

**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.*
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- **Leadership:** *We shape our future through courage, clarity, and transparency.*

1) Call to Order		Maggie Schedler, SR/WA
2) Safety Moment		Marcus Boyd, SR/WA
3) Roll Call and Voting Delegates Confirmation	Ch. 8 Ch. 33 Ch. 36 Ch. 39 Ch. 43 Ch. 51 Ch. 74	Lacie Jones, SR/WA
4) Introduction of Guests and First-time Attendees		Maggie Schedler, SR/WA
5) Approval of the 2024 Region Spring Forum Minutes and Treasurer Report	<i>Support Material: Region Spring Forum Meeting Minutes and Treasurer Report</i>	Lacie Jones, SR/WA
6) Donation to Education Foundation	a. RWIEF – R2 generally gives \$1,500 b. CRWEF – R2 generally gives \$1,000 c. Region 2 basket for RWIEF MNE	Marcus Boyd, SR/WA

7) IEC Candidate Presentation	<ul style="list-style-type: none"> <li>○ Matt Harris, SR/WA R6</li> <li>○ Ray Mehler, SR/WA R1</li> </ul>	Maggie Schedler, SR/WA
8) International Governing Council Update	<ul style="list-style-type: none"> <li>○ International Board of Director's Meeting Agenda (attached)</li> <li>○ Ratification of Actions (attached) Ethics language ratification.  <b>Review and discuss potential change to Ethics Rule 1.2 and addition of item to Ethical Standard of Practice 1 per memo from International Ethics Committee Chair, David Rein:</b>  <b>ER 1.2. It is unethical for a Member to engage in conduct which results in the breach of any criminal offense laws; statutes, laws prohibiting discrimination or harassment; and any laws or other government regulations, including minor offenses, which reflect adversely upon the professional character, trustfulness, morality or reputation of the Member.</b>  <b>Adding an interpretation under Ethical Standard of Practice 1:</b>  <b>6. The IRWA strictly prohibits harassment and discriminatory practices on the basis of race, color, sex, religion, national origin, ethnicity, disability, age, sexual orientation, gender, marital status, or any legally protected characteristic in conduct related to the business of the IRWA, IRWA-sponsored activities, or providing right-of-way services. Clearly objectionable behavior including harassment, bullying, or discrimination is prohibited.</b> </li> <li>○ Proposed 2024 – 2025 Budget (attached)</li> <li>○ Surveys going out for credentials. One for members, and one for agency</li> </ul>	Maggie Schedler, SR/WA
9) Board of Director's Meeting	<ul style="list-style-type: none"> <li>○ <a href="https://www.irwaonline.org">2024 Board Of Directors   IRWA (irwaonline.org)</a></li> <li>○ Check in with INEC and sign the delegate book NLT Monday, June 24, 2024</li> <li>○ Check in Wednesday, June 26, 2024, Long Beach Convention Center, 12:30pm – 1:15pm</li> <li>○ Board of Directors Meeting, Wednesday, June 26, 2024, Long Beach Convention Center, 1:30pm – 5:00pm</li> <li>○ All Chapter and Region Directors must attend the entire meeting</li> <li>○ <b>If you leave room, they need to let INEC know you are stepping out.</b></li> <li>○ If phone goes to sleep during vote you may have to log back in.</li> <li>○ Need phone charge</li> <li>○ Refresh swipe down easiest way to refresh.</li> </ul>	<p>Matt Eckmann, SR/WA</p> <p>Maggie Schedler SR/WA</p>
10) Region 2 Fall Forum Education Refresher Update	<ul style="list-style-type: none"> <li>○ Registration on <a href="https://www.irwaregion2.org">www.irwaregion2.org</a></li> <li>○ August 7 – 9, 2024</li> <li>○ Chapter Donations</li> <li>○ Golf Tournament – August 7, 2024</li> <li>○ Course Offering – C105 August 7, 2024</li> <li>○ Education Symposium – 8:00am – 5:00pm, Thursday, August 8, 2024</li> </ul>	<p>Maggie Schedler, SR/WA</p> <p>Marcus Boyd, SR/WA</p>

	<ul style="list-style-type: none"> <li>o Region 2 Education Committee Meeting –8:00 am – 9:00am, Friday, August 9, 2023</li> <li>o Region 2 Fall Forum – 9:30am – 11:00am, Friday, August 9, 2023</li> <li>o Forum De-Brief (Chapter Presidents and Vice Presidents Only) – August 9, 2024</li> </ul>	
<b>11) 2025 Spring Forum &amp; Symposium</b>	2025 – Houston, TX – Chapter 8. Symposium information to be announced at a later date.	Marcus Boyd, SR/WA
<b>12) IPEC</b>	IPEC will provide us with a high-level update on what the committee has worked on and will continue to be working on in terms of IRWA's education programming.	Erin Newberry, SR/WA
<b>13) Revised Chapter Tool Kit</b>	<p><b>Background:</b> The Chapter Tool Kit received a makeover with a more robust set of resources.</p> <p><b>Action:</b> Review the updated Tool Kit found at <a href="http://www.irwaonline.org">www.irwaonline.org</a> under Member Resources &gt; Leadership Resources &gt; Chapter &gt; Chapter Tool Kit.</p>	Marcus Boyd, SR/WA

**14) Adjourn**

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**8:00 AM to 9:00 AM - BREAKFAST**

**1) Call to Order**

9:01 - call to order

Maggie  
Schedler,

**9:00 AM**

SR/WA

**2) Safety Moment**

Marcus Boyd went over exits and safety equipment in the building.  
Designated folks to call 911 in the event of emergencies and tornado shelters.

Marcus

Boyd,

SR/WA

**9:00 AM**

**3) Roll Call and**

**Introduction of Guests**

**and First-time Attendees**

Voting directors:

Maggie Schedler, Region 2 Chair

Marcus Boyd, Region 2 Vice Chair

Lacie Jones, Region 2 Secretary/Treasurer

Lacie

Jones,

SR/WA

**9:10 AM**

Chapter 8:

Erik Breitingner- P

Mercedes Osbern – Sub for D1

Kasy Baldauf – D2

Chapter 33:

Megan Franklin – Sub for P

Audrey Fincannon – Sub for D1

Megan Miller – Sub for D2

Chapter 36:

Will Snider – P

Sarah Riebe – D1

Michael Hale – D2

Chapter 39:

Clint Bendele – P

Clint Bendele – D1

Alexandria Clark – Sub for D2

Chapter 43 – None

Chapter 51:

	<p>No voting directors but Janelle Hostetler, Secretary was present.</p> <p>Chapter 74:</p> <p>David Baylor – P</p> <p>Barbara Price – D1</p> <p>Richard Scholtz – D2</p> <p>Chapter 85 – None</p>	
<p>4) Approval of the 2023 Region Fall Forum Minutes and Treasurer Report</p> <p>9:20 AM</p>	<p><i>Support Material: Region Fall Forum Meeting Minutes and Treasurer Report</i></p> <p>Motion from Chapter 8 - Mercedes Osbern</p> <p>Second from Chapter 8 - Kasy Baldauf</p> <p>Motion passed</p>	<p>Lacie Jones, SR/WA</p>
<p>5) Purpose Activity</p> <p>9:30 AM</p>	<p><b>Background:</b> Each IRWA meeting starts with a discussion on IRWA's Purpose and how it relates to the work IRWA members do every day.</p> <p><b>Action:</b> Discuss IRWA's Purpose and how it impacts your career.</p> <p>The following people spoke on the IRWA's purpose and how it impacts their careers:</p> <p>Fred Easton</p> <p>Lacie Jones</p> <p>Maggie Schedler</p>	<p>Lacie Jones, SR/WA</p>
<p>6) International Governing Council Update</p> <p>9:45AM</p>	<p><i>Support Material: Fiduciary Responsibility presentation</i></p> <p><b>Background:</b> The International Governing Council met February 27<sup>th</sup>- March 1<sup>st</sup> in New Orleans.</p> <p><b>Action:</b> Present items discussed, review votes taken and Fiduciary Training-IRWA Roles and Responsibilities Presentation.</p> <p>Fred Easton, International President presented the slide deck.</p> <p>Maggie Schedler, Region 2 Chair discussed the term fiduciary.</p> <p>No questions.</p>	<p>Maggie Schedler, SR/WA</p>
<p>7) Fiscal Year-End Chapter Leadership Transition Planning</p> <p>10:00 AM</p>	<p><i>Support Material: Officer Transition Checklist, <a href="#">New Leadership Form</a></i></p> <p><b>Background:</b> Each new fiscal year gives us the opportunity to ensure that all Chapter and Regional officers understand the roles they will take on July 1. During the Spring Forum, we will familiarize the outgoing Chapter leadership with their responsibilities and discuss what to provide to the incoming leadership.</p> <p><b>Action:</b> Review fiscal year-end 2023-2024 tax-filing requirements, required financial uploads, board agendas and minutes. Ensure that incoming officers have reviewed and understood their role descriptions, duties, and commitments. Review the deadline for submitting the Chapter Leadership form to HQ prior to July 1<sup>st</sup>).</p>	<p>Maggie Schedler, SR/WA</p>

Maggie Schedler, Region 2 Chair presented this information.  
No questions.

