



Region 2 Caucus 2023

Date: Sunday, June 25th, 2023 at 4:00pm

Location: Hyatt Regency Denver at Colorado Convention Center

650 15th Street

Denver, CO 80202

Room: Centennial G

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 who 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.*

- 1) Call to OrderErin Newberry, SR/WA, CFM
- 2) Chapter Roll Call & Voting Delegates Confirmation.....Marcus Boyd, SR/WA
- 3) Introduction of International Officers.....Maggie Schedler, SR/WA
- 4) Approve 2023 Spring Forum Minutes.....Marcus Boyd, SR/WA
- 5) Region 2 Financial Report.....Marcus Boyd, SR/WA
- 6) Donation to the Education Foundation.....Maggie Schedler, SR/WA
 - a. RWIEF - \$1,500
 - b. CRWEF - \$1,000
- 7) IEC Candidate Presentation.....Erin Newberry, SR/WA
 - o Cyndi Whelpley, SR/WA Chair Region 7
 - o Matt Harris, SR/WA Chair Region 6
- 8) Conference Happenings.....Erin Newberry, SR/WA
 - o R2 Presenters/Presentations to Attend
 - o IPEC Update, June 26th @ 8:00am, Room "Agate"
 - o Successfully Authoring Courses for IRWA, June 26th @ 10:00am, Room "Agate"
 - o IRWA Awards & Elections Redux, June 26th @ 1:30pm, Room "Mineral FG"
 - o Infrastructure Junkies! The Coronation of a New King, June 26th @ 3:30pm, Room "Mineral FG"

- Mile High Interest Rates, A Re-Introduction to the Mortgage Interest Differential Payment, June 27th @ 9:30pm, Room “Centennial G”
- Appraisal Round Table, Current Issues, Perspectives (and Maybe Answers), June 27th @ 3:30pm, Room “Mineral FG”
- Issues in Mexico – An Overview Through the Baja and Riviera Cases, June 27th @ 4:00pm, Room “Mineral DE”
- Residential Relocation Talk Show, June 28th @ 8:00am, Room Centennial F
- Chapter Leadership Training, June 28th @9:00am, Room “Capitol 4”
- Non-Residential Relocation Talk Show, June 28th @ 10:00am, Room “Centennial F”

Other Highlights!

- **Golf balls Fly Farther In Denver** Than at Sea Level so go hit some balls at the Foundation Golf Tournament, Tuesday, June 27th
- **Cheeseburgers Were Invented in Denver** so grab a bite to eat at the SR/WA Recognition & Awards Luncheon on Monday, June 26th
- **Denver Gets an Average of 56.5” of Snow Each Year** so before it hits, head to the Monday Night Event at Sculpture Park
- **Denver Has the Longest Continuous Street In the US** – So go run it at the Finnegan Fun Run, Wednesday, June 28th @ 7:00am

9) Region 2 Fall Forum Education Refresher Update.....Maggie Schedler, SR/WA

- Registration on www.irwaregion2.org
- July 26 – 28, 2023
- Chapter Donations
- Golf Tournament – July 26th, 2023
- Course Offering – C403 – July 26th, 2023
- Education Symposium – 8:00am – 5:00pm, Thursday, July 27th, 2023
- Region 2 Education Committee Meeting – 8:00am – 9:00am, Friday, July 28th, 2023
- Region 2 Fall Forum – 9:30am – 11:00am, Friday, July 28th, 2023
- Forum De-Brief (Chapter Presidents and Vice Presidents Only) – July 28th, 2023

10)2024 Spring Forum & Symposium.....Marcus Boyd, SR/WA

- Chapter 36 in Conjunction with their Spring ED Seminar

11)International Governing Council Update.....Erin Newberry, SR/WA

- International Board of Director’s Meeting Agenda attached
 - Ratification of Actions attached
 - Financial Committee Report Update
 - Proposed 2023 – 2024 Budget (attached)
 - By-Laws Resolutions (attached)

12)Board of Director’s Meeting.....Matt Eckmann, SR/WA

- Check in with INEC and sign the delegate book NLT Monday, June 26th, 2023
- Check-in Wednesday, June 28th, 2023, Centennial Foyer 12:30pm – 1:15pm
- Board of Directors Meeting, Wednesday, June 28th, 2023, Centennial Foyer, 1:30pm – 4:00pm
- All Chapter and Region Directors must attend the entire meeting

13)Adjourn until Region 2 Education Refresher Seminar at A&M!

- July 26 – 28, 2023

IRWA R2 2022 CAUCUS

CHAPTER	POSITION	CURRENT DIRECTOR	ATTENDING	ALTERNATE	SUBSTITUTE FORM SUBMITTED	NOTES
Chapter 8						
	President	Ramiro Roel	N			
	Pres/Director 1 Yr	Ramiro Roel	N	Mercedes Osbern	Y	
	Director 2 Yr	Kasy Baldauf	Y			
Chapter 33						
	President	James Andrew Thomas-Rogers	Y			
	Director 1 Yr	Gretchin Fisher	Y			
	Director 2 Yr	Tyler Maune	N	James Andrew-Thomas Rogers	Y	
Chapter 36						
	President	Michael Hale	Y			
	Director 1 Yr	Dalton Vann	Y			
	Director 2 Yr	Sarah Riebe	Y			
Chapter 39						
	President	Mario Caro	Y			
	Director 1 Yr	Mario Caro	Y			
	Director 2 Yr	Clint Bendele	Y			
Chapter 43						
	President	James Howell	Y			
	Director 1 Yr	Evan Himel	N	James Howell	Y	
	Director 2 Yr	Bill Smith	N	Lauren Jackson	Y	
Chapter 51						
	President	Nate Williams	Y			
	Director 1 Yr	James Braden	Y			
	Director 2 Yr	Nate Williams	Y			
Chapter 74						
	President	Richard Scholtz	Y			
	Director 1 Yr	Teri Morgan	Y			
	Director 2 Yr	Barbara Price	Y			



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 who 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.

Call to Order of Joint Forum

1) **Housekeeping and Forum Events Review.....Matt Harris, SR/WA**

2) **Roll Call and Introduction of Guests and First-time Attendees.....Matt Harris, SR/WA**

Erin thanked all of our sponsors and recognized IRWA staff, IEC members, and past presidents. Erin went through all of the Region 2 chapters and named all of the Chapter members that were present.

Matt also went through all of the Region 6 members that were present.

3) **Safety Moment.....Lisa Norris**

Lisa discussed school shooting safety including avoid, deny, and defend.

4) **International Governing Council Update.....Matt Harris, SR/WA & Erin Newberry, SR/WA**

Erin pointed out that a copyright infringement memo was sent out and Chapter will have to pay any fines that are imposed to violators.

5) **Region Vice Chair Update.....Denise Skinner, SR/WA, IEC Vice President, Anthony Alderman, SR/WA & Maggie Schedler, SR/WA**

Denise recognized that developing 3-year plans is difficult. She also reported that Vice Chairs did a review of the Chip Program and developed some changes. Denise commended Maggie Schedler for obtaining continuing education credits for several of IRWA courses.

Maggie reported the Chapter feedback was utilized to come up with ideas to make changes.

Anthony reports that the proposed changes would include “chips” to be used by a chapter however they would like. He touched on the membership growth, renewals, quarterly compliance uploads, and education aspects of the proposal.

Denise clarified that the “chips” do not have direct cash value and Anthony explained what Chips are worth. The chips give chapters flexibility to use how they see fit.

Anthony stated that the chips program is already approved and will begin on July 1st.

Lisa Harrison asked about the cumulation of the chips and when they can be used.

Tim Drennan stated that chips can be used within 12 months as long as the registration is done during the 12 months.

Virginia Anderson asked how chapters are notified of the Chip accrual and Tim Drennan reports that the Membership manager will contact the chapter when it is time.

Maggie reports that she works with Deonna at HQ and they will work with all chapters to try and get credit approvals for IRWA classes. Maggie states that every state has appraisal licensing requirements and the IRWA. Maggie states that symposiums can also garner credits but the payment and responsibility is on the chapter, with Deonna’s help if need be.

Anthony states the role of a vice chair is to talk to each chapter’s education chair for guidance. Anthony learned from Region 2 that chapters from Region 6 need to start learning how to get CE for classes held within their Region.

Lisa Harrison commented that the membership recruitment opportunity should not be lost. She states that IRWA courses being eligible for CE could be marketed to real estate professionals and possibly be a conduit for membership with the discount prices.

Erin Newberry states that we need to be thinking more globally in order to have more of our courses that are available as CE for different state agencies.

Tim Drennan says that HQ has templates for chapters to use on the website in order to market courses.

6) International Professional Education Committee Update.....Julie McDonald, SR/WA & Dalton Vann, SR/WA

Dalton Vann reports that the committee and staff has been putting in a ton of work for the association. He states that the roles and responsibilities of the committee has been revised. He states that there is a re-write of the ROW textbook. Dalton reports the course coordinator training has been updated and a capstone exam study guides are being developed. The course updates and rewrites policies have been improved and updated. The R/W-AC is currently being revised to be improved. Dalton states that three different instructor calls have taken place for rewrites. He states a 4-hour URA course is in the works along with a wind-energy course and appraisal courses. The instructor development committee has replaced CLIMB with PEAK in order to make it geared more to adults. Course 219 has been restructured to make it more applicable to people who are non-instructors. There has been one pilot thus far and another one scheduled in April. Dalton states that PEAK will be offered in May in Chicago. Dalton states the appraisal course reworks include removing 8 hours from course 421, adding 8 hours to course 431, and add another 8-hour course. He states that course 400 be revised to include components of course 421 since course 421 will no longer be required for the SR/WA.

Lisa Harrison points out that course 421 is still required for the URAC as it contains information needed from the Uniform Act.

7) Staff & IEC Member Update.....Tim Drennan, CAE, Executive Director & Judy Jones, SR/WA, IEC President

Tim Drennan reports that Region 2 and Region 6 together is incredible and should be an example moving forward. Tim states that membership has recently been doing great as we had 109 new members last month. Tim reports that non-member rates will be increased in order to increase the benefit for members. Tim requests that everyone renew their memberships. Tim states that the member network has been re-launched and Ayaina Lopez was instrumental with the new components of the changes. Tim clarified that information from member network is obtained from HQ.

Judy Jones reports that our website will need to be updated. She also reports that vice chairs have been included to attend IGC meetings so that they can learn and hear what happens. She reports that a virtual leadership development was implemented with Vice Chairs included. Judy states that members need to bring people to meetings in order to help gain membership. Judy points out that the Federal Agency Update is back this year as our relationship with FHWA has blossomed recently.

Tim Drennan states that we are now doing digital advertising and conducted a demographics survey in order to gain information on our membership.

Judy Jones reports that having an appraiser on the education committee was key to identify what was needed to improve our courses. She also requests that members take surveys that come out. She also encourages members to renew their memberships as soon as possible in the beginning of the year as the IRWA has been extremely lenient not dropping people until April.

8) Membership Update.....Tim Drennan, CAE, Executive Director
Support Material: New CHIP and [Course Marketing Templates link](#)

Wade Brown (vice chair of Marketing) reports that promoting the SR/WA has been their focus in order to gain more credibility. He reports that different states are beginning to require the SR/WA certification to be approved for different services within their states. He reports that we are advertising with different agencies to promote our membership. He states that they have developed a flyer called “convince the boss” for people to use to give their employers justification to attend the International Conference. Wade states that we are trying to increase our social media awareness.

Anthony Alderman reports that a social media award is being developed by the marketing/membership committee to be first awarded at Long Beach, but announced in Denver.

Wade Brown believes the focus on the committee will be the the promotion of the SR/WA.

9) IEC Candidates.....Erin Newberry, SR/WA

Cyndi Whelpley, Region 7 Chair
Matt Harris, Region 6 Chair

15 Minute Break

10) International Conference Update.....Fred Easton, IEC President-Elect, SR/WA

Fred Easton reports there are great sessions lined up for the International Conference. He states that Denver has plenty of things to do including getting up to the mountains if anyone has extra time. Fred suggests that members do not go hiking or skiing the first day that they get there to get acclimated to the elevation.

11) Education Foundation Report.....Angel Banks, SR/WA

Angel Banks introduced Callie Howard as the new YP trustee. She reports that the RWIEF is the funding arm for the IRWA and has paid for new courses, updates, converting in-person classes to online, and the leadership institute. She states the leadership institute has modules that are free to members. She reports that several scholarships are funded by RWIEF and they raise funds at the International Conference. She states that the Leaders Light the Way is awarding a scholarship to one member in each Chapter and they still have several chapters that do not have any submissions.

Erin Newberry states that Amir can give information about which chapters have not received any Leaders Light the Way applications.

Tim Drennan reports that this is the second launch of this scholarship and they will possibly look at awarding multiple scholarships to chapters if not all chapters received a submission.

Callie Howard Braddock reports that registering at conference for the Monday Night Event will result in an additional charge of \$15 for the event. She states that RWIEF is accepting items for the silent and live auctions. The handbid option for the auction is being removed.

Angel Banks highlighted the Ride for the Foundation Fundraiser as it is in its 10th year.

12) 2023-2024 Draft Budget Presentation & Finance Committee Update....Koby Godwin, IEC Treasurer, SR/WA
Support Material: 2023-2024 Budget

Koby went through his prepared slides and briefly discussed all of the line items within his report. Part of his report included putting \$500,000 into CDs in order to gain higher interest rates than the savings account the funds were in. Koby points out that recent membership gains have been tremendous and if it continues our revenue will also continue to increase. Koby reports that projected adjustments to be budget were made due to recent and project inflation. He states that travel expenses have increased therefore affecting the budget as well. Koby pointed out that HQ staff can travel to Chapters if need be for any reason as there is money budgeted for it.

