



Region 1 Spring Forum
March 16, 2019
Silver Legacy Resort & Casino
407 North Virginia Street
Reno, NV 89101
Time: 8:30 am – 4:00 pm

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

8: 30 am – Yoli Matranga, Region 1 Chair called the 2019 Spring Forum to order.

Guests:

- Peggy Barnes, Chair, International Public Agency Chair
- Joe Currie, SR/WA Past Chair Region 1
- Amanda Duncan, Chapter 46 Spring Forum Co-Chair
- Leslie Finnigan, SR/WA
- Jeff Jones, SR/WA IEC President
- Rakhshan Mazarei, Controller and Personnel Manager
- Mike Pattison, SR/WA RWIEF
- Linus Paulus, SR/WA Past President, Chapter 27
- Mark Rieck, CEO

2) Safety / Housekeeping

David Snelgrove, SR/WA provided an overview of housekeeping / safety at the hotel conference room.

3) Call of Voting Members

Ray Mehler, SR/WA, Region 1 Secretary / Treasurer called the present voting International Directors by Chapter.

24 of 26 International Directors (ID), or their alternates, present. Quorum met.

Alternate Voting Directors:

- Chapter 1: Ann Kulikoff, Treasurer for Artin Shaverdian, ID and President
- Chapter 27: Sarah Williams, RWA, Secretary for Cosima Broglio, ID and Vice President
- Chapter 46: Katherine Perkins, Secretary for Heather Edmunson, SR/WA, ID and Treasurer
- Chapter 50: Brett Adney, Secretary for Danielle Gonzales, ID
- Chapter 57: Ruby Arellano, SR/WA, Treasurer for Christie Santolucito, ID and President
- Chapter 73: Connie Yazzie, Treasurer for George Cardieri, SR/WA, ID

4) IRWA Purpose

Yoli Matranga, SR/WA asked Chapters 11, 28, 42, 44, 67 to provide examples of IRWA Purpose in their personal and professional life.

5) Approving Fall Forum Minutes & Treasurer Report

Ray Mehler, SR/WA, called for motion to approve 2018 Fall Region 1 Fall Forum Minutes.

Motion: Karen Williams, SR/WA, Chapter 28

Second: Marianne Wetzel, SR/WA, Chapter 47

Motion passed unanimously – Minutes approved

6) 2019/2020 Association Status & Planning

a. DRAFT 2019 / 2020 Budget

- Ray Mehler asked Rakhshan Mazarei how online course income budget developed: Rakhshan responded that the income budget is drawn from a combination of historical figures and existing agreements known to take effect in this budget year.
- Kevin Blair asked about membership renewal timing. Rakhshan responded that new member proration complicates fiscal year tracking. Hence, auditor often asks why membership count does not match membership revenue. Can reconcile on monthly basis.
- Administrative Expenses includes magazine, online Quickbooks, website maintenance and database hosting.
- Ruby Arellano question about Travel Expenses: \$5k for each region, IEC, IGC, COP, Industry Committees, service committees, staff travel, allied associations. Mark Rieck responded that usual not-for-profit travel expense is usually 10-15%, and IRWA's is 8%. Kevin Blair asked how much was spent for international travel, Rakhshan responded \$27,000.
- Ruby expressed preference that budget details could have been presented before the meeting with adequate time for review. Yoli responded that this presentation should allow sufficient time for review, analysis and questions before Education Conference in June.