**Morning BREAK**

**10:15 AM**

**8) 2024-2025 Draft Budget  
Presentation and  
Finance/Investment  
Committee Update  
10:30 AM**

*Support Material: 2024-2025 Budget – 9<sup>th</sup> Draft, 2024-2025 Budget –  
Narratives, Investment Committee PowerPoint*

Maggie  
Schedler,  
SR/WA

**Background:** A draft budget has been developed and is ready for review.

**Action:** Present budget draft for review and feedback prior to discussion and voting at the June Board of Directors Meeting.

**Reminder:** All Board of Directors information can be found on the IRWA Website under Leadership Resources > International > Board of Directors.

Maggie Schedler, Region 2 Chair discussed and explained directors need to review and let us know of any questions, we will vote on this at the annual BOD meeting.

Lisa Harrison, Past International President asked about the updated fees.

Maggie stated the budget will need to be adjusted with the updated fees.

Discussed membership fees will go up \$10 in 2025 and another \$10 in 2026.

Explained IGC is discussing updating course fees (tuition) for nonmembers. Fred Easton, International President said IEC decided to increase nonmember class fees by \$55 and adding IRWA non-member fee. He explained that an update will be provided to the BOD before voting.

Shipping costs for materials keep going up. Charging for materials at \$35/ea is still a loss for IRWA.

Lisa Harrison, Past International President posed the questions: have we thought about how many are agencies and that will affect? Lacie Jones mentioned some agencies cannot pay for memberships. She also asked if we could bundle a class and membership so that they could have a membership included in that fee? Lisa Harrison, Past International President said historically we have done that. Fred Easton, International President said we can do whatever we want to do as a chapter.

Lisa Harrison, Past International President: What is the end goal? Are we losing money on courses or needing to make more money to use somewhere else?

Fred Easton, International President responded we have dues and education as income. These 2 things don't lose money they make money and fund everything else we do. We have had to cut back on

external marketing. Our leadership development funds are low. We cut those as well. We aren't doing everything we'd like to do at the same level for next year. INEC asked for more money to travel to forums.

Lisa Harrison, Past International President asked how this we will be selling this to our membership and new potential members: those things impact individuals, not leadership. What is getting put back into the members' pocket to make them want to foot the bill? Why is the leadership travel more important that membership drives to get more members?

Denise Skinner, International President Elect commented that there is a lot of work for members support and we need to hire staff to support Jade and Amir. We need to develop off-the-shelf marketing materials to send to the chapters, go to job fairs and leadership training. We need a graphic designer to create these materials. As we updated courses we need more help. Need to make it look attractive and creative. We are going through so many updates, we need more staff. We are currently looking at hiring a temp contractor. This creates support for our membership. Need to give more hands-on support to our chapters. Leadership development is the first thing that gets cut. We have members requesting that but cannot support it at this time.

Lisa Harrison, Past International President stated, if you are trying to talk to people who are struggling to pay for groceries, but nothing is changing for them that they can see, they aren't going to want to pay for the increase.

Denise Skinner, International President Elect responded stating Jake Ferrell, Past International President will talk about International Membership & Marketing Committee and surveys and what does IRWA offer to its members? Connections and education translate into career moves which translate into financial changes.

Does the SR/WA help you get contracts?

Lisa Harrison, Past International President stated that we need clear messaging to the BOD for the June meeting.

Fred Easton, International President stated we are capped on the external marketing. Without that we wouldn't have had the turnout we had. We need more money to evolve our education. We need more money to do that.

Alexandria Clark, Chapter 39 comments stuff rolls downhill... good and bad

Strong and healthy funded leadership will come down to the members. If you don't, the members will feel that. It is the chapters

responsibility to make sure those members are being taken care of. The leadership can't give what they don't have.

Maggie Schedler reviewed the Investment Committee slides.  
IGC Passed 45% Equity to 55% Bonds split instead of 40/60.

Tim Drennan, Executive Director, talks about the investment gains that have been used to save us, balance our budget at the end of the year, going back to the increase of fees, this can't sustain, and we need to figure something out. We can't keep taking money from it. We are blessed with a great committee here.

Putting money in here to gain more interest over the checking account.

Fred Easton, International President gave kudos to the finance committee, it used to be set up as here are your investments and you can't do anything with them. Now we can move the money around to make more money for us but also be there to pay for what needs to be paid for.

We have a very robust investment policy available online.

Our investments generate income to support our budget at times, but we can't rely on it. Can't be the primary driver for our income.

Kevin Angel stated it appears we have a large amount in the bank account, why do we need more?

Conference bill then you pay it?

Fred Easton, International President responded it's not super large, but we didn't shut down during COVID and was able to continue to operate.

Erin Newberry, Past Region 2 Chair stated we started this investment with 1M cash on hand to make more money. We must at least have that for conference, and we typically make money after each conference.

She stated they keep a close eye on it and keep it safe. Our committee has a good mix to level it out.

Lacie Jones clarified the investment fund is our "rainy day" fund to make sure we can cover our expenses if something doesn't work out as planned or budgeted. Fred Easton, International President said foundation is giving more money than they are taking. We asked the foundation for money, and they gave us a lot. That is also not sustainable. This investment may also help the course updates and writing.

Kevin Angel stated members are paying dues and we have a balanced budget, you said we need 1M, but we have almost 3M. How are we getting the excess?



Marcus Boyd raised the question: How did we get this much money? PPP loan from COVID.

Denise Skinner, International President Elect stated we were also understaffed for several years, came in under budget.

Fred Easton, International President stated there was a shift in governance. He also pointed out, if you tell me you came in under budget because you didn't market, that is not good. Tim Drennan, Executive Director, took note and then we maxed our marketing expenses. We are advertising everything we can.

Erin Newberry, Past Region 2 also pointed out, we paid off our building a couple years ago.

**9) Election of Region Officers**

*Support Material: Region Election Script*

**10:45 AM**

**Background:** Each year, Regions present Region Officers to the Board of Directors for election during the meeting at the annual conference.

Matt Eckmann,  
SR/WA

**Action:** Present candidates for the 2024-2025 fiscal year for election by Region and Chapter leadership.

Lacie Jones, Region 2 Secretary/Treasurer was elected last year for a 2-year term, there we won't have an election for that position.

Nominations for Vice Chair and Chair today.

Followed script.

Recommending position of Vice Chair and Chair for ratification for the international conference in Long Beach in June.

Vice Chair, confirm Marcus Boyd recommended for Vice Chair. Offered nominations from the floor – none.

Motion from Erin Newberry, Past Region 2 Chair

Second from Kasy Baldauf, Chapter 8

All in favor.

Chair, confirm Maggie Schedler recommended for Chair.

Nominations from the floor - none.

Motion from Megan Franklin, Chapter 33.

Second from Erin Newberry, Past Region 2 Chair.

All in favor.

**10) Chapter Elections**

*Support Material: Chapter Election*

**Background:** Each spring, Chapters and Regions hold officer elections. Elected officers begin their term on July 1st.

Marcus Boyd,  
SR/WA

**Action:** Review the support documentation for that election.

**11:00 AM**

**11) Bylaws Task Force  
Update**

**11:15 AM**

Marcus Boyd, Region 2 Vice Chair:

If you need help, contact Matt Eckman, Nominations and Elections Committee Representative: provided the script and reminded chapters it must be done prior to June.

He checked and confirmed that all chapters have it scheduled or are in the process of getting it scheduled.

An email reminder will also come out.

He also reminded chapters to read your bylaws before you go into the elections, so you know which officers to elect during that process.

Ray Mehler presented and stated:

4 things on your radar

Proposed changes to the international bylaws.

A new version of the model region bylaws and chapter bylaws.

International Bylaws: resolution 2024-01

Proposes to amend the bylaws by correcting formatting, technical and typographical errors.

Provided examples from the attachments.

Ray  
Mehler,  
SR/WA,  
Task Force  
Chair  
Maggie  
Scheduler,  
SR/WA

Resolution 2024-02

One material change:

Executive director needs to be removed from BOD.

Maggie Scheduler, Region 2 Chair asked why?

Ray Mehler stated conflict of interest in his opinion.

Fred Easton, International President states CA law says you can't be a member of a board without a vote.

Options were to give him a vote or remove him from the BOD.

Model Chapter Bylaws.

Model Region Bylaws.

Ray Mehler asked our region if they knew these things were available. Half the attendees raised their hands.

He suggested it is a good idea to periodically go through and make sure they are up to date.

These are not mandatory. The authority for the approval rests with general counsel. These are simply just a resource that is available to you.

The model bylaws will be available to chapters/regions after approval if approved at the June BOD meeting.

Erin Newberry, Past Region 2 Chair asked about the changes discussed at the 2023 BOD meeting, since the BOD did not approve the vote last year, the matter was dropped.