13) By-Laws Task Force Update.....Ray Mahler, Task Force Chair
Support Material: Draft Proposed IRWA By-Laws

Ray Mahler reports the Task Force presented the proposed changes to 2/25/23. There were changes regarding the scenario if a vacancy occurs to the position of the President-Elect within 90 days of the next election and outside of 90-days of the election. There was another proposed change that discussed the handling of discussions of political activities.

Ray confirmed Lisa Harrison’s question that the proposed changes includes that members can only become IEC members if they had been an IGC member previously.

Lisa Harrison states that she disagrees that only past members of the IGC can be eligible to run for IGC as there are other qualified members who could run for IEC as well.

.....

Break Out to Individual Forums

14) Region 2 Voting Delegate Confirmation.....Marcus Boyd, SR/WA

- Chapter 8 Houston – Callie Howard Braddock
- Chapter 33 Oklahoma – Gretchin Fisher, Tyler Maune, Lisa Harrison
- Chapter 36 Dallas/Fort Worth – Dalton Vann, Michael Hale, Sarah Riebe
- Chapter 39 South Texas - Mario Caro
- Chapter 43 Baton Rouge – James Howell
- Chapter 51 Arkansas -James Braden, Nate Williams
- Chapter 74 Austin – Richard Scholtz, Teri Morgan, Barbara Price

15) Approval of the 2022 Region Fall Forum Minutes and Treasurer Report.....Marcus Boyd, SR/WA
Support Material: Region Fall Forum Meeting Minutes and Treasurer Report

Marcus Boyd provided a synopsis of the 2022 Fall Forum Minutes and current Treasurer’s Report and asked for any comments/edits, etc. Hearing none, Secretary Boyd requested a motion to approve. James Howell, Chapter 43 made a motion to approve, seconded by Richard Scholtz, Chapter 74. The motion passed by consensus.

16) Chapter Elections.....Erin Newberry, SR/WA
Support Material: Chapter Election Process.

Erin reminded all outgoing Chapter Leaders and Election Committee Representatives to note any changes to the election process and ensure you follow all protocols in you election. Upon completion of the elections, outgoing Chapter Leaders need to ensure they submit the new leadership information to HQ’s on the website.

17) Fiscal Year-End Chapter Leadership Transition Planning.....Maggie Schedler, SR/WA
Support Material: Officer Transition Checklist and New Leadership Form

Erin reports that a new checklist has come out and stated that new incoming presidents need to be informed of Chips that are available to the Chapter.

She also points out that the conflict of interest forms can be completed and submitted online now on the HQ website.

18) Election of Region Officers.....Erin Newberry, SR/WA

- Maggie Schedler – Nominated for 2023 – 2024 Chair
- Marcus Boyd – Nominated for 2023 – 2024 Vice Chair
- Lacie Jones– Elected for 2023 – 2024 Secretary/Treasurer

19) Chapter Reports.....Chapter Presidents/Maggie Schedler, SR/WA

20) International Service and Industry Committee Updates

No reports given

21) Region Professional of the Year Award.....Maggie Schedler, SR/WA

May 15, 2023 Deadline to Submit Nominees and Marcus to update forms and upload to website & add link. All nomination forms are on the Region 2 website.

22) Upcoming Meetings.....Maggie Schedler, SR/WA

- **2023 International Education Conference June 24 – 29, 2023**
 - **Region 2 International Education Conference Caucus June 25, 2023**

Meeting after opening ceremonies which will start at 4:00
Erin will send out a calendar invite after the room has been determined

- **2023 Fall Forum College Station July 26 – 28, 2023**
 - Identify Theme and Course(s)
Education Connects Right of Way to Infrastructure
 - Chapters to Submit Speakers/Bios/Topics NLT April 15, 2023
Planning on doing The Backyard again for the 10th anniversary YP Event

- **2024 Region 2 Spring Forum Location TBD**

Dallas/FW will host in 2024 possibly in conjunction with their Chapter Spring Seminar

- **2025 Region 2 Spring Forum Location TBD**

Houston Chapter 8 will host in 2025

23) Adjourn

Region 2

Profit and Loss

July 1, 2022 - March 22, 2023

	TOTAL
Income	
4020 Interest & Dividend Income	6.05
4043 Contributions, Grants, Etc Recd	26,141.29
4047 Sponsorship Income	58,900.00
4431 431-Problems in Valuation P/A	8,743.00
4670 Other Income	-2,700.00
9750 Other Conventions & Meetings	69,950.00
Total Income	\$161,040.34
GROSS PROFIT	\$161,040.34
Expenses	
5012 Course Expenses - Misc.	1,920.00
504 CONTRIBUTIONS, GRANTS, ETC PAID	
8004 Contribution - Other	6,500.00
Total 504 CONTRIBUTIONS, GRANTS, ETC PAID	6,500.00
540 COURSE 400'S	
5431 431 -Problems in Valuation P/A	5,016.00
Total 540 COURSE 400'S	5,016.00
60 SEMINARS & CONFERENCES EXPENSES	
5090 Fall Seminar Expense	56,139.60
6500 Other Conventions and Meetings Expense	25,829.72
Total 60 SEMINARS & CONFERENCES EXPENSES	81,969.32
80 General and Administration Expenses	
7100 Bank Charges & Credit Card Fees	3,444.33
7300 Travel Expenses	2,929.34
7990 Website Expense	2,472.00
Total 80 General and Administration Expenses	8,845.67
Total Expenses	\$104,250.99
NET OPERATING INCOME	\$56,789.35
NET INCOME	\$56,789.35



CYNDI WHELPLEY, SR/WA, R/W-RAC

Candidate for IRWA International Secretary

Cyndi has been a member of IRWA's Puget Sound Chapter 4, Region 7 since 2000.

Education

- B.S. Public Administration — San Diego State University
- M.A. Organizational Leadership, Chapman University

Certification/Designations

- SR/WA — International Right of Way Association, 2006
- R/W-RAC – International Right of Way Association, 2022
- Project Management Certificate – University of Washington

IRWA Activities

- International Finance Committee, 2022-Present
- Bylaws Task Force, 2022-Present
- Region 7 Chair, 2021-Present
- Diversity, Equality & Inclusion Task Force, 2021-2022
- Region 7 Professional of the Year, 2020
- Region 7 Vice Chair/Treasurer, 2019-2021
- Education Conference Speaker, 2019-2022
- CLIMB Certified Instructor, 2019 to Present
- International Ethics Committee, 2019-2022
- Frank C. Balfour Professional of the Year Finalist, 2018 & 2021
- Region 7 Secretary, 2017-2019
- International Nominations & Elections Committee, 2015-16
- International Relocation Assistance Committee, 2018-Present
- International Public Agency Committee, 2019-Present
- Chapter 4 International Director #2, 2011-2012
- Chapter 4 President and International Director #1, 2010-2011
- International Electric & Utilities Committee, 2009-2014
- Chapter 4 President-Elect, 2009-2010
- Chapter 4 Vice President, 2008-2009
- Chapter 4 Program Chair, 2009-2010
- Chapter 4 Golf Committee Chair, 2005-2009
- Chapter 4 Professional of the Year, 2005

Other

- Rotary Club of Oak Harbor, 2017-Present
- Soroptomist International of Oak Harbor, 2017-Present
- Northwest Chapter of the Scleroderma Foundation — Board Member & Vice Chair, 2017-2021
- Oak Harbor Youth Football League — Board Member, 2010-2018

Do you recall where you were 30 years ago? I was starting my right of way career at Caltrans and with Chapter 11 in San Diego. At that time, it was “just a job.” Wow! There have been a lot of changes since 1992, and who would have thought that “just a job” would turn into a beautiful and rewarding career?!

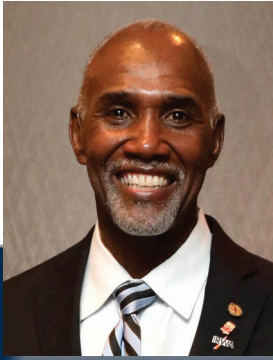
Fast forward ten years to when I was working for a utility company in Washington and connected with several IRWA mentors through Puget Sound Chapter 4. I also worked with WSDOT and a consulting firm. Each of these employers wholeheartedly supported IRWA, and one mentor tapped me on the shoulder and asked, “How involved do you want to be with IRWA?” My response was obvious: “Count me in!”

First, it was organizing Chapter 4 golf tournaments and greeting guests at Chapter meetings. Small potatoes to some, however, the connections I made have become valuable colleagues and/or long-time friends. This eventually led to coordinating courses, serving on several International Committees, Task Forces, as well as Chapter and Region leadership and presenting in webinars and at the annual conferences.

My passion for IRWA has continued to grow over the last three decades and is centered around the Association’s vital principals: education, mentoring and leadership development. A highlight of my IRWA career was becoming a CLIMB Instructor; I’ve taught several courses over the last three years and have been honored to coach and mentor new professionals in their pursuit of their SR/WA. I find myself asking them the same critical question: how involved do you want to be? It thrills me to see these new members engage with their Chapters and progress with their professional development.

My involvement in multiple areas throughout IRWA has provided me opportunities to have one-on-one conversations with many members. I have heard you describe the need for value-added educational opportunities, bringing in new professionals and providing networking opportunities. If elected as International Executive Secretary, I will continue to listen while focusing on improving education through new courses, suggesting alternative methods of delivery (e.g., night or weekend classes) and ensuring course materials are updated. I want to grow IRWA’s membership and encourage networking opportunities that will elevate our profession and highlight the value we bring to infrastructure projects.

IRWA has offered me opportunities to learn and grow, and I want to pay that forward through continuing leadership. I would be honored to have your vote and support of my candidacy for the position of International Executive Secretary. IRWA has been an integral part of my personal growth and professional development. If I was asked today, “How involved do you want to be?” My answer would be: *I’m all in, friend! I am all in.*



MATTHEW D. HARRIS, SR/WA, R/W-RAC

Candidate for IRWA International Secretary

Matt has been a member of IRWA's Magnolia Chapter 40, Region 6, since 2006.

Certification/Designations

- SR/WA — International Right of Way Association, 2014
- R/W-RAC — International Right of Way Association, 2012

IRWA Activities

- Region 6 Chair, 2021-Present
- International Governance Task Force
- International Diversity, Equality, Inclusion Task Force
- International Chapter Dissolution Task Force
- Region 6 Vice Chair, 2019-2021
- Region 6 Secretary Treasurer, 2017-2019
- Region 6 Professional of the Year, 2014-2015
- International Relocation Committee / Community of Practice, Chair, 2 years
- International Public Agency Committee Chair, 2 years
- International Public Agency Committee Vice Chair, 2 years
- International Transportation Committee member
- International Asset Management Committee member
- Chapter 40 President/Director, 2014-2015, 2015-2016
- Chapter 40 Professional of the Year, 2014-2015
- Chapter 40 Vice President, 2013 -2014
- Chapter 40 Professional of the Year, 2012-2013
- Chapter 40 Treasurer, 2012-2013
- Chapter 40 Secretary, 2011-2012
- Chapter 40 Relocation Chair, 2008-Current
- Chapter 40 Education Chair, 2013-2016

Other

- NCAA baseball umpire, 2010-Current
- NFHS baseball and football official, 2000-Current

Throughout my 19-year tenure with the Mississippi Department of Transportation, I have worked with many different people including engineers, consultants, local public agencies, attorneys, politicians and the public that is impacted by our work. My goal has always been to listen and learn from everyone's point of view. Yet, until I joined IRWA 16 years ago, I had no idea that an organization could expose me to so many professionals from around the world who would enhance my skills with their knowledge and friendship.

During that time, I have tried to seize every opportunity for professional development by volunteering at the Chapter, Region and international levels. I have served in all offices for Chapter 40 and am currently the chair of Region 6. At the international level, I joined several committees because I knew the experts were there and willing to share their experience. I joined the International Transportation Committee, the International Asset Management Committee and was fortunate enough to chair the International Relocation Committee/COP and the International Public Agency Committee. Those opportunities helped me bring a unique understanding to the International Governing Council (IGC) where I have served on a variety of important task forces.

Beyond my profession, I am a devoted husband, father and grandfather. As a deacon at church, an NCAA baseball umpire and an NFHS baseball/football official, I learned that my calling is to be of service. I believe that about my role in IRWA as well. Taking that role seriously requires hard work and commitment. I promise to give you both.

My goal, if elected, is to be of service to the members as we move the mission of IRWA forward. During my tenure on the IGC, several task forces were assembled and recommendations presented. My plan includes reviewing those recommendations, supporting additional vetting of the suggestions and implementing those that result in expanding the voice of all members. I would like to grow Chapter educational opportunities while improving the quality of material and delivery and find best practices and unique solutions to increase member value, retention and revenue within all 10 Regions.

My hope is to generate a collaborative and transparent relationship with both the Region leadership and IRWA staff for the mutual benefit of all. In addition, I intend to consult the Advisory Council for historical accounts of success and failure regarding our recurring goal of expanding the visibility and understanding of our designation/certifications as well as methods to increase overall membership growth. In general, I want to listen, learn, plan but ultimately take real action.

I am asking for your vote for the position of International Executive Secretary.

Thank you kindly for your consideration.

Leaders Light the Way

MEMORIAL SCHOLARSHIP 2.0

On behalf of the International Right of Way Association (IRWA) and the Right of Way International Education Foundation (RWIEF), we are pleased to announce the Region 2 recipients of the Leaders Light the Way Memorial Scholarship 2.0. Thanks to the generosity of the RWIEF, \$2,500 worth of scholarship funding has been made available to each participant to use towards any IRWA courses.