b. New Member Campaign - Mark Rieck

- Jeff Jones reported meeting in Chicago w Young Professionals from University of Illinois, organized by Smedmore.
- Mark Rieck offered idea from Tim Drennan for proposal at the May IGC: provide \$300 to chapters which sponsor new member event, plus 1 free membership with 3 or more applications (can be used during membership campaign), waive \$25 app fee, staff will provide flyer, will provide online support, bring a friend reduces members' membership due by \$25. Voluntary by the chapters. Hoping 30 chapters might participate.
- David Snelgrove reminded us that a student membership fee and annual conference fees are lower at some other professional associations.
- Kevin Blair asked about membership and course rates for Caltrans, mentioned possible complication with Caltrans union. Mark Rieck responded about HQ efforts to negotiate packages with different Caltrans districts.
- Linus Paulus mentioned that the Caltrans union is SEIU.
- Kevin Blair stated that 40 recent Caltrans employees attended a recent course, but none were members, and none have joined.
- Mark Rieck responded that we have about 5,000 nonmember users of our education programs.
- Mike Flanagan mentioned that Caltrans has its own training programs, but uses IRWA C205 and three others.
- Rakhshan mentioned that student member dues are \$50. David Snelgrove mentions that APWA offers reduced dues for first two years after graduating.

c. IRWA PROPOSED International Bylaw Revisions

- Yoli focused on new language enabling corporate membership, one member one vote language. Many other changes are formatting. These items will be up for vote in Portland.

7) Education

Mike Flanagan, SR/WA and Rakhshan Mazarei, Controller provided an overview of education program:

a. Online / Classroom Courses (Mike)

- Participant counts in the summary education data are generally half-way, which is appropriate for being half-way through fiscal year. Chapter 44 already doubled this year's participation over last year's.
 - Cert programs: RWA (novice) 4 courses, RWP (intermediate) 7 courses, SRWA 6 courses. Members, employers and property owners need these certificates. Mike asked chapter leaders if they are providing these certification paths to their members, encouraged leaders to speak with their Education Chairs.
 - Chapter 44's doubling of participants is linked to its offering a "4-Pack" of RWA courses. Chapter 44 now offers a 13-Pack in 10 months toward SRWA.
 - Kevin Blair stated that he received complaints from members that they cannot take SRWA Review Course anymore. Yoli responded that this issue is being taken up by Education Task Force to consider restoring review course.
- b. Winter Education Campaign (Mike Flanagan)
- Chapters receive \$300 for hosting a course in Dec or Jan. 4 chapters took advantage in Dec, 8 chapters took advantage in Jan.
 - Most other chapters added classes since Fall Forum, tripling offerings in region.
- c. Education Proposal (Rakhshan Mazarei)
- About 1,000 new members annually, 70-160 new members in Region 1.
 - Proposing course catalog, similar to college course catalog. Showing courses offered, where and when.
 - Kevin Blair asked for historical data, which Rakhshan has available to share.
 - Marianne Wetzel asked for education support, and Mike Flanagan stated that he will provide support to chapters to assemble offerings.
 - Rakhshan informed that HQ could arrange provision of instructors.
 - Ruby Arrellano: Chapter 57 has sufficient membership to support courses, but has hard time scheduling because courses often do not break even. Peggy Barnes stated that Chapter 57 has about 120 members. Rakhshan stated that Chapter 57 enrolled 10 new members. Rakhshan informed he has breakeven worksheet. HQ is willing to offer minor amounts to recover loss. Mike Flanagan advises that chapters find a no-cost venue, which usually enables a course to break even with 5 students. Mike Flanagan advises advertising, and that HQ is able to deliver email notices.
- d. IDEAs (Rakhshan Mazarei)
- Education Task Force Report. ETF is reviewing CLIMB, and attempting to determine what changes are needed. ETF will make recommendations to IGC in Portland.
 - Kevin Blair asked about receiving feedback from course evaluations. Yoli asked Fred Nasri that we want this evaluation information flowed back to Education Chairs. HQ refused to provide feedback from particular course evaluation. IDEAS is considering this.

8) Region 1 Nominations and Elections

Alesia Strauch, SR/WA presented nominations and elections process. Alesia reviewed the specifics of holding a proper election as well as the support documentation. Alesia asked all Chapters that brought copies of their newsletters during the fiscal year 2018/2019 to leave copies at back table for everyone to review. Alesia also provided voting form so all International Directors would view and submit their voting form to Alesia. We also provided opportunity to ask questions about the process.

Peggy Barnes, SR/WA, Chapter 57, stated that chapters which meet bimonthly need to start Nomination & Elections in February each fiscal year.