**12) Revised Chapter Tool Kit**  
**11:30 AM**

**Background:** The Chapter Tool Kit received a makeover with a more robust set of resources.

Marcus  
Boyd,  
SR/WA

**Action:** Review the updated Tool Kit found at [www.irwaonline.org](http://www.irwaonline.org) under Member Resources > Leadership Resources > Chapter > Chapter Tool Kit.

Marcus Boyd, Region 2 Vice Chair presented the slides and website information.

Maggie Schedler, Region 2 Chair reminded about the conflict-of-interest form that is due by 07/01.

**13) IEC Candidates**  
**11:45 AM**

Ray Mehler, SR/WA, Region 1 Chair  
Matt Harris, SR/WA

Maggie  
Schedler,  
SR/WA

Ray Mehler presented his candidacy with a time allowance of 5 minutes.

Marcus Boyd presented on behalf of Matt Harris with a time allowance of 5 minutes.

Lisa Harrison, Past International President asked Ray Mehler pointed out that he works for a public agency. She stated her concern that consultants have an advantage in these races since they have funding to get to the forums which takes time and money. Did you feel a pressure to get there?

Ray Mehler stated he felt a desire, he went to R6 yesterday and he really wanted to meet them and know them. He looks at this as a necessary part of becoming an IEC member, he would need to know the issues in the other regions. He thinks it's a key part. The funding is uncomfortable. He is with a public agency which supports him with his time, but not monetarily. He has frequent flyer miles that helps. He feels a calling and that it is the right thing to do. He would like to do his part to help keep the momentum going.

Lisa Harrison, Past International President asked: what is your number 1 thing to accomplish on the IEC only 1.

Ray Mehler responded: – level of professional excellence moves up a notch.

Feels like it is the answer to a lot of our issues. If we do that, it will start to work out the rest.

R1 forum he presented the question: what is an SR/WA? they answered (through a process) it is a trusted advisor for infrastructure...

if we can be involved earlier, we can plan and prepare better for a project. The nature of our business is to strive for the least private injury. The sooner we are involved the better we will be at that.

#### **LUNCH Break**

**12:00 PM**

#### **14) Member Services Update 1:15 AM**

**Support Material:** Onboarding PowerPoint, Membership Matters Flyer and RRO (Robert's Rules of Order) Cheat Sheet.

Tim  
Drennan,

**Background:** HQ has implemented an onboarding process for new members.

**Action:** Review a PowerPoint presentation on the new onboarding efforts now in place.

Aiyana Lopez is our membership liaison; however she is currently at R6 with them. Tim Drennan, Executive Director, is here to help with any questions or items.

Jaime Tieu is another liaison for our different chapters' support.

Tim Drennan, Executive Director, Reviewed slides regarding the new onboarding system for new members.

He reviewed the membership matters flyer. Available online under leadership resources.

He reviewed Roberts Rules of Order Cheat Sheet for chapters to run their meetings.

Maggie Schedler, Region 2 Chair commented this is a great tool to hand over to incoming presidents.

Fred Easton, International President commented this is very helpful when things are going bad. When things are going well, it may not be helpful. It helps to keep meetings on track and follow rules.

#### **15) ChIP (Chapter Incentive Program) Update 1:30 PM**

**Support Material:** ChIP PowerPoint

Tim Drennan, Executive Director, highlighted ChIP and latest updates.

Tim  
Drennan,

Mercedes Osbern, Chapter 8, asked how do you get them?

Tim Drennan, Executive Director stated you don't have to apply/enroll, you are automatically monitored and awarded ChIPs as applicable. HQ will do the calculations and notify the president and R2 C will get cc'd.

Denise Skinner, International President Elect added you will need to get in leadership forms and COI forms to be eligible for the incentives. Fred Easton, International President added it is not just a loss of \$100, but a violation of our ethics policy.

David Baylor, Chapter 74, asked about the CHiPs, can use them for a year, does that have to be just spent or at least registered. Ask Aiyana Lopez. We will try to work with you.

If you are wondering if you need to fill out your conflict-of-interest form, look on your IRWA profile and can see if there is a link for that.

Sarah Riebe, Chapter 36 added clarification you just fill in the form, you don't have to upload it for the quarterly reports.

**16) Region Vice Chair  
Update**

**1:45 PM**

**Background:** Region Vice Chairs meet monthly.

**Action:** Review topics discussed and outcome from the monthly Region Vice Chair meetings.

Marcus  
Boyd,  
SR/WA

**17) International Conference  
Update**

**2:00 PM**

**Action:** Review conference details, Los Angeles Sponsor and Exhibitor Prospectus, Conference Gala Task Force Update

Ray Mehler: discussed the Long Beach Conference, schedule, and accommodations. Mercedes Osbern plugged YP event. Must register and pay for it.

Denise Skinner, International President Elect talked about the Gala – last year it had low attendance. She discussed the survey and the results. Main takeaways from the survey: formal vs. informal. Plated vs. casual. Live band vs. DJ.

Maggie  
Schedler,  
SR/WA  
Denise  
Skinner,  
SR/WA

Changes may not take place for this year, but perhaps in the future.

Options: giving Chapter leeway to work with HQ for planning.

Some items cannot be changed due to contractual requirements.

The gala will be on Wednesday night this year. Could change in later years.

Lisa Harrison, Past International President stated a question was missed: when do you stay through? For the dancing/entertainment? It appears people want to go once the band starts going.

Lacie Jones, Region 2 Secretary/Treasurer

Other options for entertainment Casino night. Having entertainment that allows more networking.

Lisa Harrison, Past International President: another related issue but not to the gala. Opening ceremony attendance has been dwindling. Suggestion: Add the regional competition back to it. The energy has been lacking in the conference. Something traditional regarding the location. Tim Drennan, Executive Director

Asked Why did that go away? Lisa Harrison, Past International President responded Time. It is worth it. Make it happen.

**18) IPEC (International Professional Education Committee) Update**  
**2:15 PM**

**Action:** Review current activities of IPEC.  
Erin Newberry, Past Region 2 went over presentation slides.  
Discussed upcoming educational courses being worked on:  
Short course 4 hours on billboards.  
Rail class  
Chapter leadership  
Coordinator training  
PM training

Erin  
Newberry,  
SR/WA

Lisa Harrison, Past International President asked about being able to look at instructor scores. Tim Drennan, Executive Director stated they were available but not now. They are for IPEC to make sure instructors are reaching the right level. Lisa Harrison, Past International President stated that a cumulative rating would be helpful. She also stated a new education chair may not know anything about certain instructors.

Erin Newberry, Past Region 2 listed PM Courses available.

Richard Scholtz, Chapter 74 asked about the next PEAK Course. Lisa Harrison, Past International President: the original comment is that it would be at least another year to 18 months before another one was offered. If you are interested, let IPEC know.

Juan Salazar announced Chapter 36 will host 219 soon.

**19) IM&M (International Membership & Marketing Committee) Update**  
**2:30 PM**

*Support Material: IM&M PPT*

**Action:** Review current activities of IM&M.  
Jake Farrell, Past International President, and IM&M Committee Chair reviewed slide deck.

Jake  
Farrell,  
SR/WA

Lisa Harrison, Past International President  
IRWA had convo with AASHTO designed the transportation SR/WA. Put it in place and didn't tell AASHTO then we canned it. Lisa Harrison, Past International President mentioned Drew at AASHTO should be helpful. IRWA is going to be at AASHTO next week.

Erin Newberry, Past Region 2 Chair asked when surveys would go out? Not sure on date. Have soft trials before it goes out to our membership. Lisa Harrison, Past International President asked if we had a copy of the survey that the hired company on our external users/partners rather than internally. Tim Drennan, Executive Director and Jake Farrell, Past International President and IM&M Committee Chair responded yes.

Lisa Harrison, Past International President from a MKT perspective how many wear member pin or SR/WA. Outside the IRWA events? None. Wear your pins so people ask what the pin is.

Erin Newberry, Past Region 2 Chair asked about marketing the new PM courses. Jake Farrell, Past International President and IM&M Committee Chair and Fred Easton, International President are working together to market them out.

## 20) Education Foundations Report(s)

2:45 PM

*Support Material: Golf Sponsorship and Monday Night Event Flyer.*

Fred  
Easton,  
SR/WA

**Background:** The RWIEF (Right of Way International Education Foundation) and CRWEF (Canadian Right of Way Education Foundation) are IRWA's valued partners in our pursuit of education excellence, providing financial funding for our education courses, professional development programs, scholarships, and awards.

**Action:** Provide an update on the Foundations' current sponsorships and the Monday Night Event at conference

Kasy Baldauf, RWIEF Trustee talked about the MNE and asked for sponsorships.

It will be at the aquarium w/in walking distance of the hotels.

Tickets \$75 ahead or \$85 at conferences.

Drink food and free reign of the aquarium.

Ch 8, 36 & 39 have sponsored so far. Please send sponsorships!