Congratulations to the Region 2 Leaders Light the Way Recipients

Karen Pollock, R/W-NAC, RWP-TN
Region 2, Chapter 8

Andrew Thomas-Rogers, RWA
Region 2, Chapter 33

Ana Salazar, R/W-NAC
Region 2, Chapter 36

Angela Longoria
Region 2, Chapter 39

Hypatia LaCour
Region 2, Chapter 43

Nate Williams
Region 2, Chapter 51

Elizabeth Taylor
Region 2, Chapter 74



60TH ANNUAL IRWA REGION 2 EDUCATION SEMINAR & FALL FORUM

EDUCATION CONNECTS RIGHT OF WAY TO INFRASTRUCTURE

MEMORIAL STUDENT CENTER | TEXAS A&M UNIVERSITY

275 Joe Routh Boulevard, College Station, TX 77840

HOTEL RESERVATIONS

CAVALRY COURT | 844.313.7337

200 Century Court, College Station, TX 77840

GROUP RATE | \$129/NIGHT+TAX

GROUP CODE | IR2ES295

THE GEORGE | 844.599.3871

180 Century Court, College Station, TX 77840

GROUP RATE | \$129/NIGHT+TAX

GROUP CODE | IR2ESAS405

JULY 26

8:00 am - 5:00 pm

IRWA 403 Easement
Valuation Class

8:00 am - 5:00 pm

Golf Tournament

5:00 pm - 7:00 pm

Chairs Reception

JULY 27

8:00 am - 5:00 pm

Education Seminar

8:00 pm - 10:00 pm

10th Annual YP Social

JULY 28

8:00 am - 12:00 pm

Region 2 Forum

REGISTRATION RATES

	IRWA Member	Non-Member
Early Bird June 1st - July 12th	\$250	\$300
Standard July 13th - July 24th	\$300	\$350
Walk-up July 26th	\$350	\$400

Online registration closes July 24th!

REGISTER HERE | [HTTPS://BIT.LY/IRWAR260THREFRESHER](https://bit.ly/IRWAR260THREFRESHER)

SPONSORSHIP OPPORTUNITIES AVAILABLE!

Contact Maggie Schedler | Maggie.Schedler@atkinsglobal.com

or Marcus Boyd | mboyd@pinnaclegroup.biz

by July 7th!



CONTINUING EDUCATION COURSES | 8 Hours TREC and 8 Hours TREC-ERW

MONDAY
6/26

International Professional Education Committee Update	8:00 am - 9:00 am
Property Services Perspectives on Transit Projects: Ottawa LRT; Eglinton Crosstown Extension; Ontario Line Subway	8:00 am - 9:00 am
A Matter of Time: A Deep Dive into PFAS Contamination, Diminution in Value and Condemnation*	8:00 am - 9:30 am
Easements — Case Studies and War Stories*	8:00 am - 9:30 am
Federal Agency Update: Panel Discussion on Successful Relocation Planning and Advisory Services	8:00 am - 9:30 am
The Road to Easement Street: All You Ever Wanted to Know about Easements	8:00 am - 9:30 am
Haul Route/Road Maintenance Agreements and The Importance of Pre-Construction Roadway Imagery	9:30 am - 10:00 am
Arkansas Valley Conduit — an IJA Federally Funded Water Pipeline	10:00 am - 11:00 am
Crossing Permits — The Intersection of New and Existing Right of Way Corridors	10:00 am - 11:00 am
Federal Agency Update: Federal Highway Administration	10:00 am - 11:00 am
Successfully Authoring Courses for IRWA	10:00 am - 11:00 am
Valuation Methodologies for Environmentally and Otherwise Impaired Properties*	10:00 am - 11:00 am
The Rapidly Changing Face of Land Access in Australia	10:30 am - 11:30 am
Federal Agency Update: RAMP Up! The Importance of Early and Effective Right of Way Acquisition Planning (FTA)	1:30 pm - 2:30 pm
IRWA Awards & Elections Redux	1:30 pm - 2:30 pm
The Eminent Domain & Right of Way Club is Live with Leslie Finnigan, SR/WA	1:30 pm - 2:30 pm
How to Survive a Relocation File Audit	1:30 pm - 3:00 pm
Lessons Learned in Appraisal Reviews for Acquisitions and Litigation	1:30 pm - 3:00 pm
Is it Live or Is it Memorex? Ideas on Engaging Virtually	1:30 pm - 3:30 pm
Federal Agency Update: U.S. Department of Housing & Urban Development Hot Topics	3:00 pm - 3:30 pm
Annual Eminent Domain & Legislation Update	3:30 pm - 4:30 pm
GIS Provides Decision Makers with Actionable Right of Way Information to Improve Services to Communities	3:30 pm - 4:30 pm
Shoreline Management in the Digital Age: The Right Tools for the Job	3:30 pm - 4:30 pm
Live and on Location — Infrastructure Junkies! The Coronation of a New King	3:30 pm - 5:00 pm
Federal Agency Update: How to Work with the Federal Government	4:00 pm - 5:00 pm
Race in Right of Way	4:00 pm - 5:00 pm

TUESDAY
6/27

Electric & Utilities Committee Roundtable Open Discussion	9:30 am - 10:30 am
England's Green and Pleasant Land — A Review of Major Infrastructure Projects	9:30 am - 10:30 am
Federal Agency Update Panel Session: Appraisal Hot Topics	9:30 am - 11:00 am
Gordie Howe International Bridge Project — An International Joint Public Agencies Right of Way Project, Part 1	9:30 am - 11:00 am
Mile High Interest Rates: A Re-Introduction to the Mortgage Interest Differential Payment	9:30 am - 11:00 am
Credentialing Trivia Hour	12:00 pm - 1:00 pm
Overview on South Africa's Efforts Towards Future Sustainable Renewable Energy and Climate Change	12:00 pm - 1:00 pm
Rails-to-Trails Railroad Rights of Way — A Railbanked Right of Way Case Study	12:00 pm - 1:00 pm
Right of Way and the Electric Transmission Line Project Lifecycle	12:00 pm - 1:00 pm
Gordie Howe International Bridge Project — An International Joint Public Agencies Right of Way Project, Part 2	12:00 pm - 1:30 pm
Temporary Relocations	12:00 pm - 1:30 pm
Federal Agency Update: U.S. Army Corps of Engineers	1:30 pm - 2:30 pm
The Mentor-Mentee Mosh Pit	1:30 pm - 2:30 pm
Potential Pitfalls of Temporary Easements*	1:30 pm - 3:00 pm
Federal Agency Update: ROW Acquisitions Across American Indian, Alaska Native and U.S. Federal Land (USDOI)	1:30 pm - 3:00 pm
Drinking Beer Across the Border: Cross-Border Regulatory/Environmental Requirements in Canada and the U.S.	2:00 pm - 3:00 pm
ROW and Engineering — Family or Feud? (a Collaboration for Project Success)	2:00 pm - 3:30 pm
The Great Eminent Domain Debate	3:00 pm - 5:00 pm
Archaeology and ROWs in Western Canada — What Can We Do?	3:30 pm - 4:30 pm
Appraisal Roundtable, Current Issues, Perspectives (and Maybe Answers)*	3:30 pm - 5:00 pm
Relocation Squares — An Educational Game Show	3:30 pm - 5:00 pm
Issues in Mexico — An Overview Through the Baja and Riviera Maya Cases	4:00 pm - 5:00 pm
Right of Way for Airports — Avigation Easements	4:00 pm - 5:00 pm

WEDNESDAY
6/28

Best Practices For Early Engagement In Right of Way Delivery	8:00 am - 9:00 am
Facing the Storm: The Effects of Hurricane Ian on Infrastructure Projects	8:00 am - 9:00 am
Federal Agency Update: PAVE — Interagency Task Force on Property Appraisal and Valuation Equity	8:00 am - 9:00 am
From Trash to Treasure: Exploration of Superfund Site to a Clean, Usable Property	8:00 am - 9:00 am
Residential Relocation Talk Show	8:00 am - 9:30 am
Working on the Railroad: Acquisition and Condemnation of Railroad-Owned Property	8:00 am - 9:30 am
Paperless Efficiencies to Manage Your Right of Way Projects Through Digital Innovation	10:00 am - 11:00 am
The Right of Way Milieu — Challenges to Infrastructure Development in Nigeria	10:00 am - 11:00 am
Western Alberta Transmission Line Right of Way Lessons Learned and Best Practices	10:00 am - 11:00 am
Multi-Jurisdictional Infrastructure Projects — the Good, the Bad and the Ugly	10:00 am - 11:00 am
Non-Residential Relocation Talk Show	10:00 am - 11:30 am

* Session is approved for State CE with the following entities:
California Bureau of Real Estate Appraisers; Colorado Department of Regulatory Agencies Division of Real Estate;
Oregon Appraiser Certification and Licensure Board; Texas Real Estate Commission; Texas Appraiser Licensing & Certification Board





International Governing Council

Executive Committee

President

Judy Jones, SR/WA, R/W-AC, R/W-NAC
Goodwyn Mills Cawood, LLC

President-Elect

Fredrick L. Easton, Jr., SR/WA, R/W-AMC
Farnsworth Group, Inc.

Vice President

Denise L. Skinner, SR/WA
NuStar Energy LP

Treasurer

Koby T. Godwin, SR/WA
Alberta Infrastructure

Secretary

Daniel K. Bucan, SR/WA
anagalia

Executive Director

Tim Drennan, CAE
IRWA

General Counsel

David Arnold, Esq., SR/WA
Pender & Coward, PC

Region Chairs

Region 1

Ray Mehler, SR/WA, R/W-RAC
Right of Way Management Consulting

Region 2

Erin K. Newberry, SR/WA, R/W-NAC, R/W-RAC
HDR, Inc.

Region 3

Carrol D. McCracken, SR/WA
JCG Land Services, Inc.

Region 4

Derrick Roma, SR/WA
Federal Highway Administration

Region 5

William D. O. Spence, SR/WA
William D. Otto Spence Real Estate

Region 6

Matthew D. Harris, SR/WA, R/W-RAC
Mississippi Department of Transportation

Region 7

Cyndi Whelpley, SR/WA, R/W-RAC
HDR, Inc.

Region 8

Jay Wong, AACI, SR/WA, R/W-AC
MPR Advisors, Inc.

Region 9

Richard Pittenridge, SR/WA, R/W-NAC
TRS Corp.

Region 10

Keith J. Turner, SR/WA
Synergy Land Services, Ltd.

To: IRWA Board of Directors
From: Daniel K. Bucan, SR/WA, International Secretary
Subject: Second Notice of Regular Board of Directors Meeting

Date: May 25, 2023

Pursuant to IRWA Bylaws, this correspondence will serve as the second official written notice of an IRWA Regular Board of Directors Meeting, scheduled on June 28, 2023, 1:30 p.m. Mountain Daylight Time.

The Board of Directors Credentials Certification forms can be accessed on the IRWA website at www.irwaonline.org under Member Resources, Leadership Resources, International, 2023 Board of Directors Information. These forms certify International Directors to represent their respective Chapter and cast votes as required at the Annual International Board of Directors Meeting.

If you have not done so already, please complete the one-page form and submit as soon as possible. ***All voting will be in person at the Board of Directors Meeting held in conjunction with the Annual International Education Conference in Denver, Colorado. If you will not be in attendance, please work with your Chapter President to designate an alternate director.***

Attached to this mailing are the following documents:

1. Agenda (Order of Business) of the Annual Board of Directors Meeting on June 28
2. Bylaws Resolution 2023-01
3. Bylaws Resolution 2023-02

Additional supporting documents can also be found through the 2023 Board of Directors Information link (instructions on how to access the web page through the IRWA website are referenced above).

Should you have questions regarding the conference, please contact Jade Meador, CAE, CMP, at meador@irwaonline.org. For questions regarding Board of Directors Credentials, please contact Carlos Gonzalez at gonzalez@irwaonline.org.

Thank you for your commitment to IRWA as we continue to improve people's quality of life through infrastructure development!

Daniel K. Bucan, SR/WA
International Secretary



International Board of Directors Meeting

Agenda

June 28, 2023

1:30 p.m. – 4:00 p.m. MDT

Hyatt Regency Denver, Colorado

"We improve people's quality of life through infrastructure development."

- 1) **Welcome and Call to Order** **Judy Jones, SR/WA**
International President

- 2) **Overview of Voting Procedures** **Kris Koehler, RWP, R/W-AC**
International Nominations & Elections Committee Chair

- 3) **Roll Call** **Dan Bucan, SR/WA**
International Secretary
 - Approval of Replacement Directors
 - Qualification of Directors and determination of a quorum

- 4) **Approval of Minutes** **Judy Jones, SR/WA**
International President
 - Approval of Minutes from the June 8, 2022 Board of Directors Meeting

- 5) **Ratification of Actions** **Dan Bucan, SR/WA**
International Secretary
 - Ratification of Actions of the International Executive Committee (IEC) and International Governing Council (IGC) Since the Board of Directors Meeting on June 8, 2022.