Alesia opened up the nominations and provided the opportunity for anyone that wanted to run from the floor for any position. Those positions were:

- a. Secretary / Treasurer, nomination and election
Motion: Dave Snelgrove – Chapter 46
Second: Connor McDonald – Chapter 27
Vote unanimous for position of Secretary / Treasurer – Ray Mehler, SR/WA
- b. Vice Chair, nomination for election
Motion: Karen Williams – Chapter 28

Second: Connor McDonald – Chapter 27

Vote unanimous for position of Vice Chair – Mike Flanagan, SR/WA

c. Chair, nomination for election

Motion: Ruby Arellano. – Chapter 67

Second: Karen Williams – Chapter 28

Vote unanimous for position of Chair – Yoli Matranga, SR/WA

10) Regional Awards

Alesia Strauch, SR/WA gathered all voting forms, counted the votes and provided the list of winners to the Region Chair.

Yoli Matranga, SR/WA announced the winners and presented awards:

- Small Chapter Newsletter: Chapter 50 - Gio Morales, SR/WA, Chapter President, accepted award
- Large Chapter Newsletter: Chapter 27 - Conner McDonald, SR/WA, Chapter President accepted award.
- Professional of the Year: Alis Gause, SR/WA for her dedication and extensive work to develop an effective Education Program for Chapter 44. Meghan Ricks and Todd Salvatore accepted the award on behalf of Alis.
- Young Professional of the Year: Sarah Williams, SR/WA

11) Foundation Report / Monday Night Event

Mike Pattison, SR/WA and Leslie Finnigan, SR/WA presented information that they have planned for us at the 2019 IRWA Annual Education Conference, the following are the events planned:

- Rose City Classic golf event on Tuesday June 11.
- Monday night event at The Square (Leslie Finnigan) Leslie is co-chair of Education Conference. Can walk out of the conference door straight into The Square. Includes full buffet dinner w tri-tip and salmon, 2 drink tix. OR Colan sponsoring strawberry shortcake dessert. Will have silent and audible auction, to use phone app "Handbid". People will be available to help folks download and operate. Auction opens May 1. Receiving auction donations now. Can participate in auction from offsite. Chapters can contribute even modest \$25 gift card, which will be bundled into \$500 or \$250 package of gift cards for auction. Band starts at 8pm. Catering from "That Food Guy". Has catered some chapter events. Will include some vegetarian dishes.
- Conference coincident with city's Rose Festival.
- Jim Finnegan Fun Run 5k scheduled for Wednesday morning. Starting point right outside conference door.
- Two new nearby hotels have opened recently and will honor group rate of first hotel.

12) IEC Candidates

Yoli Matranga, SR/WA provided Candidacy flyers for each of the candidates running.

- Judy Jones, delivered her candidacy sheet for Secretary. Yoli made introductory remarks on her behalf.
- Brett Farner, delivered his candidacy sheet for Secretary. Yoli made introductory remarks on his behalf.
- Stuart Anderson, delivered his candidacy sheet for Secretary. Yoli made introductory remarks on his behalf.
- James Olschewski, delivered his candidacy sheet for Treasurer. Yoli made introductory remarks on his behalf.
- Jake Farrell, delivered his candidacy sheet for Vice President. Yoli made introductory remarks on his behalf.
- Yoli also introduced, Ana Rausch, SR/WA, who flew in from Houston, TX. Ana is running for Vice President. Ana shared her credentials as Vice President of Percheron, a CLIMB Instructor, she is pursuing her PMP. Ana also shared the cost effective ideas and the reasons she is running for the IEC is she believes we are stronger together, wants to be more collaborative, develop a more united front and also her daughters encouraged her to run again.

13) "Follow Me – Mindgym"

Mark Rieck, IRWA CEO introduced Shaun Sperling, Mindgym Coach and the purpose of Mindgym.

- Shaun presented ideas and thoughts on how to improve our communication in our personal and professional life and led us in an exercise.