Golf is at Eldorado Park Golf Course on Tuesday. Teams and Sponsorships available. Thanks to 8, 36 & R2 for already sponsoring.

Lisa Harrison, Past International President spoke about the Foundation.

It is important that everyone knows and understand the relationship between IRWA and the RWIEF. Entire education model hinges on the RWIEF. RWIEF has a large amount of money to fund re-writing courses, new courses, scholarships for our memberships. They are the force that maintains the quality of our education that provides the financing that we need to do that. She challenged the group to sponsor the RWIEF. When you pay your dues, you can sponsor the RWIEF. Encouraged the group to check the box and donate and that will impact the IRWA. The MNE is to support the foundation, not the dinner... enjoy the experience, but know the importance of the RWIEF and the MNE.

Kasy Baldauf, RWIEF Trustee explained the MNE is a lot of work and cost is \$140/head and they are charging the membership \$75. The rest is covered by sponsorships... then we try to raise more money for the RWIEF.

She explained the available scholarships and opportunity to sponsor and/or donate.

RWIEF.org to find out about the scholarships.

Also available on the IRWA website.

Region will send out information on those that are available.

Chapters can donate items for the auctions. Email Kasy if you need help getting items to CA.

Shared slides with membership.

Why support foundation: talked about it all morning.

Provide money back to the members.

Over \$700,0000 scholarships

Grant \$140,000 to update course 100 and create 5 new courses listed in the slides.

Total commitment for education: \$844,000.00 to the IRWA.

Thank You for your support!

Contact the R2 trustees if you have any questions.

**21) International Service and  
Industry Committee  
Updates  
3:00 PM**

**SERVICE COMMITTEES**

**International Ethics Committee**

Fred Easton, International President reported there is not too much to update.

Recommendation to update ethics rules to prohibit harassment.

Pending members: unethical to be convicted as a Felony or Misdemeanor of certain types. They would put it on the chapters to review and approve those. Now the Ethics committee is reviewing those applications. They put together a policy on how to address those types of situations.

Fred  
Easton,  
SR/WA

Lora  
Gunter,  
SR/WA

Matt  
Eckmann,  
SR/WA

**International Real Estate Law Committee**

In person Real Estate Law Eminent Domain Seminar 04/12/24. Early registration will be extended to R2 members through today.

**International Nominations & Elections Committee**

Matt Eckman, Nominations and Elections Committee Representative resources on the website.

Plan your chapter elections.

Voting directors email going out soon. BOD Page on the website.

Delegates due May 1<sup>st</sup>.

No virtual attendance/vote options available.

Demoing new voting software.

Meeting next week to talk about some of the finalists for the awards.

If you are a finalist or weren't selected, he will call and let you know either way. For any award.

**International Relations Committee**

Fred Easton, International President reported a lot of activities.

Scheduling virtual courses on international time zones. Those are restricted for what chapters can take over.



Discussed the international rates and how they are approaching and handling that to make it more affordable to our international partners. Talking with members from India and Australia.

International Young Professionals Committee

#### **INDUSTRY COMMITTEES**

International Asset Management Committee

International Electric & Utilities Committee

International Environmental Committee

International Public Agency Committee

International Oil & Gas Pipeline Committee

International Relocation Committee

International Surveying & Engineering Committee

International Transportation Committee

International Valuation Committee

#### **Afternoon BREAK**

**3:15 PM**

#### **22) Chapter Reports**

**3:30 PM**

##### **Ch. 8**

O&G symposium was a success! Maggie Schedler, Region 2 Chair, reported TREC and ERW approved the seminar for credits. Looking for suggestions on how to spend the profit from the event. Started a scholarship from funds from years back.

Matt Eckman mentions that Ch 39 has not had member dues bc of the success of their seminars/symposiums.

Richard Scholtz reports Ch 74 provides discounted courses with excess funds. Ch 74 website has information on this.

Marcus  
Boyd,  
SR/WA

Lisa Harrison, Past International President encourages chapters to run it by Rakhshan on what can be done with those funds.

##### **Ch. 33**

**Ch. 36** Sarah Riebe, reports great seminar. Recognized Matt Lance for all his hard work and vision!

##### **Ch. 39**

##### **Ch. 43**

##### **Ch. 51**

##### **Ch. 74**

#### **23) Staff and/or IEC (International Executive Committee) Member Update**

**3:45 PM**

Tim Drennan, Executive Director reported HQ is fully staffed up. Great partnerships moving on. AAPL crossing the finish line with them. Joint webinar coming up with them. Free for members of AAPL and IRWA. Must register online.

Tim  
Drennan

<b>24) Region Professional of the Year Award</b> <b>4:00 PM</b>	<p>Marcus Boyd, Region 2 Vice Chair went over the deadline of May 15<sup>th</sup> for nominations.</p>	<p>Marcus Boyd, SR/WA</p>
<b>25) Upcoming Meetings</b> <b>4:15 PM</b>	<p><b>Action:</b> Remind Directors of the caucuses and identify Fall Forum date and location.</p> <p>2024 International Education Conference June 23 – June 26, 2024</p> <p>2024 Fall Forum College Station, August 7 – 9, 2024 (Identify theme and course)</p> <p>Group threw out the following suggestions:</p> <ol style="list-style-type: none"> <li>1. Planes, trains and eminent domain.</li> <li>2. Education for the right of way professional.</li> </ol> <p>Combined them for “Planes, trains &amp; eminent domain. Education for the right-of-way-professional.”</p> <p>2025 Region 2 Spring Forum Location – Houston          Maybe do a seminar the day before.          Lisa Harrison, Past International President          will take it back to the relocation committee for their input.</p> <p>2026 Region 2 Spring Forum Location -          Chapter 39</p> <p>2027 Region 2 Spring Forum Location – Oklahoma, Chapter 33.</p>	<p>Maggie Schedler, SR/WA</p>
<b>26) R2 Website Sponsorship Opportunities</b>	<p>Lacie Jones, Region 2 Secretary/Treasurer          Website sponsorships available for the next year, look for emails.          If you are requesting an email, be sent to the region, please prepare the email and send it to me how you would like it sent.</p>	<p>Lacie Jones, SR/WA</p>
<b>27) Adjourn @ 2:40</b>		



## International Governing Council

### Executive Committee

#### President

Fredrick L. Easton, Jr., PLS, SR/WA  
Farnsworth Group, Inc.

#### President-Elect

Denise L. Skinner, SR/WA  
HDR, Inc.

#### Vice President

Koby T. Godwin, SR/WA  
Alberta Infrastructure

#### Treasurer

Daniel K. Bucan, SR/WA  
anagalia

#### Secretary

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

#### 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

Maggie Schelder, SR/WA, R/W-RAC, R/W-URAC  
Atkins North America (Texas)

#### Region 3

Mindy J. Leadholm, SR/WA  
Washington County Public Works Department

#### Region 4

D. Rossen S. Greene, Esq., SR/WA  
Pender & Coward, PC

#### Region 5

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

#### Region 6

Anthony Alderman SR/WA  
Cushman & Wakefield

#### Region 7

Krista Chambers, SR/WA  
HDR, Inc.

#### Region 8

Jay Wong, AACI, SR/WA  
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.  
Synergy Land Services, Ltd.

**To:** IRWA Board of Directors  
**From:** Cyndi Whelpley, SR/WA, International Secretary  
**Subject:** Report of Region Officer Nominations for 2024-2025

**Date:** June 3, 2024

Pursuant to IRWA Bylaws Article V, Section 5, nominations for Region Officers in each Region shall be made by the members of the Region Forum. A Region Chair and a Region Vice Chair shall be elected by the Board of Directors during the regular Board of Directors Meeting, scheduled on Wednesday, June 26, 2024, at 1:30 pm Pacific Time in Long Beach, California.

Please see below for the report of Region Officer nominations for each Region.

Region	Chair	Vice Chair
1	Conner McDonald, SR/WA	Kelley R. Kelley, SR/WA
2	Maggie Schedler, SR/WA	Marcus F. Boyd, SR/WA
3	Mindy J. Leadholm, SR/WA	Steve Grandon, SR/WA
4	D. Rossen S. Greene, Esq., SR/WA	Carrilin M. Hirsch, SR/WA
5	Robert D. Kirkpatrick, SR/WA	Gail Morton, SR/WA
6	Anthony L. Alderman, SR/WA	Pamela L. Taylor, SR/WA
7	Krista Chambers, SR/WA	Jesse D. Ray, SR/WA
8	Kimberley A. Millar, SR/WA	Dawn T. MacDougall, SR/WA
9	Carmelita Delgado, SR/WA	Kirsten Muncy, SR/WA
10	Vicki M. Green, SR/WA	Mark McKee, SR/WA

Cyndi Whelpley, SR/WA  
International Secretary



May 31, 2024

To: International Executive Committee  
c/o IRWA Executive Director Tim Drennan

The IRWA has charged the International Nominations and Elections Committee (INEC) with various duties including, but not limited to, reviewing applications for those running for the IRWA International Executive Committee (IEC).