- 6) **Finance Committee Report** **Koby Godwin, SR/WA**
International Treasurer
 - Fiscal Year 2021-2022 Audit Report
 - 2022-2023 Financial Report
 - Projections for Balance of Fiscal Year 2022-2023

- 7) **Proposed 2023-2024 Budget** **Koby Godwin, SR/WA**
International Treasurer
 - Presentation of 2023-2024 Budget for Approval by the Board of Directors

- 8) **Right of Way International Education Foundation (RWIEF)** **Leslie Finnigan, SR/WA**
RWIEF President
 - Foundation Update
 - Approval of the 2023-2024 RWIEF Board of Trustees

**9) Canadian Right of Way Education Foundation (CRWEF) Nancy Sinclair, SR/WA
CRWEF President**

- Foundation Update
- Introduction of the 2023-2024 CRWEF Board of Directors

**10) Board Resolutions Dave Arnold, Esq., SR/WA
General Counsel**

- Presentation and adoption of Board Resolution 2023-01 regarding amending the Bylaws as recommended by the Bylaws Task Force and approved by the International Governing Council (with the exception of Article V, Section 2, fourth bullet, which will be presented as a separate motion).
- Presentation and adoption of Board Resolution 2023-02 regarding amending Article V, Section 2, fourth bullet of the Bylaws as recommended by the Bylaws Task Force and approved by the International Governing Council.

11) 2023 Conference Host Chapter Recognition Chapter 6 President, 2023 Conference Co-Chairs

- Recognition of Chapter Efforts in Hosting the 2023 Conference and Presentation

**12) Announcement of 2026 Conference Destination Judy Jones, SR/WA
International President**

- Announcement of 2026 Conference Destination and Presentation from Co-Chairs

**13) Election of International Executive Committee (IEC) Officers Kris Koehler, RWP, R/W-AC
International Nominations & Elections Committee Chair**

- Nomination and Election of 2023-2024 International Executive Committee (IEC) Officers

**14) Election of Region Officers Kris Koehler, RWP, R/W-AC
International Nominations & Elections Committee Chair**

- Election of 2023-2024 Region Officers

15) Leadership Appointments. 2023-2024 International President-Elect

- Appointment of 2023-2024 International Committee Chairs, Vice Chairs and International Service Committee Members

**16) Installation of Officers TBD
Past International President XXXX-XXXX**

- Administration of the Oath of Office

**17) Acceptance of Office Fred Easton, Jr., PLS, SR/WA
2023-2024 International President**

- Acceptance of Office and Insights for the 2023-2024 Fiscal Year

**18) New Business Judy Jones, SR/WA
2022-2023 International President**

**19) Next Meeting Date and Adjourn Judy Jones, SR/WA
2022-2023 International President**

2022 – 2023 Summary of Actions

International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
IGC Meeting – Cleveland, Ohio June 9, 2022 Introductory meeting following the annual education conference in Cleveland. No motions were made.		
IEC Meeting via Email June 15, 2022 Motion to approve a second 6-month SR/WA extension for the following individuals, as recommended by IPEC: David Darden David Jackson Michael Paylor Rosalyn Richardson John Story		
	Jones/Godwin	Passed
IEC Meeting via WebEx June 23, 2022 Motion to approve extensions for SR/WA renewal for the following individuals, as recommended by IPEC: Cynde Barker – 6 month extension until January 1, 2022 Leonard Edwards – 1 year extension until October 1, 2022		
	Godwin/Easton	Passed
IEC Meeting via WebEx June 30, 2022 No motions made.		
IEC Meeting via WebEx July 7, 2022 No motions made.		
IEC Meeting – Fort Worth, Texas July 15-16, 2022 Motion for staff to provide select recordings of conference sessions and make available to members at a price of \$35.00 for members and \$50.00 for non-members. Blue Sky to be used for continuing education credit for recertification only.		
	Easton/Skinner	Passed
IGC Meeting via BlueJeans July 19, 2022 No motions made.		
IEC Meeting via WebEx July 28, 2022 Motion to accept the June 23, 2022 and June 30, 2022 IEC meeting minutes as submitted.		
	Skinner/Godwin	Passed
Motion for headquarters to move forward with purchasing a two-year contract for Higher Logic Thrive platform service.		
	Jones/Skinner	Passed
IEC Meeting via WebEx August 11, 2022 Motion to accept the recommendation of Executive Director Drennan to cancel Zendesk.		
	Bucan/Skinner	Passed

2022 – 2023 Summary of Actions International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
IGC Meeting via BlueJeans August 16, 2022		
No motions made.		
IEC Meeting via WebEx September 1, 2022		
Motion to approve the July 7, 2022 minutes as submitted.	Jones/Godwin	Passed
Motion to accept the proposal provided by staff to provide instructors to teach eight courses for Saudi Aramco with an anticipated net income of \$34,200.	Jones/Easton	Passed
Motion to accept the recommendation from Executive Director Drennan to transition our Professional Employer Organization (PEO) from Insuperity to TriNet with a final implementation date on or before January 1, 2023, superseding the accepted proposal from Vantagio, Ltd., on December 12, 2020.	Jones/Skinner	Passed
IEC Meeting via WebEx September 8, 2022		
No motions made.		
IGC Meeting – Gulf Shores, Alabama September 16 & 17, 2022		
Motion to accept the IGC Minutes as presented for June 4, 2022, June 9, 2022, July 19, 2022 and August 16, 2022.	R1 Mehler/R6 Harris	Passed
Motion to rescind the approved motion of June 4, 2022, which approved the International Investment Committee’s recommendation to transfer \$600,000 from checking and money market accounts to the investment account by the end of the first fiscal quarter of 2022-2023.	R4 Roma/R2 Newberry	Passed
Motion to accept the Reinstatement of Lapsed Credentials Policy as recommended by IPEC Credentialing Subcommittee.	R6 Harris/R5 Spence	Failed
Motion to accept the course update policy as recommended by IPEC.	R3 McCracken/R2 Newberry	Passed
Motion to approve the appraisal right of way certification pathway as recommended by the credentialing subcommittee with the clarification of 5 years and state licensed certified residential or certified general license.	R1 Mehler/Godwin	Withdrawn
Motion that chapters and regions are responsible to follow copyright laws and will be financially accountable for infringements and violations they commit. Headquarters will provide chapters with a statement regarding compliance with copyright law and a resource where chapters and regions can be provided images that comply with copyright law.	R6 Harris/R3 McCracken	Passed
Motion to raise non-member registration at the annual conference by \$250 on every level.	Easton/R3 McCracken	Passed
Motion to include reimbursement from the region travel funds be made available for region secretaries for attendance at the International Education Conference from previously approved \$2,500 funds for forums.	R7 Whelpley/R1 Mehler	Passed


2022 – 2023 Summary of Actions International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
IEC Meeting via WebEx September 22, 2022		
Motion to approve minutes for July, August and September 1, 2022 subject to final edits provided by Vice President Skinner.	Skinner/Godwin	Passed
Motion to adopt the Chapter Dissolution Task Force’s report and recommendations regarding chapter consolidation, as set forth below in full, and to incorporate same into the International Right of Way Association Policies and Procedures Manual, effective immediately:	Easton/Skinner	Passed
CONSOLIDATION		
Two or more adjacent Chapters may consolidate into one upon such terms as may be agreed upon between the Chapters and Passed by the International Governing Council.		
Each chapter shall adopt resolutions creating committees to meet and negotiate the terms of the consolidation which shall be written in the form of a Resolution. Once the committees agree to the proposed Resolution, each must report to their respective chapters in writing at a general membership meeting of the Chapter and by other appropriate distribution (for example, email to the Chapter Members and/or in the Chapter newsletter). Said report shall:		
<ol style="list-style-type: none"> 1. Summarize the reason(s) why the consolidation is proposed and state a proposed effective date for the consolidation; 2. Provide a copy of the proposed Resolution as agreed upon by the Committees; 3. State the date, time and location of the next General Membership Meeting at which a resolution to consolidate shall be considered by the membership, and 4. Be provided not less than thirty (30) calendar days prior to the date of the meeting. 		
The vote at each Chapters’ General Membership Meeting must be held in conformance with the Passed voting methods pursuant to each Chapters’ Bylaws. In the event that two- thirds (2/3) of the eligible voters approve the Resolution to consolidate the Chapter, notice of such action, signed by both Chapter Presidents, shall be forwarded to the International Executive Committee, through the Region Chair, requesting the IGC’s approval to consolidate.		
Notice to the IGC to request approval shall include the following:		
<ol style="list-style-type: none"> 1. A copy of the Passed Resolution, signed by each Chapter President and Secretary, 2. A detailed plan and schedule to consolidate finances, close out bank accounts, and provide records satisfactory to the IRWA CFO, 3. A copy of the proposed bylaws for the consolidated Chapter, 4. The proposed Chapter number and name (the Chapter formed may retain the name and number of one of the Chapters composing it, or a new number may be requested), 5. A draft notification for members of the chapters on details of the merger, including who constitutes the new executive board, which will be sent out by IRWA staff on completion of the merger. 		
The chapter consolidation shall not be completed until submitted to and Passed by the International Governing Council. If the IGC approves, then it shall report back with instructions to finalize merger which are to be completed within the Passed timeline. Once the chapter has completed the consolidation, IRWA staff will update the webpage and any internal documentation to reflect the change.		
Motion to approve staff attendance at the 2022 fall forums to include Members Services Manager Lopez to Region 9.	Godwin/Easton	Passed
IEC Meeting via WebEx October 12, 2022		
Motion to approve the minutes from September 8 th and September 22 nd , as corrected.	Jones/Skinner	Passed
Motion to approve expenses received from Region 5 Vice Chair Rob Kirkpatrick from conference and IGC meeting in Gulf Shores.	Godwin/Jones	Passed

2022 – 2023 Summary of Actions International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
IGC Meeting via BlueJeans October 18, 2022		
Motion to approve the 2021-2022 Audit as presented.	Jones/R1 Mehler	Passed
Motion to accept the minutes from the September 16-17, 2022 IGC meeting in Alabama as corrected.	R3 McCracken/R6 Harris	Passed
IEC Meeting via WebEx November 2, 2022		
Motion to approve the minutes from October 12, 2022, as presented.	Skinner/Godwin	Passed
Motion to remove the virtual attendance option at the 2023 Annual Education Conference in Denver.	Jones/Skinner	Passed
Motion to approve the redesigned logo for Chapter 44 as shown below:	Jones/Godwin	Passed
		
Motion to include Region Vice Chairs attendance in person at the IGC Milwaukee meeting on February 23-26, 2023.	Jones/Skinner	Passed
Motion to approve the recommendation from the IPEC Credentialing Subcommittee to extend Leonard Edwards credentials for one (1) final 6-month period.	Godwin/Bucan	Passed
Motion to approve the expense reimbursement requests for Deputy Director Meador and Vice Chair Mueller as submitted.	Jones/Skinner	Passed
IEC Meeting via WebEx November 10, 2022		
Motion to accept and approve the IPEC recommendation for PEAK, with the location to be determined.	Skinner/Godwin	Passed
Motion to move forward with IPEC's recommendation for two Course 219 pilots under the instructor development line item with dates to be determined by IPEC.	Jones/Godwin	Passed
Motion to approve IPEC's proposal to request funding from RWIEF for updating the Principals of Right of Way textbook.	Jones/Easton	Passed
Motion to move forward with the proposed schedule by IPEC to update the Principals of Right of Way textbook to have committees prepare for edits starting December 2022.	Easton/Skinner	Passed

2022 – 2023 Summary of Actions International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
IGC Meeting via BlueJeans November 15, 2022		
Motion to accept the October 18, 2022 IGC minutes as corrected.	R3 McCracken/R6 Harris	Passed
Motion to accept the PEAK training proposal as recommended by IPEC.	R9 Pittenridge/R1 Mehler	Passed
Motion to accept the updated R/W-AC Certification proposal as submitted and was seconded by Region 9 Chair Pittenridge.	Godwin/R9 Pittenridge	Failed
Motion to transfer \$100,000 from USA cash to eTrade bonds.	Godwin/Easton	Passed
IEC Meeting via WebEx December 8, 2022		
Motion to accept the recommendation of the IPEC Credentialing Subcommittee for a recertification extension to March 31, 2023 for Kimberly Bush.	Godwin/Skinner	Passed
Motion to accept the recommendation of the IPEC Credentialing Subcommittee for a second recertification extension to April 1, 2023 for Michael Frenette.	Godwin/Skinner	Passed
Motion to accept the recommendation of the IPEC Credentialing Subcommittee for a recertification extension to April 1, 2023 for Michelle Jardine.	Easton/Godwin	Passed
Motion to accept the recommendation of the IPEC Credentialing Subcommittee for a recertification extension to March 1, 2023 for Dionisio Marquez.	Skinner/Easton	Passed
Motion to accept the travel reimbursement request from Member Services Manager Aiyana Lopez received past the 30-day due date.	Skinner/Jones	Passed
IEC Meeting via WebEx December 15, 2022		
No motions made.		
IGC Meeting via BlueJeans December 20, 2022		
Motion to accept the minutes of the October 18, 2022 IGC meeting as amended.	R1 Mehler/R2 Newberry	Passed
Motion to allow use of the \$500 CHIP Growth Incentive by Chapter Education Chairs retroactive to the Fall Forums, upcoming Spring Forums or specific to the annual education conference in Denver.	R2 Newberry/R6 Harris	Passed
IEC Meeting via WebEx January 5, 2023		
Motion to extend Cynde Barker's request for a recertification extension of her SR/WA an additional three (3) months until April 15, 2023.	Godwin/Easton	Passed
Motion to accept the proposal from Chapter 78 to host the 2026 Annual Education Conference in Omaha, Nebraska.	Easton/Skinner	Passed