14) Governance Task Force

Ray Mehler, SR/WA provided an update from the Governance Task Force:

- a. Meeting monthly since October. Last met February 27. We are reviewing history now. Started with Mary Ann Marr who was present for the evolution since 2015. Last month we reviewed Imagineering session in Anchorage and the further development session in Phoenix. Coming this month will be reviews of the San Antonio and Edmonton meetings. We're reviewing and some questions are starting to come up during discussions. Ray Mehler sent a briefer summary than had existing in the body of GTF documents to the chapters, per our conference with chapter leaders in late January.
- b. Ray Mehler asked Forum members, "Do you want the Association for focus on governing the Association, or on governing the Profession?"
- c. Region 1 Forum Response: "Governing" the Profession is not the right term, but "leading, guiding or advocating" the profession is more appropriate.
- d. Peggy Barnes: we are the best association for developing the profession.
- e. Mark Rieck: there is a vacuum IRWA can play. FERC approached us on a regulatory matter.
- f. David Snelgrove: we the guiding group for best practices.
- g. Todd Salvatore: Drew several professional comparisons:
 - i. National Association of Realtors: states govern licensure, but most practioners are NAR members.
 - ii. Appraisal Institute: states govern licensure, but many practitioners are AI members.
 - iii. National Society of Professional Engineers: states govern licensure, but engineers are NSPE members.
 - iv. Bar Association: states govern licensure, but practitioners are members of the Bar.

15) Region 1 By Laws

Ray Mehler, SR/WA, presented region bylaws changes compiled by Region Officers and reviewed and reviewed by International Counsel, and delivered to voting members more than 30 days earlier. All voted in favor with amendments, except Ruby Arellano, Chapter 67 who voted no.

16) 2019 Education Conference – Portland

Mike Flanagan, SR/WA, presented transitional process and requirements on the following:

- a. Fiscal Year End Chapter Leadership Transition Planning
- b. Chapter Leadership Forms
- c. 2018/2018 Tax filing requirements

Mike also shared that Region 1 will be holding a Region Caucus that is to be attended by all International directors at the IRWA Annual Education Conference. It will be held on Sunday, June 9th and we will be reviewing proposed Association By Laws changes, 2019/2020 Association Budget, and we will be visited by all candidates running for the International Executive Committee. Also, Region 1 will be approving 2019 Spring Forum minutes.

17) Yoli closing comments:

- Region 1 is working on a website proposal and plan to move forward. We are working with the web designer who designed and implemented Chapter 67 website.
- We will schedule a conference call in May with International Directors.

18) 2019 Fall Forum

Marianne Wetzel, SR/WA, Chapter 47 presented on the planning of 2019 Fall Forum to be held in Santa Barbara, CA.

Best Western. Oct 11-12, 2019. Course C901 may be offered on Thursday and Seminar may be offered on Friday. Museums, zoo, mission, Sunday art festival, Channel Islands marine sanctuary, Solvang, Los Olivos wine tasting, San Luis Obispo is 2 hours north.

2020 Spring Forum

Gio Morales, Chapter 50, presented on the planning of the 2020 Spring Forum.
Location TBD. They are in the planning phase, most likely they will hold a course.

19) Other Business (Chapter 28, 42, 1)

- a. Chapter 57 and R1 Representative for International Local Agency Committee will be hosting a webinar of the seminar they filmed yesterday entitled "Lake Tahoe....". This was the seminar that was put on by Reno Chapter 46...more to follow.
- b. Chapter 2 – A complimentary Eminent Domain Seminar is being hosted by Nossaman LLP and AR/WS in San Francisco in April.
- c. Rakhshan Mazarei:
 - i. One chapter in Region 1 is preventing completion of filing tax returns w IRS. Potential impact to tax-exempt status for fiscal year 2018/2019. Rakhshan advised that this chapter is already aware of the problem.
 - ii. Requested chapters to complete tax returns by August 15.
 - iii. Rakhshan's cell: 818-916-1045.
 - iv. Fred Nasri retired March 15.

20) Adjourn 2019 Spring Forum (3:39 pm)