



Region 2 & Region 9 Joint Spring Forum

Date: April 12, 2019

Time: 8:00 AM

Location: Sheraton Austin Downtown
Ballroom A
701 East 11th Street
Austin, TX

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

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

Core Values:

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

- 1) **Call to Order**.....Teri Morgan, SR/WA
 - Call to Order at 8:06am
- 2) **Housekeeping and Forum Events Review**.....Teri Morgan, SR/WA
 - Teri Morgan gave a brief overview of the agenda for the day and housekeeping items.
- 3) **Introductions**.....Teri Morgan, SR/WA & Fred Easton, SR/WA
 - Teri Morgan introduced Region 2 Officers; Vice Chair Denise Skinner and Secretary/Treasurer Erin Newberry
 - Fred Easton introduced Region 9 Officer(s); Vice Chair Tony Pollack
 - Teri Morgan welcomed IEC Officer, James Olchewski, IEC Secretary and attending Past International Presidents: Randy Williams, MAI, SR/WA; Gordon MacNair, SR/WA; Lee Hamre, SR/WA and Lisa Harrison, SR/WA, as well as IRWA staff: Tim Drennan, Field Operations and Rakhshan Mazarei, HQ Controller & Personnel Manager.
- 4) **Purpose Activity**.....Teri Morgan, SR/WA & Fred Easton, SR/WA
 - Teri Morgan discussed the IRWA Purpose and the relation to the work we do each day on behalf of clients, property owners and one another.
- 5) **IEC Candidates**.....Teri Morgan, SR/WA & Fred Easton, SR/WA
 - Teri Morgan introduced each IEC Candidate and the office each one is running for. Voting will be held at the Annual Board of Directors Meeting in Portland, OR during the Annual International Education Conference. Each candidate was provided the two questions, one of which was requested to be addressed in their comments:
 - 1) Do you believe our current Governance structure needs any substantial changes? If yes name one and why you believe this change is needed.

- 2) What do you think is the top challenge facing our education program? How would you face this challenge?
- Ana Rausch, SR/WA for IEC Vice Chair (Present)
 - Brett Farner, SR/WA for IEC Secretary (Present)
 - Judy Jones, SR/WA for IEC Secretary (Present)
 - Stewart Anderson, SR/WA for IEC Secretary (Present)
 - Jacob Farrell, SR/WA for IEC Vice Chair (Not present) Fred Easton spoke on behalf of Mr. Farrell and then conferenced him in during the Q & A.

9:30am - Individual Forums Held (Please see attached IRWA Region 2 Spring Forum Minutes)

12:00pm –Joint Forum Reconvened

6) Education Foundation Report & Monday Night Event Details.....Kasy Baldauf, SR/WA & Carmelita Delgado, RWA

- Kasy Baldauf and Carmelita Delgado discussed the Education Foundation’s upcoming annual golf tournament during the International Education Conference in Portland, Oregon. The golf tournament will be held at The Reserve Vineyards and Golf Club and you may register on the Foundation’s website, www.rwief.org. The 2019 Monday Night Event, “Monday Night at The Square” during conference will be held at Pioneer Square, about a block from the host hotel. This year, the Foundation will include the ability to bid for auction items via the app, HandBid. If you haven’t signed up for the Monday Night at The Square, you may also register on the Foundation website.

7) Course Catalogue (Region 1, 2, 7, & 9).....Rakhshan Mazarei, Controller & Personnel Manager

- Rakhshan Mazarei presented the suggested course schedule for regions’ consideration. In a supportive effort, HQ has developed a proposed course-scheduling outline specifically for generalist designations, to allow members to obtain their designations within a closer timeframe and specific locations within regions. The suggested plan proposes 21 courses per year. Teri Morgan commented there isn’t enough instructors to accomplish this proposal within each chapter. Chapters may work together within regions, though, to allow for this type of course scheduling if scheduling courses by designation.

Several points of discussion were the lack of instructors for required courses and identifying courses members need as PDC’s no longer are aware of candidacies and do not have access to members’ concierge system.

8) Fiscal Year End Chapter Leadership Transition Planning.....Teri Morgan, SR/WA

- Teri Morgan reminded chapter leadership to familiarize themselves with the Outgoing Chapter Leadership Checklist, which is included in the agenda packets and available on the IRWA website and to spend time with incoming leadership to assist in the transition of leadership roles. Chapter leadership should review fiscal year-end 2018 – 19 tax filing requirements, ensure all required financial uploads for the year as well as board agendas & minutes are completed.