Our responsibility in this regard is to ensure that the IEC candidates have met the criteria for the position to which they aspire.

The following slate of officers have been considered and found to meet the qualifications for election to the IEC at the June 26th, 2024, Board of Director's (BOD) Meeting in Long Beach, California.

International President Elect: Koby T. Godwin, SR/WA

International Vice President: Daniel K. Bucan, SR/WA

International Treasurer: Cyndi Whelpley, SR/WA, R/W-RAC

International Secretary: Matthew D. Harris, SR/WA, R/W-RAC  
Ray Mehler, SR/WA, R/W-RAC

All candidates have been found to be qualified for their respective offices.

Others may run from the floor if nominated at the BOD meeting; they must be qualified at that time if application paperwork is not filed with the INEC prior to Conference.

A handwritten signature in black ink, appearing to read "Kristopher Koehler".

Kristopher Koehler, RWP, R/W-AC, Chair, INEC

Cc: Claire Mueller, SR/WA, Vice Chair, INEC



**Board of Directors  
Meeting Notice & Agenda**

June 26, 2024

01:30 p.m. – 05:00 p.m. PDT (UTC-7)

Long Beach Convention Center, Long Beach, CA

**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) Welcome and Call to Order ..... Fred Easton, SR/WA**  
International President
- 2) Overview of Voting Procedures ..... Kris Koehler, RWP, R/W-AC**  
International Nominations & Elections Committee Chair
  - Test vote
- 3) Roll Call ..... Cyndi Whelpley, SR/WA**  
International Secretary
  - Quorum required: Majority of the total membership of the Board of Directors
- 4) Reading and Approval of Minutes..... Fred Easton, SR/WA**  
International President
  - The secretary's draft of the minutes from the last meeting on June 28, 2023 will be posted to the IRWA 2024 BOD webpage prior to the meeting

**5) Ratification of Actions ..... Fred Easton, SR/WA**  
International President

- Per Article VII of the Association Bylaws,  
*With the exception of matters to be handled exclusively by the International Executive Committee (IEC), which said matters shall include human relations and personnel issues, the adjustment of budgets, ethics and administrative matters, day-to-day operational matters and emergency matters requiring immediate or timely action, the International Governing Council (IGC) shall, between meetings of the Board of Directors (Board) have the authority of the Board in the managing of the business of the Association.*

By tradition, each year we ask the Board to ratify the actions of both the IEC & IGC.

**6) Treasurer's Report ..... Dan Bucan, SR/WA**  
International Treasurer

- Fiscal year 2022-2023 Audit Report
- 2023-2024 Financial Report
- Projections for balance of Fiscal Year & 2023-2024 Strategic Goals

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

- Presentation and adoption of **Board Resolution 2024-01** for amending the Bylaws as recommended by the Bylaws Task Force and approved by the International Governing Council regarding punctuation and typographical errors
- Presentation and adoption of **Board Resolution 2024-02** for amending the Bylaws as recommended by the Bylaws Task Force and approved by the International Governing Council regarding Executive Director on Board of Directors to better conform to California Corporate Code
- Presentation and adoption of **Board Resolution 2024-03** regarding dues increase

**8) Proposed 2024-2025 Budget ..... Dan Bucan, SR/WA**  
International Treasurer

- Presentation of 2024-2025 Budget for approval

**9) Right of Way International Education Foundation (RWIEF) ..... Leslie Finnigan, SR/WA**  
RWIEF President

Recess of the IRWA Board Meeting / Call to order of the RWIEF Annual Meeting of the Members

- Note: Per RWIEF bylaws, all IRWA Board members are members of RWIEF
- Foundation Update
- Nomination and Election of RWIEF Trustees

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

- Foundation Update
- Introduction of the 2024-2025 CRWEF Board of Directors

At conclusion, reconvene of the IRWA Board Meeting

- 11) 2024 Conference Host Chapter Recognition .....Alexandra Nguyen Rivera, SR/WA  
Artin Shaverdian, Esq.  
Chapter 1 President & 2024 Conference Co-Chairs**
- Recognition of Chapter efforts in hosting the 2024 Conference
- 12) 2027 / 2028 Conference Host Chapter Selection ..... Fred Easton, SR/WA  
International President**
- Presentations by proposing host Chapters
  - 2027 Conference Host Selection by run-off vote
  - 2028 Conference Host Selection by run-off vote
- 13) Election of International Executive Committee (IEC) Officers ..... Fred Easton, SR/WA  
Kris Koehler, RWP, R/W-AC  
International President  
International Nominations & Elections Committee Chair**
- Nomination and election of 2024-2025 International Secretary, Treasurer, Vice President & President-Elect
- 14) Election of Region Officers ..... Fred Easton, SR/WA & Cyndi Whelpley, SR/WA  
International President & International Secretary**
- Election of 2024-2025 Region Officers
- 15) Leadership Appointments ..... Denise Skinner, SR/WA  
International President Elect**
- Presentation of 2024-2025 International Committee Chairs, Vice Chairs, and International Service Committee Members
  - Ratification per Policies and Procedures
- 16) Acceptance of Office ..... Denise Skinner, SR/WA  
International President-Elect**
- Incoming President Skinner’s acceptance of office and insights for the 2024-2025 fiscal year
- 17) New Business..... Fred Easton, SR/WA  
International President**
- 18) Next Meeting Date and Adjourn ..... Fred Easton, SR/WA  
International President**
- Next Board Meeting is in Virginia Beach, VA on June 4<sup>th</sup>, 2025

**2023-2024 Summary of Actions**  
**International Executive Committee International Governing Council**



No.	By	Location	Date	Motion	Moved/Seconded	Result
23-01	IEC	Black Hawk, CO	07/23/23	Approve staff to begin the contracting process with Omaha, NE venues for 2026 to hold the Annual Education conference commencing officially on Friday, June 26, 2026 and closing on Monday, June 29, 2026.	Godwin/Skinner	Approved
23-02	IEC	Black Hawk, CO	07/23/23	Approve the following Finance Committee appointments: 1)Chair: Dan Bucan, Region 5 2)Vice Chair: Cyndi Whelpley, Region 7 3)Past Region Chair: Carrol McCracken, Region 3 4)Region Chair (2 Year): Keith Turner, Region 10 5)Region Chair (1 Year): Maggie Schedler, Region 2 6)Region Chair (1 Year): Anthony Alderman, Region 6 7)Region Vice Chair/YP: Jesse Ray 8)Advisory Council Member: Judy Jones, Region 6	Bucan/Whelpley	Approved
23-03	IEC	Black Hawk, CO	07/23/23	Approve to reimburse Gordon McNair \$265.07 USD an additional night of lodging due to support role for plenary session, for total reimbursement of three nights lodging.	Bucan/Whelpley	Approved/ Ratified
23-04	IEC	Black Hawk, CO	07/23/23	Approve to reimburse Region 6 Matt Harris one additional night's lodging during his drive to Denver Conference from Mississippi, not to exceed \$99.84. Treasurer brought forward the motion as the cost for typical one-night stay is approximately \$250/night plus taxes.	Bucan/Whelpley	Approved/ Ratified
23-05	IEC	Black Hawk, CO	07/23/23	Approve to reimburse Chapter 31 Education Chair, Sharon Gillespie, \$500 for attending Region 2 & 6 Joint Forum due to late submission of expenses as a result of the education chair policy clarification by IGC	Bucan/Whelpley	Approved/ Ratified
23-06	IEC	Black Hawk, CO	07/23/23	Approve travel for Chairs of the IPEC and Membership & Marketing for IGC meeting in Chicago, IL.	Easton/Skinner	Approved/ Ratified
23-07	IEC	Virtual	07/23/23	Approve to reimburse Region 1 Ray Mehler \$40 additional fee for flight for travel disruptions during Education Conference.	Whelpley/Godwin	Approved/ Ratified
23-08	IEC	Virtual	08/03/23	Authorize Headquarters to cover reasonable and necessary ADA accommodations in IRWA courses, until further direction from ADA Consulting Services	Whelpley/Skinner	Approved
23-09	IEC	Virtual	08/03/23	Authorize Headquarters to reimburse Chapter 6 for the actual invoice amount for the reasonable accommodations provided in their Course 215 on July 25 & 26, 2023.	Skinner/Godwin	Approved
23-10	IEC	Virtual	08/10/23	Authorize staff to purchase a laptop & appurtenances not to exceed \$2,500	Whelpley/Skinner	Approved
23-11	IEC	Virtual	08/10/23	Approve staff use of electronic fund transfers for IRWA payments to IRWA Chapters.	Skinner/Godwin	Approved
23-12	IEC	Virtual	08/10/23	Approve staff use of electronic fund transfers for IRWA payments for individual travel reimbursement and instructor payments, if requested by the individual, and subject to verbal confirmation of payment instructions.	Skinner/Godwin	Approved
23-12a	IGC	Virtual	08/15/23	Approve the current international industry committee names: International Electric & Utilities Committee International Environment Committee International Oil & Gas Committee International Public Agency Committee International Real Property Asset Management Committee International Real Estate Law Committee International Relocation Committee International Surveying & Engineering Committee International Transportation Committee International Valuation Committee	Skinner/Mehler	Approved
23-13	IEC	Virtual	08/17/23	Moved by email on August 14, 2023 to approve International Treasurer's recommendation to process the following seven expense reimbursements received & reviewed by Headquarters:  1) Fred Easton, IEC President Elect - Region 1 Spring Forum - California 2) Fred Easton, IEC President - Education Conference - Colorado 3) Fred Easton, IEC President - IEC Summer Planning Meeting - Colorado 4) Lora Gunter, Ethics Committee Vice Chair - Education Conference - Colorado 5) Jake Farrell, M&M Committee Chair - Education Conference - Colorado 6) Kim Millar, Region 8 Vice Chair - Education Conference – Colorado (CA) 7) Kim Millar, Region 8 Vice Chair - Education Conference – Colorado (US)	Skinner/Whelpley	Approved/ Ratified
23-14	IEC	Virtual	08/17/23	Approve International Treasurer Bucan's recommendation to reimburse Region 8 Chair Wong's nominal additional seat selection charge of \$23.40 CA by Air Canada for upcoming travel to the Region 8 Fall Forum in Prince Edward Island, Canada		Approved/ Ratified
23-15	IEC	Virtual	08/17/23	Approve the RFP for Course 600		Approved/ Ratified
23-16	IEC	Virtual	08/17/23	Approve the RFP for course 400, 421 and 431 as well as their corresponding Canadian equivalents		Approved/ Ratified
23-17	IEC	Virtual	08/17/23	Ratify the four motions made by email prior to the meeting as noted in agenda.	Whelpley/	Approved



