 is now online.** **Monday night event is 6 to 10 PM. $60 for the event. Will use Hand bid app. Golf is $125. 4-person scramble.**	

14	**YP Report from YPG Region Rep**	Callie Howard (R2) Jon Kriner (R6)
14 Notes	**Jon Kriner – all Regions are represented but Region 10.** **Working on setting up college campus recruitment program** **Working on Sat night YP event and Conference in SA.** **Callie Howard – Reg 2; gave a debrief for each chapter.**	
15	**Chapter Reports** **Action:** Chapters to provide reports on current status of their Chapters.	
15 Notes	**Region 2** **Chapter 8 – Ramiro Roel. Good things have been happening. Successful golf tournament. Virtual meetings have been increasing in attendance. Unfortunately, membership is lower than normal but Education doing well with virtual and in person.** **Chapter 33 – Sean Harrison. All meetings are being held virtual. A few classes have been held. Installation banquet will be held virtually.** **Chapter 36 – Dalton Vann. Stated that they are offering classes virtually. Asked that other chapters to join their meetings to share ideas or state what they have coming up. Star Chapter host Chapter meetings – maintains member roster – links to your social media. Check out their website** **Chapter 39 – Matt Eckmann. Gave information regarding upcoming conference. Challenges have arisen but have been able to overcome. ED Seminar was success thanks to IRWA HQ. Membership took a hit with COVID. Hard to have an in-person meeting.** **Chapter 43 – Greg Spicer. Unproductive year for the chapter due to many problems. Needing to refocus will work to bring all their members together. Will work on developing YP.** **Chapter 51 – Nate Williams. Transition to virtual meetings with no interruption. Host for next year's Spring Forum. Work with other agencies to get them to approve IRWA credits for continuing education real estate and TALCB.** **Chapter 74 – Lori Bible. 224 members; 53 hold SR/WA. Lunch virtual as well as board meeting.**	
16	**Region Professional of the Year Award**	Wade Brown Denise Skinner
16 Notes	**Each Chapter has been asked that they get their information to the Region 2 by July for Professional of the Year.**	

17	**Chapter Elections — Electronic Exception** *Support Material: Chapter Election Process (virtual election process document to come.)* **Background:** Each spring, Chapters and Regions hold officer elections. Elected officers begin their term on July 1. **Action:** Review a PowerPoint presentation on the specifics of holding a proper election as well as the support documentation of that election.	Jenni Kriner
17 Notes	**Jenni Kriner gave an overview and paperwork for the Chapters to follow for their upcoming elections.**	
18	**Upcoming Meetings** *Support Material: IRWA Meeting Calendar Online* **Background:** Time to identify 2021 Fall Forum date and location. **Action:** Identify Fall Forum date and location.	
18 Notes	**Tabled to the Summer Caucus held at International.**	
19	**Adjourn – Joint Session**	
19 Notes	**Time: 11:30 AM (Lunch immediately following)**	

Region 2 Spring Forum 2021

1	**Approval of the 2020 Region Fall Forum Minutes & Treasurer Report…** *Support Material: Region Fall Forum Meeting Minutes and Treasurer Report.*	Maggie Schedler
1 Notes	**Motion to approve – Kristen Bennett** **2nd – Nate Williams** **Motion - passed.**	
2	**Election of Region Officers** *Support Material: Region Election Script* **Background:** Each year, the Region presents Region officers to the Board of Directors who are elected at the Board of Directors meeting during the annual conference. **Action:** Present candidates for the 2020-2021 fiscal year for election by Region and Chapter leadership. **Region 2 Proposed Slate:** Region Chair (Nomination to BoD): Erin Newberry, SR/WA Region Vice Chair (Nomination to BoD): Maggie Schedler, SR/WA Region Secretary/Treasurer Candidates: Marcus Boyd, SR/WA Matt Eckmann, SR/WA	Jenni Kriner
2 Notes	**Region 2 Secretary/Treasurer was opened and Matt Eckmann & Marcus Boyd where selected as the candidates.** **Maggie Schedler was the nomination for the office of Region Vice Chair. No additional nominations from the floor.** **Denise Skinner made a motion for to close nominations and approve Maggie Schedler as the nominee for Region 2 Vice Chair** **Erin Newberry 2nd** **Motion – passed** **Erin Newberry was nominated for Region 2 Chair. No other nominations from the floor.** **Matt Eckmann made a motion to close nominations and approve Erin Newberry as the nominee for Region 2 Chair** **Denise Skinner 2nd** **Motion passed** **Two nominations for Region 2 Secretary/Treasurer (Matt Eckmann and Marcus Boyd). No other nominations from the floor. Motion made to close nominations by Maggie Schedler**	

	2nd Kyle Schroeder **Motion passed** **Ballots counted Marcus Boyd was elected as the Region 2 Secretary/Treasurer**	
3	**Upcoming Meetings** **Background: Time to identify 2021 Fall Forum date and location.** **Action:** a. A&M 2021 – August i. Theme ii. Status (as of March 2021) b. Spring Forum 2022 – Little Rock, AR (Chapter 51 Host) c. Spring Chapter 2023	Erin Newberry
3 **Notes**	**August 11 – 13, 2021 A&M** **We are seeing if we can do a full in-person A&M. If we are unable, then we will work on doing a hybrid.** **Golf Tournament will be held on Wednesday.** **Still Looking at A&M but, at this time, the college is still not full in-person.** **If A&M is unable to host us, we will look at the Hilton to be our A&M Host.** **Why are we having so late in August? Because of COVID. The time we usual do this, A&M is also hosting another group. In order for them to continue with their COVID procedures they asked us to move our seminar to the week of August 11 – 13, 2021.** **The expense might be cost prohibitive to do a hybrid at A&M due to the many different sessions. However, we are looking into the cost for a Hybrid Forum.** **Will continue to watch CDC guidelines.** **Speakers for A&M from Chapters – will allow to use the ones from last year.** **All members will need to confirm with Erin** **YP – Callie** **Transportation – Lori & Tara** **Ch. 33 – need to contact us** **Ch. 51 – Int'l Public Agency need to submit** **Ch. 8 – Pipeline need to submit** **Ch.36 – Dalton Vann is still available to speak** **Ch. 39 –** **Ch. 43 –** **Theme –** **1. Closing the Distance; Coming Back Together for Education.** **2. ROW Super Spreader** **3. An Unpresented Pivot in Education.** **Matt Eckmann made a motion for Closing the Distance, Coming Back**	

	Together for Education. **2nd Kristen Bennett** **Motion passed…** **Spring Forum 2022** **Little Rock, AR** **Symposium the day before. Will make a decision regarding the symposium.** **Spring Forum 2023** **Dallas/Ft. Worth** **Chapter 8 – Houston will be the host for 2023.** **Both Chapters said they would do the Spring Forum. We will need to confirm what year they would like to host.**	
4	**Meeting adjourned 2:10 PM**	