



Region 2 Spring Forum
Date: April 6-7, 2017
Location: Hard Rock Hotel and Casino
Address: Tulsa, OK

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

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

Key Objectives:

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

Thursday, April 6 at 1:00pm

- 1) Call to Order.....Ana Rausch, SR/WA R/W-RAC**
 - Welcome
 - Thanks to Chapter 33 for hosting this year's event
 - Thank you to our wonderful sponsors:
 - Universal Field Services
 - Terra Resources LLC
 - Clark Land Resources
 - Percheron
- 2) Chapter Roll Call Denise Skinner, SR-WA, PMP**
 - Quorum present; See attached Sign in sheet for the session
- 3) Approval of minutes from 2016 A&M Education Refresher Denise Skinner**
 - Motion to approve by Kip Beaudry; second by Don Toner
 - Minutes approved
- 4) Region 2 Financial Update Denise Skinner**
 - \$22,576.98 as of April 3, 2017
 - Balance Sheet and Profit & Loss Statement attached
- 5) Nominations Update Randall Kopfer, FRICS, IFA, PMP, SR/WA**
 - Region 2 is behind on making nominations for International awards
 - Please send in nominations for your Chapter and Region nominee
 - Informal announcement that Region 2 has two finalists for the International awards
 - Matt Eckmann (Chapter 39) finalist for YP of the Year
 - Chapter 8 finalist for Newsletter of the Year "The Centerline"

6) Elections Process Randall Kopfer

- Support Material: Proper Election PowerPoint and Kit attached
- YouTube video on how to run Chapter and Region elections
- Downloadable instructions and script available on-line
- Working with the Chapters to review and update their By-laws to make sure they are synced with International and that they allow nominations from the floor and e-mail voting.

7) Fiscal Year End Chapter Leadership Transition Planning Ana Rausch

- Checklist for Chapter Leaders attached
- Reviewed fiscal year-end 2016 – 17 tax filing requirements.
- Reviewed all required financial uploads for the year as well as board agendas & minutes.
- Request that all incoming officers have review and understand their role descriptions, duties and commitments
- Request for outgoing President’s to go through the check list with the incoming President.

8) 2017-2018 Draft Budget Presentation Ana Rausch

- Draft budget and budget narrative documents reviewed and attached
- Available on-line

9) Education Foundation Update David Sinclair, SR/WA & Taylor Sass

- Because of the high costs there will be no Monday night event at this year’s International conference.
- Will be back in future years
- Request that people not forget about the Foundation and maybe transfer their donations directly to the foundation at the Board of Directors meeting.
- They will send a form to the Chapter Presidents to fill out so they know who to send a “thank you” note to.
- There will be a few silent auctions items at the trade show.
- Taylor will roll off as Young Professional on the Foundation
- Thanked everyone for the opportunity.

10) Election of Region Officers Randall Kopfer

- Quorum previously declared
- **Election of Secretary/Treasurer**
 - Motion to Nominate Erin Newberry as Region 2 Secretary/Treasurer made by Don Toner; second by Kip Beaudry
 - No nominations from the floor
 - Motion to close nominations and elect Erin Newberry by acclamation made by Don Toner; second by Kip Beaudry
 - Erin Newberry elected Secretary/Treasurer
- **Formal Nomination of Region 2 Vice Chair to be submitted to International**
 - Motion to Nominate Denise Skinner as Region 2 Vice Chair made by Erin Newberry; second by Don Toner
 - No nominations from the floor

- Motion to close nominations and nominate Denise Skinner Region 2 Vice Chair by acclamation made by Kip Beaudry; second by Christie Saenz
- Denise Skinner's nomination to be forwarded to International

- **Formal Nomination of Region 2 Chair to be submitted to International**

- Motion to Nominate Teri Morgan as Region 2 Chair made by Maggie Schedler; second by Kip Beaudry
- No nominations from the floor
- Motion to close nominations and nominate Teri Morgan Region 2 Chair by acclamation made by Kip Beaudry; second by Erin Newberry
- Teri Morgan's nomination to be forwarded to International

11) Region Young Professional Update Kasy Chambers, SR/WA

- No YP Symposium this year at Anchorage. The YP's have been incorporated into the conference.
- They will have five sessions geared towards YP denoted with a * on the session listings
- There is an opportunity for a 20% discount at International for YPs
- YPs will be hosting a social event Saturday night in Anchorage
- There will be a networking event again this year at A&M
- Quarterly YP calls just started and seem to be working well to bring the YP leadership together throughout the Region.
- Suggested to have the Region officers on the call

12) Chapter Reports Chapter Presidents

- Chapter Presidents shared Chapter achievements and struggles with the Region and other chapters

13) Intern'l Committee Reports.....Region 2 Committee Representatives

- Region 2 representatives shared the initiatives and goals for their respective Communities of Practice.

14) Open Discussion

- Suggested that if your Chapter would like more information about the Foundation, please call David Sinclair or Taylor Sass. They can come to a luncheon to make a presentation on the purpose and function of the Foundation.
- Georgia reminded everyone that in order to get TREC credits you must have a TREC approved instructor. For seminars or panel discussions, you must have a TREC approved instructor as moderator.
- Georgia keeps the list of TREC approved instructors.
- Suggested to be sure and discuss with coordinators, particularly new ones about the TREC roster filled out sent back to Georgia as soon as possible after the course. She has a set time frame to turn it back to TREC in order for attendees to receive credit.