**2023-2024 Summary of Actions**  
**International Executive Committee &**  
**International Governing Council**



No.	By	Location	Date	Motion	Moved/Seconded	Result
23-18	IEC	Virtual	08/17/23	Approve the following two recommendations from the IPEC Credentialing Subcommittee: 1) Extend SR/WA recertification date for Steven Morillo, SR/WA to January 24, 2024 and 2) Reinstate Kathryn Curran's lapsed SR/WA credentials on the condition she completes the following by October 1, 2023: Complete Course 102 – Elevating Your Ethical Awareness, pay the fees associated with the lapsed credentials policy, and does not use credentials until reinstated.	Whelpley/Godwin	Approved
23-19	IEC	Virtual	08/24/23	Approve the proposed changes to International Committees Policy & Procedures as presented August 24, 2023.	Skinner/Godwin	Approved
23-20	IEC	Virtual	09/07/23	Accept the recommendation from the IPEC Curriculum Subcommittee submitted on August 16, 2023 for the written proposal from Nancy Sinclair and team for the Principles & Use of GIS for Land Acquisition course	Bucan/Godwin	Approved
23-21	IEC	Virtual	09/07/23	Replace language related to Executive Director travel under Authorized Travelers in the Policies and Procedures with "One traveler authorized for travel to all IRWA meetings as designated by the International President and one traveler and one companion authorized for travel to the Annual Education Conference and one IRWA or affiliate meeting as designated by the International President	Easton/Godwin	Approved
23-22	IGC	Chicago, IL	09/16/23	Accept and ratify the changes to the RW-A/C credential pathway presented by the International Professional Development & Education Committee Credentialing Subcommittee	Alderman/Pittenridge	Approved
23-23	IEC	Chicago, IL	09/16/23	Add to the Policy & Procedure the Chapter Dissolution section emailed by President at 12:31 pm today. (Single-Issue meeting)	Easton/Skinner	Approved
23-24	IGC	Chicago, IL	09/16/23	Change the conference schedule to a four-year bid process and accept separate bids for hosting the 2027 and 2028 Annual Education Conferences which would both be due by January 1, 2024 with the intent to stay on a four-year schedule moving forward.	Pittenridge/Mehler	Approved
23-25	IEC	Virtual	09/21/23	Approve the credentialing policy as presented Credentialing Subcommittee and as revised during this meeting	Whelpley/Godwin	Approved
23-26	IEC	Virtual	09/28/23	Approve the IPEC Credentialing Subcommittee's recommendation to extend the recertification dates for Bradie Grimaldo to April 1, 2024 & Michael Churella to May 1, 2024.	Whelpley/Godwin	Approved
23-27	IEC	Virtual	10/05/23	Approve the request by Membership & Marketing Chair Farrell to attend the Consultant's Council meeting in Las Vegas, NV, reimbursement not to exceed \$1,625.	Skinner/Bucan	Approved
23-28	IGC	Virtual	10/17/23	Accept the Audit Report as presented.	Bucan/Pittenridge	Approved
23-29	IEC	Virtual	10/19/23	Approve the following expense reimbursements as presented by International Treasurer Bucan for: 1) International Vice President Godwin's reimbursement request for an additional meal due to travel delays, and 2) International Relations Committee Vice Chair Quinn's reimbursement request for airline flight, submitted beyond the 30-day submission deadline.	Skinner/Godwin	Approved
23-30	IEC	Virtual	11/16/23	Approve the Course 600 - Environmental Awareness rewrite team selection and move forward with the Kick-Off meeting with the rewrite team.	Skinner/Godwin	Approved
23-31	IEC	Virtual	11/16/23	Approve the Multiview recommendation Version 3 for advertising for the Weekly Buzz.	Skinner/Godwin	Approved
23-32	IGC	Virtual	11/21/23	Approve 9/16 minutes as distributed.	Mehler/Pittenridge	Approved
23-33	IEC	Virtual	11/30/23	Amend the Policy & Procedure manual as follows: <i>Any IRWA member may nominate another member for the Frank C. Balfour Award, however members of the International Executive Committee (IEC), Advisory Council who served on the IEC within two years prior to award application, International Nominations and Elections Committee, and staff are not eligible. Submissions are sent to the International Nominations and Elections Committee for consideration and a maximum of six finalists are selected.</i>	Godwin/Skinner	Approved
23-34	IEC	Virtual	11/30/23	Adopt country of residence-based dues discounts based on World Bank Country and Lending Groups as published on the World Bank Website annually, effective immediate, as follows:  <ul style="list-style-type: none"> <li>• Low-income economies 66% discount</li> <li>• Lower-middle-income economies 50% discount</li> <li>• Upper-middle-income economies 33% discount</li> <li>• High-income economies no discount</li> </ul> Basis of discount will be physical mailing address of member.  (Reference: <a href="https://datahelpdesk.worldbank.org/knowledgebase/articles/906519">https://datahelpdesk.worldbank.org/knowledgebase/articles/906519</a> )	Easton/Skinner	Approved
23-35	IEC	Virtual	11/30/23	Approve all of the reimbursements listed on the November 21, 2023 email from International Treasurer Bucan.	Godwin/Bucan	Approved