2022 – 2023 Summary of Actions International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
IEC Meeting via WebEx January 18, 2023		
Motion to accept the minutes of the January 5, 2023, IEC meeting with edits provided by Vice President Skinner. <i>(Vice President Skinner was not yet present for the vote)</i>	Easton/Godwin	Passed
Motion to accept the IPEC recommendation for an additional 6-month extension from February 2023 for Terry Barnett to complete all recertification credentialing.	Easton/Godwin	Passed
Motion to accept the IPEC recommendation for an additional 6-month extension from January 1, 2023, for Jeff Montgomery to complete all recertification credentialing.	Easton/Godwin	Passed
Motion to provide an extension for an additional three months until May 1, 2023 for Michael Odette to complete all recertification credentialing.	Easton/Godwin	Passed
Motion to approve the IPEC recommendation for an extension until May 2023 for Jenna Wood to complete all recertification credentialing.	Easton/Skinner	Passed
Motion to approve International Transportation Committee Chair Saenz travel reimbursement for the ITC Symposium in the amount not to exceed \$703.40 for flight and \$533.36 for hotel.	Godwin/Skinner	Passed
Motion to approve Secretary Bucan's expense reimbursement due to extenuating circumstances and excluding expenses while Region 5 Chair.	Godwin/Skinner	Passed
IEC Meeting via WebEx January 26, 2023		
Motion to accept the proposal from IPEC Curriculum Subcommittee as presented for rewriting Courses 400, 421 and 431, U.S. and Canadian, and to proceed with the recommended funding requests to both RWIEF and CRWEF.	Skinner/Godwin	Passed
Motion to approve the reimbursement request from Treasurer Godwin for his cell phone roaming charges.	Easton/Skinner	Passed
Motion to approve the reimbursement request from International Asset Management Vice Chair Alexandria Clark in the amount of \$403.96 for airfare to travel to the International Transportation Committee's symposium in Hilton Head, South Carolina, being held on March 31, 2023.	Easton/Godwin	Passed
Motion to approve Region 10 Vice Chair Vicki Green's travel request in the amount not to exceed \$170 for lodging the night before her flight to Milwaukee, Wisconsin, to attend the IGC meeting, due to extenuating circumstances, not intended to modify the current policies and procedures.	Godwin/Easton	Passed
Motion to approve the agreement with iDrive as presented.	Easton/Godwin	Passed
Motion to accept the Digital Advertising Proposal for implementation in the Weekly Buzz.	Skinner/Godwin	Passed
Motion to accept the editorial marketing plan and for staff to move forward with editorial and placement of advertising as presented within budget.	Skinner/Easton	Passed

2022 – 2023 Summary of Actions International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
IEC Budget Review Meeting via WebEx January 27, 2023		
Motion to increase the conference registration fee by \$100 for the annual education conference starting in 2024.	Skinner/Godwin	Passed
IEC Budget Review Meeting via WebEx January 30, 2023		
No motions.		
IEC Meeting via WebEx February 1, 2023		
Motion to accept the recommendation by IPEC Credentialing Subcommittee to deny reinstatement of Kevin Cerny's credentials.	Godwin/Skinner	Passed
Motion to accept the recommendation from IPEC to meet in Dallas on March 15th and 16th with stipulation that any IEC member will be subject to funds available in the budget.	Jones/Easton	Passed
Motion to approve IPEC proceeding with Course 219 Pilot with Chair Walker, Past IEC President Harrison, Vice Chairs Chambers and McDonald and Organizational Learning & Development Manager Vafamanesh to attend.	Jones/Easton	Passed
Motion to accept the request as received from IPEC for attendance and presentation of PEAK.	Jones/Godwin	Passed
Motion to approve travel reimbursement requests for Past President Farrell and Secretary Bucan.	Godwin/Easton	Passed
IEC Meeting via WebEx February 14, 2023		
Motion to approve the proposed 2023-2024 budget for presentation to IGC.	Godwin/Skinner	Passed
Motion to present the proposed new ChiP program to the IGC.	Skinner/Easton	Passed
Motion to accept the IPEC Credentialing Subcommittee recommendation for extension for Brandon Owen until July 1, 2023.	Skinner/Easton	Passed
Motion to accept the IPEC Credentialing Subcommittee recommendation for a 2-year recertification extension for Dennis Cate.	Godwin/Easton	Passed
MOTION TO AMEND the motion for a 1-year recertification extension for Dennis Cate until March 1, 2024.	Easton/Skinner	Passed
AMENDED MOTION for a 1-year recertification extension for Dennis Cate until March 1, 2024.	Godwin/Easton	Passed
Motion for Vice President Skinner to attend the IPEC meeting in Dallas as the IEC representative.	Jones/Easton	Passed
Motion to approve President Jones to attend as an assessor at the PEAK presentation in Chicago.	Jones/Skinner	Passed

2022 – 2023 Summary of Actions International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
IGC Meeting – Milwaukee, Wisconsin February 24-25, 2023		
Motion to accept the minutes of the December 20, 2022, IGC meeting, with edits.	R9 Pittenridge/R1 Mehler	Passed
Motion to increase line item 6810 travel for IGC meetings to \$110,000.	R7 Whelpley/R3 McCracken	Passed
Motion to approve the recommended budget, as amended, for presentation to chapter leadership at the region forums.	R9 Pittenridge/R6 Harris	Passed
Motion to pay the Chapter 88 claim of \$1,200 from IRWA and formulate a task force to stay ahead of this concern regarding copyright infringement.	R6 Harris/R9 Pittenridge	Failed
Motion to accept the consolidation of Chapters 66 and 79 into Chapter 79 Canadian Prairies.	R10 Turner/R8 Wong	Passed
Motion to accept the proposal to update the CHIP program as presented.	R7 Whelpley/R3 McCracken	Passed
Motion that the IGC endorse a resolution for the Board of Directors to amend the Bylaws as presented for typographical errors and recommendations.	R1 Mehler/R6 Harris	Passed
MOTION TO AMEND the motion to accept the proposed bylaw changes throughout the discussion with the exception of Article 10.	R1 Mehler/R7 Whelpley	Passed
AMENDED MOTION that the IGC endorse a resolution for the Board of Directors to amend the Bylaws as presented for typographical errors and recommendations, with the exception of Article 10.	R1 Mehler/R6 Harris	Passed
Motion to accept the Bylaws Task Force recommended changes to Article 10 of the proposed Bylaws.	R1 Mehler/R7 Whelpley	Passed
IEC Meeting via WebEx March 9, 2023		
Motion to approve all outstanding minutes from November 2, 2022 through February 14, 2023, with recommended edits.	Jones/Godwin	Passed
Motion to accept the recommendation from the IPEC Credentialing Subcommittee for SR/WA recertification extension for Beverly Fancy until October 15, 2023.	Jones/Skinner	Passed
Motion to accept the recommendation from the IPEC Credentialing Subcommittee for R/W-NAC recertification extension for Donna Harrison until August 1, 2023.	Jones/Godwin	Passed
Motion to accept the recommendation from the IPEC Credentialing Subcommittee for SR/WA recertification extension for Tim Huie until August 1, 2023.	Jones/Skinner	Passed
Motion to approve the IPEC Roles & Responsibilities Policy as amended.	Jones/Godwin	Passed
Motion to approve the Reinstatement of Lapsed Credentials Policy as presented to the IGC on February 24, 2023.	Jones/Godwin	Passed
Motion to approve the Right of Way Negotiation and Acquisition (R/W-NAC) Specialty Certification Capstone Exam Study Guide (U.S.) as submitted by IPEC Curriculum Subcommittee.	Jones/Skinner	Passed

2022 – 2023 Summary of Actions International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
<p>Motion to approve the following IPEC officers and members to hold a joint committee meeting during the Annual International Education Conference in Denver, Colorado, on June 23rd and June 24th and conference registration fee covered within the IPEC Committee budget:</p> <p>Janet Walker, SR/WA, Chair Beth Smith, SR/WA, Vice Chair Credentialing Subcommittee Dalton Vann, SR/WA, Vice Chair Curriculum Subcommittee Julie McDonald, SR/WA, Vice Chair Instructor Development Subcommittee Gina Anthony, SR/WA, Credentialing Subcommittee Member Andrew Sorba, SR/WA, Credentialing Subcommittee Member Leslie Findley, SR/WA, Curriculum Subcommittee Member Jeff Jones, SR/WA, Curriculum Subcommittee Member Krista Chambers, SR/WA, Instructor Development Subcommittee Member Conner McDonald, SR/WA, Instructor Development Subcommittee Member</p>	Jones/Godwin	Passed
<p>Motion to approve Region 7 Vice Chair Krista Chambers request for reimbursement for Fall Forum attendance expenses as submitted.</p>	Godwin/Skinner	Passed
<p>Motion to approve Chapter 4's new logo design as presented:</p> 	Jones/Godwin	Passed
<p>Motion to deny the Young Professional Committee's conference college outreach proposal sponsored by the Eminent Domain & Right of Way Club, as presented, due to the short time frame, logistics, liability and unanswered questions.</p>	Jones/Bucan	Passed
<p>IGC Meeting via BlueJeans March 21, 2023</p>		
<p>Motion to invest \$400,000 held in the Union Bank account into E*TRADE at the approved current investment ratios.</p>	Godwin/R9 Pittenridge	Passed
<p>Motion to transfer \$500,000 from cash account into five \$100,000 three-month CD's. Motion seconded by Region 3 Chair Newberry.</p>	Godwin/R2 Newberry	Passed
<p>IEC Meeting via WebEx March 23, 2023</p>		
<p>Motion to approve the Course Rewrites Policy as presented to the IGC for review on February 24, 2023.</p>	Easton/Godwin	Passed
<p>Motion to approve the delivery of a virtual dry run of the new 4-hour Uniform Act Requirements Course to the IGC as requested by the course developer, Lee Hamre SR/WA, with the date to be determined.</p>	Skinner/Easton	Passed
<p>Motion to award the Ronald Jourdan SR/WA Advancement Award to (redacted).</p>	Easton/Skinner	Passed
<p>Motion to redact award winner/recipient names from minutes until presentation at conference.</p>	Skinner/Easton	Passed

2022 – 2023 Summary of Actions International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
IEC Meeting via WebEx April 13, 2023		
Motion to approve the minutes of the March 9, 2023 and March 23, 2023 IEC meetings.	Skinner/Godwin	Passed
Motion to accept the recommendation from the IPEC Credentialing Subcommittee to deny the request for an extension for James Starr to recertify his SR/WA certification that expired April 1, 2020.	Skinner/Godwin	Passed
Motion to accept the recommendation from the IPEC Credentialing Subcommittee to deny the request for an extension for Greg Martin to recertify his SR/WA certification that expired September 1, 2020.	Skinner/Godwin	Passed
Motion to approve the request of the Young Professionals Committee to host a social event at the International Education Conference in Denver on June 24, 2023, as presented, subject to a clear definition of minimum expenditures and the approval of the contract as to form by General Counsel Arnold, Esq., SR/WA.	Easton/Skinner	Passed
Motion to accept and approve the policies and procedures for maintaining a chapter as received:	Godwin/Skinner	Passed

MAINTAINING A CHAPTER

The following metrics are considered to be key performance indicators to remain an active and successful Chapter within a Region. A Chapter should, at a minimum:

- Act in compliance with the International Right of Way Association Bylaws and the Chapter's own Bylaws, a copy of which shall be on file with the International Executive Committee and Headquarters;
- Conduct an annual election of officers in compliance with procedures approved by the International Nominations & Elections Committee and stated within the Chapter's Bylaws;
- Maintain a minimum of 29 members in good standing with the IRWA, and
- Complete required financial responsibilities, including the uploading of reports and completed forms at the direction of the CFO.

To further evaluate the health of a Chapter, Chapter leadership should annually assess their Chapter and provide a Chapter Health Assessment Report to the Region leadership at their Fall forums. The assessment will examine the following:

1. Financials
 - a. Is the Chapter making the required uploads?
 - b. Is the Chapter completing tax filings?
 - c. Is the Chapter Treasurer responding to inquiries from the IRWA CFO or other staff?
 - d. Is the Chapter financially stable?
 - i. Is the Chapter self-sufficient?
 - ii. Can the Chapter afford to send Officers/Directors to forums and Annual Meeting of the Board of Directors?
 - iii. Is the Chapter able to support events and activities that provide additional benefits to their membership (i.e., scholarship programs, networking events outside of meetings)?
 - iv. What are the overall financial trends of the Chapter (i.e., stable, growing, declining sharply)?
2. Executive Board Officers
 - a. Is the Chapter operating in accordance with the Chapter Bylaws and International Bylaws?
 - b. Is the Chapter holding regular meetings?
 - c. Is the Chapter finding it hard to have members step into leadership?
 - d. Is the Chapter holding elections?
 - e. Does the Chapter have the same Directors at conference every year?
3. Education
 - a. Is the Chapter holding courses?
 - b. What is the trend in the number of courses held by the Chapter?
 - c. What is the trend in the number of participants per course held by the Chapter?

2022 – 2023 Summary of Actions

International Executive Committee & International Governing Council

4. Membership
 - a. What are the trends in membership (steady, increasing, decreasing, sharply decreasing)?
 - b. Is the Chapter holding new member campaigns?
 - c. Is the Chapter holding networking events outside of Board or Chapter meetings?

5. Communications
 - a. Is the Chapter leadership communicating regularly with their members?
 - b. What is the process to discuss issues?
 - c. Are Chapter/Region leadership attending the appropriate information calls?
 - d. How is information flowing between Region, Chapter and membership?
 - e. Is Region leadership bringing issues they see forward to the International Executive Committee and/or staff?