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Friday, April 7 8:30 am

1) Anchorage David Sinclair

- David gave a presentation on things to do in Alaska while there for the conference.
- Packet with info to be sent out to Chapter Presidents.

2) IEC CandidateAna Rausch

- Ana has declared as candidate for Secretary of IEC.
- Requested the support of Region 2 for her candidacy

3) 2022 Conference Bidding Cities Presentations..... Ana Rausch

- We have 3 cities in the running for the 2022 conference
 - Denver, Colorado
 - Cleveland, Ohio
 - Charlotte, North Carolina
- After this year there will be a gap in site selection to get on 3 year selection cycle. It is getting hard to lock in hotel rates for the 5 year time frame currently requested from host hotels.

4) Region 2 Education Update . Teri J. Morgan, SR/WA, R/W-RAC, R/W-NAC

- The Vice Chair has started heading up Region Education
- Have been holding monthly education updates with the Education Chairs from all of the Chapters. This has been working well to bring everybody up to date.
- We had a meeting Thursday morning here in Tulsa and will look to have a breakfast meeting at A&M. Details still to be decided.
- Suggested to have Chapter presidents on the calls.
- Chapter leaders need to push to try to get more course coordinators. Have to take on-line course and be recertified every two years.
- Major issue recently has been lack of instructors
 - Suggested to have the Chapters provide scholarships for instructors to go through the CLIMB program. For Chapter support to become certified instructor they give free classes back.
 - Region also looking to do this to deepen instructor pool.
- Have some chapters education schedule for next year.
- Reminded to turn in CMSAs to International to get the courses on the schedule.

5) 2017 Region 2 A&M Education Refresher.....Teri Morgan

- To date no speaker information has been turned in for A&M
- Has to be to John Housman by May 1
- Requested Presidents/Chapter representatives to get back with the individuals putting their sessions together.
- Please contact the Region if having trouble getting speakers.
- New Contacts
 - Kasy Chambers – YP
 - Christie Saenz (Ch 39) – LPA
 - Bruce Treple (Ch 8) – Keynote speaker
 - Laci Jones (Ch 33) – Highways
 - Kim Heibert(Ch 36) - Utilities/Communications
 - Kip Beaudry (Ch 51) – Valuation
 - Region – will handle TREC update

- June gave an update on A&M 2016
 - 190 early registrants; 77 late registrants
 - 17 attendees for C-802; 21 in C-902
- Seminar costs are increasing. Barely broke even last year. Part of that was we had two sponsors that did not pay, for a total of \$3,500 in lost sponsorship.

- Motion to increase price from \$195 to \$225 made by Kip Beaudry; second by Georgia Snodgrass. Motion passed.
- Discussed if we could add TREC or TALCB credits to A&M to try to increase participation.
 - Approvals would need to be on a per session basis and follow all TREC protocols.
 - Also would have to have complete session information in no later than 60 days prior to session to go through approval process.

- Chapter 8 requested that they not be sole provider for the keynote speaker
 - Costs have been increasing. The last few they have gotten were in the \$3,000 to \$5,000 range. Hard to find speakers that charge less.
 - Consensus that Chapter 8 should not bear such a high cost on their own
 - Suggested try Toastmasters

- Motion to have the Region supplement the Keynote Speaker costs made by Erin Newberry; second by Christie Saenz. Motion passed.

- Ernie Cochran provided update on last year’s golf tournament at A&M
 - Thanked sponsors for the tournament
 - ❖ Universal Field Services
 - ❖ Terra Resources, LLC
 - ❖ Contract Land Staff
 - ❖ Energy Access Solutions LLC, who served BBQ at the event
 - Had 23 teams; 25 max
 - 25 max this year as well, so sign up early

- Will donate \$6,100 back to the Region from the proceeds of the tournament
- Maggie Schedler let everyone know that L.E. Clark, the tournament's namesake recently passed away.
- Donations for Chair's reception and golf tournament
 - Chapter 8 – will get back to Region
 - Chapter 33 – Reception: \$500
 - Chapter 35 – will get back to Region
 - Chapter 36 – Reception: 1,300; Tournament: \$500
 - Chapter 39 – Reception: \$500
 - Chapter 43 – will get back to Region
 - Chapter 51 – will get back to Region
 - Chapter 74 – Reception: \$1,000; Tournament: \$500
- Theme for 2017 A&M
 - Education the Right Way to the Future

6) Region 2 POY and YPOY.....Teri Morgan

- Region will send out form for Region 2 Professional of the Year, Employer of the Year and YP of the Year.
- Send back to Teri Morgan by Anchorage.
- Awards will be handed out at A&M.

7) Other Business.....Ana Rausch

8) 2017 ConferenceAna Rausch

- 2017 conference will be held in Anchorage, AK June 11-14, 2017.
- Region 2 caucus Sunday afternoon

9) Upcoming Meetings.....Ana Rausch

- *Spring Forum 2018 – San Antonio, TX*
 - *Waiting on confirmation to have Utilities Symposium in conjunction with this Forum*
 - *Chapter & Region will work with Chapter 39 and Housman & Associates to coordinate*
- *Spring Forum 2019 – Austin, TX*
 - *Will have Transportation Symposium*
- *Working out details for order of events. 1 day class; 1 day symposium, 1 day forum*
- *In 2020 back to the ½ day/ ½ day format for the forum*
- *Will discuss further at A&M*

10) Adjourn

- Motion to adjourn made by Don Toner; second by Maggie Schedler
- Adjourned until Region 2 Caucus at Anchorage