**2023-2024 Summary of Actions**  
**International Executive Committee International Governing Council**



No.	By	Location	Date	Motion	Moved/Seconded	Result
23-36	IEC	Virtual	12/07/23	Ratify International Secretary Whelpley's motion made by email dated December 1, 2023. International Secretary Whelpley had moved to approve the following three International Professional Education Committee Credentialing Subcommittee recommendations dated December 1, 2023: 1)Extend SR/WA recertification extension date for Dale Aukee to May 1, 2024. 2)Extend SR/WA recertification extension date for John Malcom to June 1, 2024. 3)Reinstatement of Andrew Reed's lapsed SR/WA credentials upon completion of the reinstatement requirements by February 1, 2024.	Whelpley/Bucan	Approved
23-37	IEC	Virtual	12/07/23	Authorize a payroll increase of \$64,017.60, a maximum of 4% of the \$1,600,439.90 payroll in the FY 2023-24 budget, at the discretion of the Executive Director.	Skinner/Godwin	Approved
23-38	IEC	Virtual	12/14/23	Authorize staff to continue to contract for ASL interpretative services for courses, as needed, until the International Executive Committee can implement a policy for ADA accommodations	Whelpley/Skinner	Approved
23-39	IGC	Virtual	12/19/23	Approve reasonable & necessary expenses for the International Relations Chair to travel to the Compulsory Purchase Association meeting in February 2024	Alderman/Bucan	Approved
23-40	IEC	Virtual	12/21/23	Direct Executive Director Drennan to move forward with MOU negotiations with CALEP	Skinner/Godwin	Approved
23-41	IEC	Virtual	12/21/23	Accept the revisions to the Request for Proposal for the 400 level courses as proposed by the International Professional Education Committee and International Valuation Committee	Skinner/Godwin	Approved
23-42	IEC	Virtual	01/08/24	Extend the deadline for the 2027/2028 Education Conference proposals to February 1, 2024 and all future conference proposals shall be due on February 1 <sup>st</sup> four years prior to the conference.	Godwin/Skinner	Approved
23-43	IEC	Virtual	01/08/24	Include the following language to the Policy & Procedures Manual: "IRWA is committed to the full accessibility of our education, credentialing and other programs. IRWA will provide reasonable accommodations to individuals with a disability who require assistance in order to participate in Association activities. Accommodation requests should be directed to IRWA's Executive Director."	Godwin/Skinner	Approved
23-44	IGC	Virtual	01/16/24	Change the effective date of the change to the eligible Frank C. Balfour applicant to include International Executive Committee members after two years removed from service to July 1, 2024.	Alderman/Schedler	Approved
23-45	IEC	Virtual	01/22/24	International Secretary Whelpley moved to approve IPEC Credentialing Subcommittee recommendation for the following : 1) Extend SR/WA recertification due date for Patricia Villa to April 1, 2024. 2) Extend SR/WA recertification due date for Doug Estes to April 1, 2024. 3) Extend SR/WA recertification due date for Rosa Villa to June 1, 2024. 4) Extend SR/WA recertification due date for Dennis Cate to September 1, 2024. 5) Reinstate lapsed R/W-AMC for Margaret Lein with a deadline to complete recertification requirements by May 1, 2024. 6) Reinstate lapsed R/W-AMC for Jimmy Thomas, with a deadline to complete recertification requirements by May 1, 2024.	Whelpley/Skinner	Approved
23-46	IEC	Virtual	01/29/24	Allow conference planning budget line-item funds for Keynote Speakers to be used for Wednesday Night Gala Entertainment for the headliner band, not to exceed the combined total of those two budgeted line items.	Bucan/Godwin	Approved
23-47	IEC	Virtual	01/29/24	Approve the IPEC Credentialing Subcommittee recommendation to extend the deadline for Stevanna Winningham to complete her R/W-RAC recertification requirements by April 1, 2025.		Tabled
23-48	IEC	Virtual	01/29/24	Table Motion 23-47 until IEC Meeting February 5, 2024	Godwin/Whelpley	Approved
23-49	IEC	Virtual	01/29/24	Approve the IPEC Credentialing Subcommittee recommendation to extend the deadline on the following certifications: 1.Patricia Villa – SR/WA recertification due date long extension request. The subcommittee recommends a 6-month extension to April 1, 2024. 2.Doug Estes - SR/WA recertification due date long extension request. The subcommittee recommends a 6-month extension to April 1, 2024. 3.Rosa Villa - SR/WA recertification due date long extension request. The subcommittee recommends a 6-month extension to June 1, 2024. 4.Dennis Cate - SR/WA recertification due date long extension request, the subcommittee recommends a 6-month extension to September 1, 2024. 5.Margaret Lein – Request for reinstatement of lapsed R/W-AMC. The subcommittee recommends allowing reinstatement under the Reinstatement of Lapsed Credentials Policy, with a deadline to complete recertification requirements by May 1, 2024. 6.Jimmy Thomas - Request for reinstatement of lapsed R/W-AMC. The subcommittee recommends allowing reinstatement under the Reinstatement of Lapsed Credentials Policy, with a deadline to complete recertification requirements by May 1, 2024.	Whelpley/Godwin	Approved
23-50	IEC	Virtual	01/29/24	Approve Executive Director Drennan's travel claims for November and December 2023 as reviewed by the IRWA Accounting team.	Bucan/Godwin	Approved
23-51	IEC	Virtual	02/12/24	Accept all four conference bids	Bucan/Easton	02-19

## 2023-2024 Summary of Actions

### International Executive Committee International Governing Council



No.	By	Location	Date	Motion	Moved/Seconded	Result
23-52	IEC	Virtual	02/12/24	Table Motion 23-51 until the International Executive Committee meeting scheduled for February 19 <sup>th</sup> .	Skinner	Approved
23-53	IEC	Virtual	02/19/24	Approve final memorandum of understanding between IRWA and the Canadian Association of Land and Energy Professionals uploaded to Member Network by International President Easton, SR/WA on February 18, 2024	Skinner/Godwin	Approved
23-54	IEC	Virtual	02/19/24	Approve revised budget as revised and presented by CFO Mazarei during today's meeting to be distributed to the International Governing Council and Region Vice Chairs	Bucan/Whelpley	Approved
23-55	IGC	New Orleans, LA	02/28/24	Accept the three recommendations effective February 29, 2024: 1) Shift the investment split to 45% Equity to 55% Bonds, 2) Include a 10% margin of flexibility between the ratios for quarterly reporting and 3) allow investments with Canadian certificates of deposits and GICs.	Pittenridge/Mehler	Approved
23-56	IGC	New Orleans, LA	02/28/24	Increase tuition for non-members by \$50 on July 1, 2024 and by \$50 on July 1, 2026.	Mehler/Turner	Failed
23-56 A-1	IGC	New Orleans, LA	02/28/24	Amend Motion 23-56 to add "divide the tuition increase proposed in the original motion equally between Headquarters and the chapters: * July 1, 2024: Chapter receives \$25 and Headquarters receives \$25. * July 1, 2026: Chapter receives \$25 and Headquarters receives \$25.	Mehler/Turner	Failed
23-56 A-2	IGC	New Orleans, LA	02/28/24	Amend Motion 23-57 to add: divide the total tuition between chapter and headquarters equally.	Mehler/Turner	Failed
23-57	IGC	New Orleans, LA	02/28/24	International Governing Council endorse the Board of Directors consider a resolution to increase dues by \$25 on January 1, 2025 and by \$25 on January 1, 2027.	Alderman/Mehler	Approved
23-58	IGC	New Orleans, LA	02/28/24	International Governing Council endorse the Board of Directors consider a resolution to increase dues by \$10 on January 1, 2025 and by \$10 on January 1, 2026.	Easton/	Approved
23-59	IGC	New Orleans, LA	02/28/24	Accept the budget as presented by Chief Financial Officer Mazarei and move forward with presenting to the Board of Directors at the Annual Meeting in Long Beach, CA.	Whelpley/Bucan	Approved
23-60				Not used		
23-61	IEC	Virtual	03/11/24	Approve IPEC Credentialing Subcommittee's recommendations for the following:  1)Extend Stevanna Winningham's R/W-RAC recertification date to October 1, 2024 and pay the reinstatement fee as outlined in the IPEC credentialing policy. 2)Allow Aimie Mims to recertify under the Lapsed Credentials policy and waive the reinstatement fee. 3)Allow Steve Parent to recertify under the Lapsed Credentials and waive the recertification fee. 4)Allow Michelle Gaillour to recertify under the Lapsed Credentials policy with a due date for completing the recertification requirements and submit recertification application by August 31, 2024 and waive the reinstatement fee. 5)Allow Susie Beall to recertify under the Lapsed Credentials Policy with a due date for completing the recertification requirements and submit recertification application by August 31, 2024 and waive the reinstatement fee.	Whelpley/Godwin	Approved
23-62	IEC	Virtual	03/18/24	Accept Option 1 of the request for funding course development for Course 604 as provided by IPEC Chair.	Godwin/Bucan	Approved
23-63	IEC	Virtual	03/18/24	International Committee Chair and Vice Chair travel requests to Committee meetings at the Conference in Long Beach, CA be approved, in compliance with the travel letter from International President Easton dated March 18, 2024.	Bucan/Godwin	Approved
23-64	IEC	Virtual	03/24/24	Adopt the new course pricing effective for any course with CMSA dated July 1, 2024 for non-member tuition: four-hour course to \$200, one-day course increase to \$385, two-day course increase to \$575, three-day course increase to \$765, four-day course increase to \$990 and Course 100 tuition remains the same at \$710.	Easton/Skinner	Approved
23-65	IEC	Virtual	04/15/24	Extend the previous SR/WA pathway deadline for Jocker Alejandro and course completion deadline to December 31, 2027	Bucan/Skinner	Approved
23-66	IEC	Virtual	04/15/24	Approve IPEC Credentialing Subcommittee's recommendations for the following: 1)Extend the recertification date for Allison Jackson's RW-AC credential to August 1, 2024. 2)Allow Cheryl Johnson to reinstate her RW-NAC credential per IRWA policy and waive the reinstatement fee. 3)Allow Ryan Hargrove to reinstate his R/W-AC credential under Path 1 of the Appraisal Cross Certification & waive the reinstatement fee if he completes the necessary recertification requirements by May 15. 4)Allow Gale Padgett to reinstate her SR/WA credential and waive the reinstatement fee. 5)Reinstate Karen Eddleman's R/W-RAC credential and waive the reinstatement fee. 6)Allow Kirsten Muncy to reinstate her R/W-NAC credential and waive the reinstatement fee.	Whelpley/Godwin	Approved