Noncompliance with these key performance metrics may result in intervention by the International Executive Committee, providing recommendations and/or requirements to help revitalize the Chapter, including, but not limited to:

1. Assembling a meeting with the Chapter Officers, Region Chair and IRWA Executive Director to establish short term goals (6-12 months) and long term goals (13-24 months) for the Chapter;
2. If the Chapter is unable to achieve the agreed upon goals, and consistently fails to meet multiple key performance indicators, the International Governing Council may vote to sanction the Chapter, including, but not limited to:
 - a. Suspension of officer(s) on the Executive Board;
 - b. Call for a special election to replace officer(s) on the Executive Board;
 - c. If the Chapter is still unable to achieve the agreed upon goals, the International Governing Council may recommend that the Chapter dissolve or consolidate with another Chapter in accordance with the Policies and Procedures described below;
 - d. The International Governing Council may vote to dissolve a Chapter for non-compliance.

However, if a non-functioning chapter is existing in name only, has no elected officers and no existing members to support an election of officers or to support the required committees outline in the International Bylaws, the International Executive Committee has the authority to immediately close the non-functioning chapter.

IGC Meeting via BlueJeans

April 19, 2023

No motions.

IEC Meeting via WebEx

April 20, 2023

Motion to accept the recommendation from the IPEC Credentialing Subcommittee for an initial 6-month extension to November 1, 2023, for Dale Aukee to recertify his SR/WA certification (expires May 1, 2023).	Godwin/Skinner	Passed
Motion to approve moving forward with the formation of the Right of Way Surveying & Engineering Certification Program (R/W-SEC) as presented by IPEC.	Easton/Skinner	Passed
Motion to allow the payment of the registration fee to attend the annual education conference in Denver be paid for the Young Professional Committee Chair, Tiara McCray, from the Young Professional Committee's existing bank balance (not budgeted travel funds).	Jones/Godwin	Passed
Motion to approve international committee chairs and vice chairs funding for travel to conference as outlined in the travel letter that went out earlier by President Jones.	Godwin/Jones	Passed

2022 – 2023 Summary of Actions International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
IEC Meeting via WebEx April 27, 2023		
Motion to approve the Alaska chapters consolidated logo as submitted:	Skinner/Jones	Passed
IEC Vote via Email May 5, 2023		
Motion to award the 2023 Lifetime Achievement Award to (redacted).	Jones/Easton	Passed
IEC Meeting via BlueJeans May 11, 2023		
Motion to approve the minutes of the April 13, 2023, April 20, 2023, and April 27, 2023, IEC meetings.	Skinner/Godwin	Passed
Motion to approve the expense reimbursement request from Region 4 Vice Chair Ross Greene for attendance at the IGC meeting in Milwaukee received past 30 days since the expenses were incurred.	Jones/Skinner	Passed
Motion to approve the expense reimbursement request from INEC Chair Kris Koehler for attendance at the Region 5 spring forum in the amount of \$1,000, whereas \$500 per region forum was budgeted.	Godwin/Skinner	Failed
Motion to approve the contract in the amount of \$5,000 to provide American Sign Language (ASL) interpreter services for the annual conference in Denver, as presented.	Godwin/Easton	Passed
IGC Meeting via WebEx May 16, 2023		
Motion to approve the minutes from the IGC meetings on February 24-25, 2023, March 21, 2023 and April 19, 2023.	R1 Mehler/R3 McCracken	Passed
Motion that all bylaw amendments approved at the February 25, 2023, IGC meeting be presented as a single resolution for the Board of Directors (Board) to consider, with the exception of Article V, Section 2, fourth bullet point, which would be presented to the Board as a separate motion.	R1 Mehler/R3 McCracken	Passed
IEC Meeting via Email May 16, 2023		
Motion to approve the funding for the five members of the International Ethics Committee to meet at conference within their current budget of \$5,000. Funding to include transportation, two nights lodging and unprovided meals in accordance with the travel reimbursement policy.	Bucan/Godwin	Passed
IEC Meeting via WebEx May 18, 2023		
No motions.		

2022 – 2023 Summary of Actions International Executive Committee & International Governing Council



LOCATION/DATE/ACTION	MOVED/SECONDED	OUTCOME
IEC Meeting via WebEx May 25, 2023		
Motion to allow the International Treasurer the authority to approve the expense reimbursements submitted by the Region 5 vice chair and secretary, with the prior approval of the vice chair, in the absence of Region 5 Chair Otto Spence due to illness.	Jones/Godwin	Passed
IEC Meeting via WebEx June 1, 2023		
IEC Meeting via WebEx June 8, 2023		
IEC Meeting via WebEx June 15, 2023		
IGC Meeting via WebEx June 20, 2023		
IEC Meeting via WebEx June 23, 2023		
IGC Meeting via WebEx June 24, 2023		

Income				
Proposed 2023-24 Budget	2022-23 Budget	2021-22 Actual	Description	Assumptions and Strategy
40: Education Income \$1,884,399.92	\$2,024,739.00	\$1,646,072.25	Classroom (In-person & Virtual) of Chapter and IRWA Courses Online Education RWIEF Funding Request Certification and Designation PEAK Registration Fees	Based on an average of 12 attendees per course over 350 courses. This is an increase from last year but given anticipated demand we believe this is achievable.
41: Advertising Income \$240,000.00	\$213,000.00	\$225,395.30	Income from Right of Way Magazine and website advertising.	Magazine advertising continues to be strong and with the rollout of new website and Leaders Edge advertising we anticipate greater revenue.
43: Investment Income \$60,000.00	\$30,000.00	\$30,930.31	Recognized income from investments	We are anticipating greater income from investments.
44: Membership Income \$1,716,700.00	\$1,764,843.75	\$1,572,600.46	New and renewing Regular Members, Agency and Corporate Members Application Fees.	While we have still are recovering from the pandemic, we are experiencing near record numbers of new members per month. Based on 34 corporations, 18 Agencies and 80 new members per month and 5,241 renewing members.
45: Merchandise Sales \$7,265.00	\$6,321.00	\$5,445.00	Income from the sale of IRWA branded merchandise.	Based on typical statistics.
46: Other Income \$2,840.00	\$7,950.00	\$245,337.18	Affiliate dues, magazine subscriptions and miscellaneous.	A decrease in dues, as JCCA is not renewing. \$237,500 PPP Loan forgiven in 2021 - 22.
47: Seminars & Conferences \$966,375.00	\$788,300.00	\$685,728.00	Revenue from International Conference to be held in Long Beach, CA	Estimated to have 10 advertisers, 34 exhibitor, 997 attendees and 14 Sponsor at the conference in Long Beach.
Total Income \$4,877,579.92	\$4,835,153.75	\$4,411,508.50	All Ordinary Revenue Sources	Increases in revenue based on increased courses, attendees per course, membership gains and conference registration.

Expense				
Proposed 2023-24 Budget	2022-23 Budget	2021-22 Actual	Description	Assumptions and Strategy
50: Cost of Goods Sold \$5,849.17	\$5,833.45	\$4,671.75	Cost of pins, plaques and PROW book sold.	Based on historical average.
55: Education Expenses \$350,707.69	\$299,933.60	\$338,702.14	Expenses related to conducting educational courses.	With an increase of courses will come associated costs, but we are expecting savings with new procedures to save costs in shipping course materials.
597: Building Operation \$112,474.39	\$107,960.90	\$109,996.68	Building fees, depreciation, maintenance, taxes, and utilities	Based on current amounts.
60: Payroll & Benefits \$2,112,580.67	\$2,105,179.72	\$1,724,399.74	Payroll, benefits, and pension expenses for 21 full-time staff.	One of the two vacant positions is expected to be filled early in the fiscal year, while the other is budgeted to be filled after the first quarter.
67: Seminars & Conferences \$896,198.00	\$759,280.00	\$890,700.76	All expenses related to the production and execution of the Annual Education Conference to be held in Long Beach, CA.	The increase of costs for conference is expected to be offset by the increase of registration.
74: Travel- Regions \$75,000.00	\$75,000.00	\$30,572.23	Travel expense for Region Chairs, Vice Chairs, and Secretaries (excluding Chairs/RVC travel to IGC meetings/conference)	Budget amount decided by IGC votes and is expected to be closer to anticipated actual amount due to relaxing of restrictions.
75: Travel – Industry Committees \$31,000.00	\$49,500.00	\$11,301.21	Travel expense for Industry Committees.	Travel for committees has been adjusted based on funding requests.
76: Travel – Service Committees \$88,000.00	\$97,000.00	\$34,726.73	Travel expense for Service Committees	Travel for committees has been adjusted based on funding requests.
77: Travel- Other \$12,550.00	\$15,000.00	\$0	Travel for agency/allied organization liaisons including Appraisal Foundation.	The budget has been increased in order to continue to promote and market the IRWA.
78: Travel – IEC/IGC \$253,000.00	\$266,000.00	\$223,739.78	Travel expense for IEC & IGC leadership	Due to increases in travel costs one of the two scheduled IGC meetings will not have Region Vice Chairs attending.
79: Travel- Staff \$95,000.00	\$92,500.00	\$46,426.82	Travel expense for governance meetings and assigned staff attendance at region forums and chapters as needed.	Increase in funding for staff travel to assist chapter and carry out recommended chapter audits.
80: Administrative Expenses \$789,393.58	\$933,251.50	\$753,333.70	All costs related to providing support services to conduct the business of the Association.	Expect costs to increase due to inflation, but staff has found savings and procedure changes to help offset the increase.
88: Income Taxes \$30,000.00	\$20,000.00	\$36,956.75	Federal and State income taxes for Unrelated Business Income Tax (UBIT) of the Association activities.	Based on current projections.
Total Expense \$4,851,753.50	\$4,826,439.17	\$4,205,528.29	All Ordinary expenses needed to conduct normal business.	Expenses are anticipated to be higher primarily due to inflation and recovery from pandemic.

Net Income				
Proposed 2023-24 Budget	2022-23 Budget	2021-22 Actual	Description	Assumptions and Strategy
Net Income \$25,826.42	\$8,714.58	\$4,683.93	Net income for the Association.	Budgeted increases in net income will be due to increases in education and membership income, offset by lower costs.

**International Right of Way Association
Proposed 2023-24 Budget**

	Budget	IGC	Actual	
	Current Year	8th Draft		
	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '21 - Jun 22	
Ordinary Income/Expense				
Income				
40 · EDUCATION INCOME				
410 · COURSE INCOME - CLASSROOM				
990 · IRWA Sponsored Courses		904,615.38		Based on an average of 12 attendees and 350 courses.
4996 · IRWA Sponsored Course Income	406,218.00		221,803.51	
Total 990 · IRWA Sponsored Courses	406,218.00	904,615.38	221,803.51	
Total 410 · COURSE INCOME - CLASSROOM	912,984.00	904,615.38	737,729.22	
415 · COURSE INCOME - ONLINE				
Total 415 · COURSE INCOME - ONLINE	925,000.00	833,784.54	808,676.00	Includes a discount of %13.5 historical ratio of discount divided by total sales of online courses. - % base
920 · EDUCATIONAL INCOME - OTHER				
4945 · Contribution Revenue	60,000.00	37,000.00	0.00	Leaders Light the Way scholarship to be completed by May 31, 2024
4950 · Credentialing Income	82,000.00	91,500.00	88,486.75	
4955 · Course Revenue - Misc.	3,000.00	2,500.00	2,699.07	Course challenges, exam retakes.
4960 · Education Sponsorship Income	0.00	0.00	250.00	Sponsorship of course material in person or virtual.
4965 · PEAK	19,800.00	0.00	0.00	No PEAK planned for 2023 - 24
4975 · Online Seminars - IRWA	15,000.00	6,000.00	3,000.00	Private company trainings.
4990 · Textbooks - Optional Sales	2,065.00	6,000.00	3,102.59	Based on \$500 average monthly course material sales and misc. books sold.
4991 · Textbooks - PROW Book	3,690.00	1,500.00	690.00	We anticipate to sell 10 copies of PROW to members at \$60.00 and 12 to non-members at \$75.00 each.
4997 · Vendor Discount	1,200.00	1,500.00	1,438.62	Misc. vendor discounts
Total 920 · EDUCATIONAL INCOME - OTHER	186,755.00	146,000.00	99,667.03	
Total 40 · EDUCATION INCOME	2,024,739.00	1,884,399.92	1,646,072.25	
41 · ADVERTISING INCOME				
4010 · Magazine	180,000.00	175,000.00	189,770.02	
4015 · Website - Job Posting	28,000.00	40,000.00	35,625.28	
4016 · Digital Ads	5,000.00	25,000.00	0.00	
Total 41 · ADVERTISING INCOME	213,000.00	240,000.00	225,395.30	
43 · INVESTMENT INCOME				
4020 · Interest & Dividend Income	30,000.00	60,000.00	30,930.31	
Total 43 · INVESTMENT INCOME	30,000.00	60,000.00	30,930.31	
44 · MEMBERSHIP INCOME				
4033 · Member Dues - Agency	127,500.00	100,800.00	90,923.93	Based on 18 Agencies at an average of \$5,600 - Renewing & New
4034 · Member Dues - Corporate	277,500.00	265,200.00	154,352.38	Based on 34 Corporations at an average of \$7,800. - Renewing & New
4035 · Member Dues - Application Fee	15,000.00	16,500.00	18,424.13	Base on 660 new members at \$25.0. each. 300 new members are through PP or Chapters' recruitments.
4037 · Member Dues - Late Fees	0.00	0.00	0.00	
4039 · Member Dues - New	120,656.25	175,500.00	127,847.00	Base on an average of 80 new members per month.
4041 · Member Dues - Regular Renewal	1,224,187.50	1,158,700.00	1,181,053.02	
Total 44 · MEMBERSHIP INCOME	1,764,843.75	1,716,700.00	1,572,600.46	
45 · MERCHANDISE - SALES				
4490 · Sales of Merchandise	6,321.00	7,265.00	5,445.00	As Price of plaques are increasing, prices are adjusted in this line item. Large from \$70 to \$85, PP from \$75 to \$90 and Medium from \$62 to \$70.
Total 45 · MERCHANDISE - SALES	6,321.00	7,265.00	5,445.00	
46 · OTHER INCOME				
4031 · Dues - Affiliates	7,400.00	2,400.00	7,400.00	South Korea Only, JCCA is not renewing for 2023 - 24 (\$7,400 -5,000 = \$2,400)
4043 · Contribution Income		0.00	0.00	
4045 · Magazine Subscription Income	450.00	240.00	220.00	
4050 · Miscellaneous Income	100.00	200.00	237,717.18	\$237,500 PPP Loan forgiven in 2021 - 22
Total 46 · OTHER INCOME	7,950.00	2,840.00	245,337.18	
47 · SEMINARS & CONFERENCES				
950 · INTERNATIONAL CONFERENCE				
4667 · Advertising Revenue	7,000.00	7,000.00	4,968.00	
4669 · Exhibitors Income	64,000.00	87,000.00	60,050.00	Based on 34 Exhibitors
4675 · Registration Income	575,650.00	710,875.00	476,885.00	Based on 997 attendees - Increase for \$100 member registration is approved by IEC.
4677 · Sponsorship Income	141,650.00	161,500.00	143,825.00	Based on 14 Sponsors
Total 950 · INTERNATIONAL CONFERENCE	788,300.00	966,375.00	685,728.00	
975 · OTHER SEMINARS & CONFERENCES				
4680 · FAU PRES				
4680R · Registration Income	0.00	0.00	0.00	
4680S · Sponsorship Income	0.00	0.00	0.00	
Total 4680 · FAU PRES	0.00	0.00	0.00	
Total 975 · OTHER SEMINARS & CONFERENCES	0.00	0.00	0.00	
Total 47 · SEMINARS & CONFERENCES	788,300.00	966,375.00	685,728.00	

