



1. Bring Caucus Meeting to Order – Yoli Matranga, Chair
 - a. Purpose of Caucus
2. ID Roll Call – Ray Mehler, Secretary/Treasurer
 - a. 25 of 26 International Directors or their Alternates present. Quorum established.
3. Approve 2019 Spring Forum Meeting Minutes
 - a. Motion passed unanimously.
4. Update of Region Bylaws – Ray provide information on changes and vote at the BOD
5. International Directors sign in for BOD Meeting (Very Important)
 - a. Don't be late! Sign in at the BOD Table to get your clicker – Alesia Strauch, Region 1 Representative to INEC.
 - b. Agenda for BOD Meeting
 - i. 2019/2020 Budget
 - ii. Association By-Laws
 - iii. IEC Positions (Secretary, Treasurer, Vice President).
 - c. Each IEC candidate will come to caucuses to deliver their messages for running for the IEC.
6. IGC Meeting Update Highlights – Yoli and Mike Flanagan, Vice Chair attended yesterday. Yoli provided the following highlights:
 - a. Financial Update: Increase in Revenue: \$120,000 – 44 courses held. \$60,000 in online courses. Membership: We are at 88% of our goal (88 new members by June 10th).
 - b. Leadership Appointments
 - c. IEC will be preparing an RFP to seek a new CEO. Rakhshan Mazarei will continue as interim CFO. Once CEO is in place, we will be determining how to move forward with that position.
 - d. Greater than 1,230 Attendees at this conference – 3rd largest Conference so far
 - e. The IGC is working on an updated CHiP and Other Incentive Program – This will be for Education, Growth, Compliance and Membership. Who got free Registrations this year? More information to follow as the CHiP Program is finalized.
 - f. Governance Project – Ray
 - g. CLIMB – There was an intense IRWA Instructor Training – 37 people attended. Region 1 currently has 20 instructors. Region 1 is adding to that number – who from Region 1 attend CLIMB? We also had 4-Nigeria, 2-Mexico, 3 Austria, 7-Canada.
 - h. Education Task Force – Completed their report and submitted to the IGC with recommendations. Also the TF prepared a Class Experience Survey that would be provided to each student – Course Material Quality, Instructor Quality. HQ is reviewing the proposed survey and digitizing to submit with course material. Also, the IGC has asked for an “Aggregate Report” of the survey ratings to be reported to Education Chair to help in their selection efforts. Survey does not

included ratings for Course Coordinator / Venue – Each Chapter will need to prepare. If this is of interest to Region 1, we could prepare a template and make it available.



Region 1 Caucus - MEETING NOTES
June 9, 2019
Education Conference
Portland, OR

- i. Industry and Communities of Practice Committees will be preparing Strategic Plans to communicate what their mission is and who they are.
 - j. Digital Communication – There is an effort to put in place an option for members to choose if you want paper for electronic information. We spend \$50,000 in sending out the IRWA Magazine. Also, we are looking at sending out course material electronically – costs to date for this fiscal year is approximately \$230,000.
9. 2023 Conference – Is any Chapter in Region 1 have an interest in hosting the 2023 Conference?
 - a. Bidding will take place at the Board of Directors Meeting at the 2020 Minneapolis Conference.
7. 2019 Fall Forum
 - a. October 11, 2019 Santa Barbara Chapter 47
 - b. Region 1 Education on many topics (we are using fall forums to educational things, such as conducting meetings/Roberts rules of order, nominations and elections, education chair training, etc. We are open to suggestions on what you would like more information on.
 - c. Chapter / Committee Reports
 - d. Marianne Wetzel, SR/WA and Lillian Jewell provide overview of planning for Fall Forum.
8. 2020 Spring Forum – Fresno Chapter 50. Gio Morales, SR/WA provided information on planning.
9. 2018/2019 Chapter Close Out Very Important.
 - a. Leadership Forums with New officers, committee chairs is completed with their contact information. We need these forms in before June 30th. There will be new information that will be following to incoming leaders, so we need this information to update the website and get the information to the right people.
 - b. Taxes – Chapter Taxes are DUE August 15th. IRWA had to get 2 extensions from the IRS and filed in March 2019. Therefore, to assist Chapter's, Rakhshan is making himself available to Chapter Treasurer's to help with finalizing taxes statements. Rakhshan will be sending out a Doodle Poll to Treasurer's to select a conference call date / time and then will follow up with a meeting invite. Please have your treasurer's respond as quickly as possible. It is important that we get this done quickly.