9) 2019-2020 Draft Budget Presentation.....Judy Jones, SR/WA

- Judy Jones presented two 2019 – 2020 Draft Budgets and answered questions. A question was asked as to why there were two “draft budgets” presented. Ms. Jones stated one was

prepared internally as happens each year whereas the “2nd Draft Budget” was prepared and presented by the Finance Committee.

- During the 2018 – 2019 fiscal year members of the Finance Committee held a two-day session at IRWA HQ’s in California to drill down into certain budget items, such as education spending and travel expenses and procedures for reimbursements. After the audit, the Finance Committee presented recommendations to IGC that expense approval procedures be refined.
- During questions regarding the differences of the two draft budgets, it was noted Line Item 509, Leadership Development had \$55,000 budgeted under “Draft Budget – July ’19 – June ’20” but was decreased to \$5,000 by the Finance Committee’s “2nd Draft Budget – July ’19 – June ’20” as there is currently no Leadership Development program in place. Comments were given that by decreasing the budgeted amount can negatively affect the membership by removing flexibility to offer leadership development in the future.
- A question was asked as to why a new account/line item was added to “2nd Draft Budget” (Line Item 462b Finance Committee Travel) in the amount of \$10,000 and why members of the Finance Committee would need to meet in California at HQ’s to do an internal audit each year. Ms. Jones stated a review may not be required each year by the Finance Committee, but the money is earmarked should the Finance Committee decide to audit. Ms. Snodgrass asked why an audit by the Finance Committee is needed when an audit of the financial records is performed by an outside agency each year. Rakhshan Mazarei explained how the budget is created and how it is audited each year by outside sources. Supporting documentation for every expense is available to auditors.
- The IEC has final approval of the budget. All members are welcome and encouraged to comment and both budgets will be presented at the annual Board of Directors meeting in Portland for approval/comments, etc.

10) Proposed Bylaw Revisions.....Fred Easton, SR/WA

- Fred Easton presented and reviewed the proposed revisions to the Association Bylaws. The main proposed revisions reflect the potential to add Corporate Memberships and clarification regarding one vote per member at the Annual Board of Directors Meeting and includes a proposal to add electronic voting. The proposed revisions will be presented for action at the Board of Directors meeting in Portland.

11) IDEAs Task Force Update.....Fred Easton, SR/WA

- Fred Easton informed those present the background and reason the IDEAs Task Force was established, the Task Force’s role and actions the Task Force has taken to date. Members of the Task Force then conducted an information gathering activity with those present.

12) Governance Task Force Update.....Kim Hiebert, SR/WA & Lee Hamre, SR/WA

- Kim Hiebert, SR/WA and Lee Hamre, SR/WA provided an update on the Governance Task Force meetings and actions to date. The IGC developed the task force to review the current IRWA governance model and the governance models presented during the 2018 IRWA Educational Conference. The task force has drafted questions for member input and is putting a plan in place as to how best to proceed to a) how best to send questions to members to ensure maximum feedback and b) discuss with chapter leadership to gain input into questions and feedback; and c) encourage chapters to hold special sessions to discuss the questions and gather input.

13) Report on Transportation Symposium and Forums.....June Housman

- June Housman provided an update on how well the Transportation Symposium went. We had 142 in attendance at the symposium, C105 had eight attendees and C902 had ten attendees.

14) New Member Acquisition Campaign.....Tim Drennan, Field Operations

- Tim Drennan provided the update on the new membership campaign beginning October 2019. In an effort to assist chapters reach the incentives for membership growth and membership retention, HQ's has developed an opt-in campaign for each chapter. The campaign will continue annually each April.

15) Winter Education Campaign Recap.....Tim Drennan, Field Operations

- Tim Drennan provided an update on the Winter Education campaign HQ's rolled out in 2017 to encourage chapters to schedule more courses in winter months when previously, chapters scheduled fewer. During the Winter Education campaign, chapters who scheduled and held courses during certain times would receive incentives. Mr. Drennan provided a review of the two-year statistics and the success of the campaign.

16) Young Professionals Report.....Matt Eckmann, SR/WA, International YP Committee Vice Chair

- Matt Eckmann, SR/WA, presented an overview of the YP Event in Portland during the Annual Education Conference and the status of the YP. The event will be held at the Punch Bowl Social and sponsorships are encouraged. Mr. Eckmann provided a breakdown of the levels of sponsorship and handed out sponsorship flyers to those present.
- The YP's will be holding two education sessions at the conference, as well and each session will be livestreamed so those not present at the conference may take part in the sessions.
- The YP's now have a bank account which limits comingling of chapter accounts and each chapter is encouraged to have a YP representative on their behalf.

17) IRWA Region 2 and Region 9 Joint Forum Adjourned at 3:50pm