**International Right of Way Association
Proposed 2023-24 Budget**

	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '21 - Jun 22	
Total Income	4,835,153.75	4,877,579.92	4,411,508.50	
Expense				
50 · COST OF GOODS SOLD				
5001 · Merchandise	4,565.17	5,260.01	4,469.25	Based on sales of pins and Plaques A/C 4490
5002 · Merchandise - PROW Book	1,268.28	589.16	202.50	Based on sales of PROW A/C 4991
Total 50 · COST OF GOODS SOLD	5,833.45	5,849.17	4,671.75	
55 · EDUCATION EXPENSES				
501 · COURSE EXPENSES		194,923.08		21.5% of classroom course income is anticipated.
5070 · SR/WA Expenses	2,558.58		579.26	21.5%
Total 501 · COURSE EXPENSES	138,009.00	194,923.08	220,202.47	Depends on course income - % Base
595 · EDUCATIONAL EXP. - OTHER				
5069 · Royalty				
50690 · Royalty Online	15,000.00	28,917.38	27,015.00	OR Colan
Total 5069 · Royalty	15,000.00	28,917.38	27,015.00	
5005 · Scholarship Expense	0.00	26,000.00	8,735.00	LLW scholarship to be completed by May 31, 2024
5008 · Class Incentive	60,000.00	40,000.00	36,000.00	
5009 · Class Incentive - Other	14,700.00	0.00	0.00	
5010 · Course Development Expenses	0.00	0.00	0.00	Either paid by the foundations or HQ to be amortized.
5012 · Course Expenses - Misc.	0.00	4,000.00	3,631.45	Storage cost at Mimeo (PROW, Maps, Eng. Tools, etc.).
5014 · Course Revision Expenses	0.00	0.00	0.00	
5016 · Course State Certification	13,800.00	13,569.23	9,928.70	1.5% of classroom course income is anticipated. - % base
5020 · Credentialing Expense	3,719.60	3,900.00	3,762.64	Based on actual cost of certification pins and plaques. A 5% increase due to inflation is anticipated.
5028 · PEAK	15,000.00	0.00	0.00	No PEAK for 2023 - 24
5032 · Instructors' Develop.	10,000.00	5,000.00	2,194.95	Cost of new pilot courses hosted by HQ
5036 · Instructors' Material	9,600.00	13,650.00	12,016.22	Based on average historical cost of \$13K plus 5% inflation.
5050 · Marketing Expense for Courses	5,000.00	5,000.00	0.00	
50600 · Online Hosting	9,000.00	11,748.00	8,070.00	Based on existing contract with blue sky, adjusted for inflation of 5%.
50650 · Online Seminars - IRWA	3,605.00	0.00	3,909.40	Based on existing contract with SCORM, adjusted for inflation of 5%.
5066 · P/P/S Education	2,500.00	4,000.00	3,236.31	Misc. printing and shipping course material and inventory usage.
5068 · PROW Expenses	0.00	0.00	0.00	We may approach RWIEF to fund the update. Also using IRWA magazine platform to have a soft copy available.
Total 595 · EDUCATIONAL EXP. - OTHER	161,924.60	155,784.61	118,499.67	
Total 55 · EDUCATION EXPENSES	299,933.60	350,707.69	338,702.14	
597 · BUILDING OPERATION				
6003 · Bank Interest	0.00	0.00	0.00	
6004 · Building Association Fee	15,296.40	15,586.20	14,844.00	Anticipated increase of 5% due to inflation
6005 · Building Depreciation	37,022.40	37,022.40	37,022.40	Based on actual amount
6010 · Building Insurance - Commercial	0.00	0.00	0.00	Part of the commercial insurance expense in G&A section.
6028 · Building Maintenance	18,644.40	22,420.53	21,352.89	Anticipated increase of 5% due to inflation
6031 · Building Property Tax	26,997.70	27,245.25	26,451.70	Anticipated increase of 3%
6036 · Building Utilities	10,000.00	10,200.00	10,325.69	Based on an anticipated \$850 per month
Total 597 · BUILDING OPERATION	107,960.90	112,474.39	109,996.68	
60 · PAYROLL & BENEFITS				
6020 · Payroll	1,525,492.55	1,600,439.90	1,276,727.48	
6030 · Pension Plan	61,019.70	64,017.60	48,523.51	Based on 4% of payroll - % Base
6040 · Taxes & Benefits	518,667.47	448,123.17	399,148.75	Based on 28% of payroll - % Base
Total 60 · PAYROLL & BENEFITS	2,105,179.72	2,112,580.67	1,724,399.74	
67 · SEMINARS & CONFERENCES EXPENSES				
65 · INTERNATIONAL CONFERENCE				
Total 65 · INTERNATIONAL CONFERENCE	759,280.00	896,198.00	890,700.76	
70 · OTHER SEMINARS & CONFERENCES				
Total 67 · SEMINARS & CONFERENCES EXPENSES	759,280.00	896,198.00	890,700.76	
73 · LEADERSHIP TRAVEL / INCIDENTALS				
74 · TRAVEL - REGIONS				
6501 · Region 1	7,500.00	7,500.00	1,029.38	Per IGC vote
6502 · Region 2	7,500.00	7,500.00	1,533.92	Per IGC vote
6503 · Region 3	7,500.00	7,500.00	4,464.26	Per IGC vote
6504 · Region 4	7,500.00	7,500.00	5,451.47	Per IGC vote
6505 · Region 5	7,500.00	7,500.00	0.00	Per IGC vote
6506 · Region 6	7,500.00	7,500.00	3,855.77	Per IGC vote
6507 · Region 7	7,500.00	7,500.00	2,244.52	Per IGC vote
6508 · Region 8	7,500.00	7,500.00	2,377.12	Per IGC vote
6509 · Region 9	7,500.00	7,500.00	3,242.69	Per IGC vote
6510 · Region 10	7,500.00	7,500.00	6,373.10	Per IGC vote
Total 74 · TRAVEL - REGIONS	75,000.00	75,000.00	30,572.23	

**International Right of Way Association
Proposed 2023-24 Budget**

	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '21 - Jun 22	
75 · TRAVEL - INDUSTRIES				
6630 · Leadership Development Council	0.00	0.00	0.00	
6673 · Special Committee Projects	0.00	0.00	0.00	
751 · Industry Communities	0.00	0.00	0.00	
755 · Industry Committees				
6605 · Asset Management COP	0.00	3,000.00	1,390.57	
6615 · Environment	0.00	3,000.00	560.68	
6640 · Public Agency Committee	0.00	3,000.00	3,388.18	
6650 · Relocation Assistance	0.00	3,000.00	2,569.05	
6660 · Transportation Committee	0.00	3,000.00	2,096.35	
6665 · Electric & Utilities Committee	0.00	3,000.00	0.00	
6670 · Valuation	0.00	3,000.00	1,296.38	
755 · Industry Committees - Other	0.00	10,000.00	0.00	
Total 755 · Industry Committees	49,500.00	31,000.00	11,301.21	
Total 75 · TRAVEL - INDUSTRIES	49,500.00	31,000.00	11,301.21	
76 · TRAVEL - SERVICE COMMITTEES				
6755 · International Relations	5,000.00	3,000.00	2,147.19	
6675 · Ethics Committee	5,000.00	3,000.00	2,788.55	
6680 · Marketing & Membership Committ	4,000.00	14,000.00	0.00	
6681 · Credentialing Committee	0.00	0.00	0.00	
6683 · Finance Committee	10,000.00	10,000.00	0.00	
6685 · Nomination & Election Committee	30,000.00	25,000.00	21,728.26	
6690 · IPEC	40,000.00	30,000.00	8,062.73	2 in-person meetings.
6695 · Young Professional	3,000.00	3,000.00	0.00	
Total 76 · TRAVEL - SERVICE COMMITTEES	97,000.00	88,000.00	34,726.73	
77 · TRAVEL - OTHER				
6710 · Agency Liaison	1,500.00	1,550.00	0.00	
6720 · Allied Organizations	12,000.00	8,000.00	0.00	ASHTO & other organizations to visit by IEC designated and preapproved individuals.
6730 · Appraisal Foundation	1,500.00	3,000.00	0.00	2 meetings, requested by Smed Bernard.
6750 · Committee Chair/Vice Meeting	0.00	0.00	0.00	
Total 77 · TRAVEL - OTHER	15,000.00	12,550.00	0.00	
78 · TRAVEL - IEC/IGC				
6805 · IEC Meeting	16,000.00	16,000.00	18,055.03	1 IEC Planning Meeting
6810 · IGC Meeting	105,000.00	110,000.00	93,024.92	2 IGC Meeting with Chairs & Vice Chairs
6815 · IEC Regional Meetings	20,000.00	24,000.00	16,715.68	10 region fall forums, 10 region spring forums.
6817 · IEC Chapter Visits	10,000.00	3,000.00	308.40	
6820 · IEC Committee Liaison	5,000.00	5,000.00	1,441.03	
6825 · IEC/IGC Annual Conference	100,000.00	110,000.00	85,301.65	
6830 · IEC Other Expenses	5,000.00	5,000.00	8,893.07	
6835 · IEC/IGC International Travel	5,000.00	5,000.00	0.00	
Total 78 · TRAVEL - IEC/IGC	266,000.00	278,000.00	223,739.78	
79 · TRAVEL - STAFF				
6855 · IEC Meeting	5,000.00	5,000.00	3,362.18	Based on 3 staff attending 2 IEC meetings.
6860 · IGC Meeting	12,000.00	12,000.00	5,937.51	Based on 4 staff attending 2 IGC meetings. Depends on location.
6865 · Regional Meetings	30,000.00	24,000.00	10,296.54	Based on 1 staff attending 2 forums. Depends on location.
6870 · Committee Liaison	5,000.00	5,000.00	1,200.61	2 in-person meetings.
6875 · Chapter Meetings	18,000.00	24,000.00	957.12	
6880 · Other Expenses	22,500.00	25,000.00	24,672.86	Staff visiting HQ, RWIEF, ROWCC and other associations.
6885 · Staff International Travel	0.00	0.00	0.00	
Total 79 · TRAVEL - STAFF	92,500.00	95,000.00	46,426.82	
Total 73 · LEADERSHIP TRAVEL / INCIDENTALS	595,000.00	579,550.00	346,766.77	
80 · ADMINISTRATIVE EXPENSES				
7005 · Public Relations	20,000.00	5,000.00	0.00	For possible items like Amicus Brief.
7010 · Assets Costing Less Than \$250	3,500.00	2,500.00	2,043.88	Asset costing too small to be depreciated.
7020 · Awards & Recognition	5,000.00	5,500.00	5,043.89	Anticipated increase of 3% is postage and 5% cost due to inflation.
7050 · Bad Debt Expense	2,000.00	2,000.00	-305.48	As a procedural formality, we have to record bad debt based on A/R balance on a quarterly basis.
7100 · Bank Charges & Credit Card Fees	140,219.46	141,992.40	116,571.57	We anticipate for the bank and credit card fees to be 3% of total income. - % Base
7130 · Car Expenses	1,000.00	0.00	0.00	Mileage expense is allocated under travel expenses.
7155 · Computer Consulting Fees	6,000.00	4,000.00	3,000.00	External IT consultant for database and programming
7160 · Constant Contact Email	5,607.00	0.00	5,516.00	Replaced by higher logic upgrade.
7200 · Depreciation & Amortization	105,600.00	53,000.00	110,241.88	Inclusive of 2 pilot courses.
7220 · Dues & Subscriptions	4,500.00	4,500.00	3,373.92	ASAE x 3, CAASAE, , TXASAE, Style Guide, MPI x 2, Survey Monkey, FT, WSJ, GTXcel for PROW digitalization and other small item.
7250 · Dues-Appraisal Foundation	4,608.00	3,700.00	4,269.00	AF annual base fee and per capita.
7265 · CEO Search	0.00	0.00	0.00	