**2023-2024 Summary of Actions**  
**International Executive Committee International Governing Council**



No.	By	Location	Date	Motion	Moved/Seconded	Result
23-67	IEC	Virtual	04/15/24	<p>Approve IPEC Credentialing Subcommittee's recommendations for the following:</p> <ol style="list-style-type: none"> <li>1.Extend the recertification date for Eeden Lee's RWP-GN credential to June 1, 2024 and waive the reinstatement fee.</li> <li>2.Extend the reinstatement date for Geoff Heidke's SR/WA designation to June 1, 2024, contingent on completing the recertification requirements and submitting the recertification application, and waive the reinstatement fee.</li> <li>3.Extend the reinstatement date for Kathy Strittmatter's SR/WA designation 90 days from IEC's approval date to complete the remaining requirements and waive the reinstatement fee.</li> <li>4.Extend the reinstatement date for Gary Reinhardt's SR/WA designation and waive the reinstatement fee. (Note: His recertification date was 3/1/2024, he submitted his recertification application on 3/26/2024 with a note that he thought his recertification date was 3/31/2024.)</li> <li>5.Extend the reinstatement date for Kathy Pettigrew's SR/WA designation and waive the reinstatement fee. (Note: Her recertification date was 4/1/2024. She completed all of the requirements and submitted her recertification application on 4/4/2024. )</li> <li>6.Approve a second extension for Michael Churella's SR/WA recertification date to July 1, 2024 to complete the last class and finalize his recertification paperwork.</li> </ol>	Whelpley/Skinner	Approved
23-68	IGC	Virtual	04/16/24	<p>Rescind IGC motions regarding course materials shipping and return day-to-day management of this issue to the IEC and IRWA staff, these motions include:</p> <ol style="list-style-type: none"> <li>1)Motion on September 25, 2011 by the Secretary Skinner and seconded by then Treasurer Easton to modify the course registration form to add option to receive course materials in hard copy form for an additional fee, otherwise to be delivered electronically, additional fee to be determined and materials to be printed in color as appropriate.</li> <li>2)Motion on October 19, 2021 by Region 2 Chari Newberry, seconded by Region 1 Chair Flanagan to approve the Finance Committee recommendations for hard copy materials if requested by course participants to be implemented beginning July 1, 2022.</li> </ol>	Alderman/Mehler	Approved
23-69	IEC	Virtual	04/22/24	<p>Authorize staff to implement the following shipping procedures for course materials, effective July 1, 2024:</p> <p>With exception of courses noted below, course participants wishing to purchase hard copy materials may do so directly through the printing and shipping vendor by paying IRWA's direct cost plus shipping and handling as charged by our vendor:</p> <ol style="list-style-type: none"> <li>1) Course 100 materials will continue to be shipped to all participants.</li> <li>2) USPAP course materials will continue to be shipped to all participants.</li> <li>3) Course 900/900C materials will continue to be shipped to all participants.</li> <li>4) Course 901 and 902 approved instructors will be provided a onetime pack of additional loaner engineering materials. They are to be informed of the change that the participants will no longer be provided engineering tools for these courses, except when taking the prerequisite course 900, and to ensure they get materials back as they will not be provided additional loaner materials for free.</li> </ol>	Godwin/Whelpley	Approved
23-70	IGC	Virtual	04/29/24	International Governing Council endorse Resolution 2024-01 to amend the International bylaws for typographical errors.	Mehler/Pittenridge	Approved
23-71	IGC	Virtual	04/29/24	International Governing Council endorse Resolution 2024-02 affecting the Executive Director role on Board of Directors and amend Article VI of the International bylaws to remove the Executive Director from the Board of Directors to conform with California corporation law.	Mehler/Pittenridge	Approved
23-72	IGC	Virtual	04/29/24	Accept the two revised budgets addressing if the dues increase Resolution 2024-03 passes or fails, including the changes as outlined in the memo from International President Easton on April 28, 2024.	Mehler/Leadholm	Approved
23-73	IEC	Virtual	05/20/24	Approve SEC pathway to be rolled out in conjunction with the final completion of Course 904.	Skinner/Bucan	Approved
23-74	IEC	Virtual	05/20/24	Accept Chapter 1's proposed invocation as presented.	Bucan/Whelpley	Approved
23-75	IEC	Virtual	05/20/24	Approve MultiView retargeting agreement.	Skinner/Godwin	Approved
23-76	IGC	Virtual	05/21/24	Approve the funding for the international Young Professional event on June 22, 2024 that may be in excess of \$20,000, not to exceed \$30,000	Skinner/Pittenridge	Approved
23-77	IGC	Virtual	05/21/24	Proceed with the dissolution of Chapter 23, Region 4	Greene/Schedler	Approved
23-78	IGC	Virtual	05/21/24	Moved to adjourn.	Mehler/Whelpley	Approved



## Internal Association Memo

TO: Board of Directors  
FROM: International President Easton  
CC: Key Staff Members & General Counsel  
DATE: 4/29/2024  
RE: Proposed Revised Budgets

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In February of 2024, International Treasurer Bucan and the International Finance Committee brought to the attention of the International Governing Council (IGC) the need to address rising costs due to historic inflation. As a result, the IGC put forward a resolution to raise dues \$10 for the 2025 calendar year and an additional \$10 for the 2026 calendar year of membership. This resolution will be voted on by you at the upcoming board meeting as resolution 2024-03.

Since then, the International Executive Committee has also taken the following actions to address these issues:

- Passed motion on 03/24/2024 increasing non-member course tuition rates.
- Passed motion on 04/22/2024 setting cost of opt-in materials for students at cost, with the exception of some courses (100, USPAP & 900/900c) which will continue to include shipped materials within the course fee.

Additionally, we have received conflicting feedback from forums that some International Directors do not like the idea of approving a budget that doesn't reflect the proposed changes per the dues resolution and others did not want us to revise the budget based on a dues resolution that has not yet been approved by the Board of Directors. Finally, some directors requested the budget be revised to show how the additional funds created by the actions above and the proposed dues increase will be spent. Generally, these are items that were proposed in early drafts of the budget but were cut to achieve a balanced budget.

As such, on 4/29/2024 the IGC approved the attached revised proposed budgets for your consideration.

- **9<sup>th</sup> Draft Alternative Budget A** – this budget will only be put forward for final approval if the Dues resolution, resolution 2024-03 passes.
- **9<sup>th</sup> Draft Alternative Budget B** – this budget will only be put forward for final approval if the Dues resolution, resolution 2024-03 fails.

# International Professional Education Committee

Region Presentation, June 2024



# Products In Play

- ▶ Surveying Engineering Pathway, Guide, Certificate RW-SEC: **New/Approved**
- ▶ Project Management Pathway, Guide, Certificate RW-PMC: New/Courses Required
- ▶ Environmental Awareness Pathway, Guide, Certificate Reinstated; Courses Required
- ▶ Transportation Certificate: Concept; Ideas provided; Discussion & Courses Required
- ▶ Energy Certificate: Concept; Discussion, Courses Updates & New Courses Required
  
- ▶ Instructor Development (Optional): Pathway, Guide, Certificate RW-IDC: Products Drafted(ing); Discussion Required
  
- ▶ SR/WA Pathway: Added 'or' courses; **Approval Required**
- ▶ Webinar QEU/CEU: Drafted proposal; Discussion Required

# Completed FY 2023/2024

- ▶ 16 Courses:
  - ▶ 11 Updates
  - ▶ 1 Rewrite
  - ▶ 4 New

*Principles of Right of Way Textbook* (included as an update):

**15 chapters updated; 2 new chapters**      **65 volunteers and IRWA staff**

*Completed FY 2021/2022 = 10*

*Completed FY 2022/2023 = 12*

***Refer to handout***



# Foundation Funding

## FY 2023/2024 Funding:

- ▶ New Course 239i (1 day) COMPLETED
- ▶ Rewrite Course 600i (1 day) PILOT (July)
- ▶ New Course 904i (1 day) PILOT TBD
- ▶ Rewrite Courses 400; 421/421C, 431/431C  
Proposal approved June 17, 2024

Thank you to Chapter 29 (Ontario, Canada)  
for sponsoring and funding the rewrite of  
Course 600i.

## FY 2024/2025 Funding:

- ▶ Rewrite Course 100 On Demand
- ▶ New Course 240i (4 hours)
- ▶ New Course 241i (4 hours)
- ▶ New Course 306 PM1 (2 days)
- ▶ New Course 643i (4 hours)
- ▶ New Course 646i (4 hours)

# FY 2024/2025 Activities

- ▶ 5 New Courses; 1 Course Rewrite
- ▶ 5 Rewrites: Appraisal Courses
- ▶ +15 Updated Courses (URA Regulation Changes); IRAC Initiative
- ▶ Update 600-series courses; IEC Initiative
- ▶ Update 800-series courses

Refer to handout.

# FY 2025/2026 Potential Funding Request

- ▶ New PM 2 Course (2 days)
- ▶ New PM 3 Course (2 days)
- ▶ New PM Study Session (2 days) & Capstone Exam
- ▶ New Transportation Course (2 days)
- ▶ New U.S. Billboard Regulations & Requirements (2 days)
- ▶ New Canadian First Nations Relations, Negotiations, Partnerships Course (2 days)

Refer to handout.