**International Right of Way Association
Proposed 2023-24 Budget**

	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '21 - Jun 22	
7310 · Insurance-D&O	12,766.00	12,771.48	12,163.31	Anticipated increase of 5%
7320 · Insurance-D&O-Chapters	12,766.00	12,771.35	12,163.19	Anticipated increase of 5%
7340 · Insurance-General Liability	4,807.00	4,700.00	4,484.00	Anticipated increase of 5%
7350 · Inventory Obsolescence	0.00	2,000.00	6,685.34	
7375 · Leadership Development	50,000.00	10,000.00	1,029.32	Chapter leader training (Roberts Rule) - May Request funding from RWIEF
7390 · Mail Equipment Maintenance	0.00	1,500.00	1,385.22	Maintenance fee for mail equipment.
7440 · Magazine-Printing	43,200.00	40,000.00	42,417.51	As about 50% of new members prefer digital issues, we anticipate to see a reduction in cost of printing magazine. However, due to inflation, cost of paper is anticipated to increase by 15%. As a result we should see very little effect on cost of printing magazine.
7450 · Magazine-Postage	25,200.00	26,000.00	27,646.18	As about 50% of new members prefer digital issues, we anticipate to see a reduction in cost of printing magazine. However, due to inflation, cost of postage is anticipated to increase by 5%. As a result we should see very little effect on cost of mailing magazine.
7460 · Magazine-Art Work/Photography	700.00	500.00	0.00	IRWA president's photoshoot at conference.
7470 · Magazine-Other	11,688.00	10,368.00	11,092.58	Inclusive of GTxcel contract (\$7,680.00), Getty Images (\$2,388.00) and Evolve proof reading (\$75.00 per issue, 4 issues a year).
7480 · Maintenance-AMS	12,424.00	23,200.00	22,100.40	Abila customization maintenance and SAS to function with Blue Sky and Higher Logic. We anticipate an increase of 5%.
7485 · Maintenance-Computer&Peripheral	32,227.24	32,800.00	32,897.85	Inclusive of BIT, Scantron SOS, ADOBE and Misc. software's. We anticipate an increase of 5% in 2023 - 24.
7505 · Marketing & Development				
7505E · M'keting & Dev. - Editorial	15,000.00	25,000.00	0.00	Ad in other periodicals
7505F · M'ting & Dev. - F/Op Trade Show	40,000.00	18,000.00	6,043.94	Presentation package and swags.
7505M · M'ting & Dev. - F/Op Membership	20,000.00	15,000.00	13,669.47	
Total 7505 · Marketing & Development	75,000.00	58,000.00	19,713.41	
7530 · Membership Certificate & Pin	2,000.00	2,880.00	1,713.80	Based on \$3.00 per pin sent to 960 new members.
7540 · Membership-Higher Logic	28,524.00	43,665.00	27,249.29	Subject to 2.5% increase per contract.
7550 · Membership Renewal Mailings	3,000.00	5,000.00	7,692.11	Estimated cost of mailing 3,500 invoices in December 2023 or January 2024.
7600 · Miscellaneous Expenses	2,000.00	1,000.00	764.67	Unusual and infrequent expenses
7650 · Postage & Shipping	20,000.00	15,000.00	15,884.53	Anticipated increase of 4.5% for US and Canada from the actual of last 5 years.
7660 · Printing	1,700.00	1,100.00	1,055.50	Business cards and misc. print cost.
7670 · Professional-Audit	40,000.00	37,800.00	36,000.00	Anticipated increase of 5%
7680 · Professional-Cdn Account.	2,580.00	2,200.00	2,086.83	Anticipated increase of 5% - Rounded up
7700 · Professional-Legal	10,000.00	5,000.00	3,640.00	Contract reviews by a Not for Profit Attorney.
7720 · Professional-Consulting	17,000.00	0.00	15,348.71	
7730 · Organizational Remodeling	0.00	0.00	0.00	
7740 · QB Online for Chapters/Regions	38,325.00	55,000.00	31,345.92	QBs online for 66 chapters and 7 regions.
7741 · QBs Enterprise for HQ	2,716.80	4,360.00	3,376.46	QBs for HQ, an increase of 2% is anticipated.
7800 · Rent-Offsite Storage	4,572.00	4,900.00	4,402.00	Anticipated increase of 5% - Rounded up
7820 · Staff Recruitment	5,000.00	0.00	2,531.36	
7840 · Supplies-Kitchen	4,992.00	5,562.00	2,365.62	
7850 · Supplies-Office	11,000.00	11,700.00	9,574.63	
7870 · Taxes & Licenses	3,645.00	3,200.00	3,620.28	Unsecured property tax and misc. state and federal filing fee.
7875 · Teleconferencing	9,376.00	8,800.00	10,844.06	Blue jeans annual cost per contract expiring on August 2023, plus an anticipated 0.05% increase
7890 · Telephone	28,074.00	17,150.00	28,499.44	Inclusive of internet upgrade from TelePacific.
7910 · Temporary Help	6,000.00	0.00	14,928.40	
7930 · Training & Development - Staff	32,500.00	34,050.00	5,747.29	Maria to become Notary public, ASAE training, graphic design Community Brand, Misc. training.
7950 · Uncategorized Expenses	0.00	0.00	0.00	
7970 · Vacation Expense	15,000.00	10,000.00	16,906.47	Due to staff shortages
7990 · Website - Database				
7992 · Website - American Eagle	11,970.00	11,400.00	11,400.00	Anticipated increase of 5%
7994 · Website - Database - KSP	20,000.00	20,000.00	20,000.00	Anticipated increase of 5%
7996 · Website - Database - NetFORUM	34,464.00	32,823.36	32,823.36	Anticipated increase of 5%
7990 · Website - Database - Other	0.00	0.00	0.00	
Total 7990 · Website - Database	66,434.00	64,223.36	64,223.36	
Total 80 · ADMINISTRATIVE EXPENSES	933,251.50	789,393.58	753,333.70	
88 · INCOME TAXES				
8800 · Federal and State Income Taxes	20,000.00	30,000.00	36,956.75	Unrelated Business Income Tax (UBIT) on Magazine and Conference Advertising income less direct and indirect expenses. Expenses are reduced due to providing digital magazine option.
Total 88 · INCOME TAXES	20,000.00	30,000.00	36,956.75	
Total Expense	4,826,439.17	4,876,753.50	4,205,528.29	
Net Ordinary Income	8,714.58	826.42	205,980.21	
Other Income/Expense				
Total Other Income	0.00		33,684.10	
Other Expense				
72 · PIPELINE COMMITTEE EXPENSES				
6408 · Bank Fee	0.00		351.30	
6420 · Contribution Expenses	0.00		2,500.00	

**International Right of Way Association
Proposed 2023-24 Budget**

	Jul '22 - Jun 23	Jul '23 - Jun 24	Jul '21 - Jun 22	
6470 · Quarterly Meeting Expenses	0.00		22,149.80	No budget for these items
Total 72 · PIPELINE COMMITTEE EXPENSES	0.00		25,001.10	
8400 · Instructor Exp.-Pass Through	0.00		209,979.28	
Total Other Expense	0.00		234,980.38	
Net Other Income	0.00		-201,296.28	
Net Income	8,714.58	826.42	4,683.93	

BOARD RESOLUTION 2023-01

INTERNATIONAL BYLAWS AMENDMENT

WHEREAS, the Bylaws of the International Right of Way Association were last updated and amended effective June 8, 2022 (the “Bylaws”); and

WHEREAS, the International Executive Committee determined that certain changes of circumstances warranted review of the existing version of the Bylaws in effect; and

WHEREAS, the International Executive Committee appointed a task force to review the Bylaws in order to recommend updates and changes to said Bylaws (“Bylaws Task Force”); and

WHEREAS, the Bylaws Task Force did convene, review the Bylaws and recommend amendments and changes to said Bylaws; and

WHEREAS, on May 16, 2023, the International Governing Council (IGC) moved that all bylaw amendments approved at the February 25, 2023, IGC meeting be presented as a single resolution for the Board of Directors (Board) to consider, with the exception of Article V, Section 2, fourth bullet, which would be presented to the Board as a separate motion.

UPON CONSIDERATION THEREOF by the Board of Directors, be it RESOLVED that:

1. Article I, Section 3 and Section 4, of the Bylaws of the International Right of Way Association shall be further amended by adding the corporate seal and the emblem:



2. Article IV, Section 1, of the Bylaws of the International Right of Way Association shall be further amended to better clarify annual meetings, as shown below and throughout the amended bylaws:

Section 1. Annual Meetings. There shall be an annual meeting of the members of the Association (Annual Membership Meeting) within five days prior to the annual meeting of the Board of Directors of the Association (Annual Board Meeting), at the same location as the Annual Board Meeting. The exact time of the membership meeting shall be determined and fixed by the International Executive Committee of the Association. At each Annual Membership Meeting the following shall be the order of business:

3. Article V, Section 2, of the Bylaws of the International Right of Way Association shall be further amended, excluding the fourth bullet, to strengthen officer qualifications:

Section 2. Qualifications. The following are the minimum qualifications for officers to be elected by the Board:

- The candidate must have been a member in good standing of a Chapter or Chapters of the Association for a period of not less than three years immediately preceding the annual election of such officers;
- The candidate must either (1) have served for a minimum of two terms as an elected officer of a Chapter of the Association, at least one of which was served as Chapter

President, or (2) have served a minimum of two terms as Chair or Vice Chair of one of the international committees of the Association;

- All candidates for the office of Region Chair or Vice Chair must be members of one of the Chapters in the Region they are to serve and must have the SR/WA designation; and

4. Article V, Section 7, of the Bylaws of the International Right of Way Association shall be further amended, by inserting the second and third paragraphs for additional officer vacancy guidance:

Section 7. Vacancies. In the event the office of the International President becomes vacant, the International President Elect shall succeed to the vacant office. In the event the office of International Vice President becomes vacant, the International Treasurer shall succeed to the vacant office. In the event the office of International Treasurer becomes vacant, the International Secretary shall succeed to the vacant office. In the event the office of Region Chair becomes vacant, the Region Vice Chair shall succeed to the vacant office. Except for the office of International President Elect, all other vacancies will be filled by the International Executive Committee, but with respect to the Region Vice Chairs, such vacancies shall be filled by the International Executive Committee upon recommendation by the Region.

In the event the office of International President Elect becomes vacant more than 90 days before the Annual Board Meeting, the International Executive Committee shall immediately call a special meeting of the Board of Directors for the purpose of electing a replacement of the International President Elect for the remainder of the term and shall provide not less than 60 days' notice of said special meeting.

In the event the office of International President Elect becomes vacant 90 days or less before the Annual Board Meeting, that position shall remain vacant until it is filled for the following term by an election during the next scheduled Annual Board Meeting. The position of International President shall also be filled for the following term by an election during the next scheduled Annual Board Meeting. When the position of International President is being filled by direct election (as opposed to ascension of the International President Elect), an eligible candidate for International President must have been elected to serve a minimum of three terms on the International Executive Committee.

5. Article VI, Section 6, of the Bylaws of the International Right of Way Association shall be further amended, amending the deadline for annual meetings:

Section 6. Meetings.

Annual Meetings – The Annual Membership Meeting and Annual Board Meeting shall be held-and-concluded by June 30 of each fiscal year. At said Annual Board Meetings, the Board shall determine the location and date of the annual meetings.

6. Article X, of the Bylaws of the International Right of Way Association shall be further amended, adding an additional requirement:

The Association may engage in political activities, but:

- Only as to issues involving the certification and/or licensing of one or more of the disciplines which make up the Association's membership;
- Only in accordance with rules and policies established by the International Executive Committee;
- Only on issues selected by the International Executive Committee;
- Only by individuals selected by the International Executive Committee; and
- Only upon approval of the International Governing Council by an affirmative vote.

7. Article XIII, Section 2, of the Bylaws of the International Right of Way Association shall be further amended to correct when the elective year begins :

Section 2. Elective Year. The elective year shall begin upon installation of officers at the annual education conference or the Annual Board Meeting and end immediately following the installation of the new officers at the next annual education conference or Annual Board Meeting.

The amendments referred to herein shall become effective July 1, 2023.

BOARD RESOLUTION 2023-02

INTERNATIONAL BYLAWS AMENDMENT

WHEREAS, the Bylaws of the International Right of Way Association were last updated and amended effective June 8, 2022 (the "Bylaws"); and

WHEREAS, the International Executive Committee determined that certain changes of circumstances warranted review of the existing version of the Bylaws in effect; and

WHEREAS, the International Executive Committee appointed a task force to review the Bylaws in order to recommend updates and changes to said Bylaws ("Bylaws Task Force"); and

WHEREAS, the Bylaws Task Force did convene, review the Bylaws and recommend amendments and changes to said Bylaws; and

WHEREAS, on May 16, 2023, the International Governing Council (IGC) moved that all bylaw amendments approved at the February 25, 2023, IGC meeting be presented as a single resolution for the Board of Directors (Board) to consider, with the exception of Article V, Section 2, fourth bullet, which would be presented to the Board as a separate motion.

UPON CONSIDERATION THEREOF by the Board of Directors, be it RESOLVED that:

1. Article V, Section 2, fourth bullet, of the Bylaws of the International Right of Way Association shall be further amended, to strengthen officer qualifications:
 - All candidates for any of the elective offices of the International Executive Committee must have the SR/WA designation and served a minimum of two terms as a Region officer, at least one of which was served as a Region Chair.

The amendment referred to herein shall become effective July 1, 2023.