



**Region 1 Fall Forum - MEETING NOTES**  
**October 20, 2018**  
**Plaza Hotel & Casino – Desert Wind Salon**  
**Tel: (702-891-0953)**  
**1 S Main Street**  
**Las Vegas, NV 89101**  
**Time: 8:00 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) **Welcome & Call to Order** .....Yoli Matranga, SR/WA  
*Meeting called to order at 8:21AM*
- 2) **Safety / Housekeeping** .....Meghan Ricks, SR/WA
- 3) **Roll Call of Voting Members** .....All  
*R1 Secretary did roll call and reported Quorum present*
- 4) **Approving Minutes / Treasurer Report**.....Ray Mehler, SR/WA  
*Discussion regarding Spring Forum Minutes and Region1 Caucus Minutes*  
*R1 Secretary reported on R1 treasurer report.*

	<b>Spring Forum Minutes</b>	<b>Region Caucus Minutes</b>
<i>Motion</i>	<i>Karen Williams</i>	<i>Nick Von Gymnich</i>
<i>Second</i>	<i>Donna Harrison</i>	<i>Chuck Alvarez</i>
<i>Discussion</i>	<i>Chuck Alvarez: C47 won Region 1 Newsletter of Year Christie Santolucito: C57 name is misspelled, also not SRWA</i>	<i>None</i>
<i>Vote</i>	<i>Unanimous</i>	<i>Unanimous</i>

- 5) **IGC Meeting Report Out**.....Yoli Matranga, SR/WA

**Background:** The International Governing Council met Saturday, September 15, 2108 in Long Beach, CA.

1. **Transparency - Fix IRWA.** Started after Edmonton. Challenges to IEC incumbents, Jake Farrell succeed

against Ana Rausch. Prompted large evaluation of HQ decision-making processes. Financial reporting: any

voting director may be granted access to financial records, with a business reason. Cannot email, photocopy, but can be viewed in person.

**2. Governance Project Task Force.**

Glenn Tecker: Anchorage, Phoenix, San Antonio, progressively worked the governance matters. Survey sent after San Antonio to 300 persons. Edmonton: evaluated three proposals, but project paused now. IGC voted to start Governance Task Force, Sharon Slauenwhite is chair. Christie S – C57: had no communication of the issues to be addressed in Leadership session. Tim Drennan: some communications not delivered to Voting Directors before Edmonton. Janella Cordova: need to improve voting director check-in process.

**3. Education / Climb Task Force.** To evaluate PIPE, CLIMB and Courses. 1 IEC member (James), 1 staff liaison (Rakhshan), 3 members (Fred Easton, Chair, Gordon McNair, Laura Gunter). Numerous instructors critical of CLIMB; they accept some concepts and reject others. CLIMB is received differently by different generations. Address balance of online vs in-person courses.

**4. By-Laws.** Brad Kuhn evaluating association by-laws to create a Corporate Membership, to facilitate corporate bulk education rates. This creates potential losses from corporations that currently pay for individual memberships.

**5. IGC Key Priorities.** Aimee Mims, IEC President Elect leading this effort. IGC set threshold for approval of special projects above a budget threshold. IGC will develop Strategic Plan to set mid- and long-term objectives. IGC plans outreach to municipalities and

DOTs to adopt SRWA path into their staff training programs. IGC to promote Social Ecology source to energy companies. Create high school and college program to create deliberate career path for infrastructure professionals. Partner with other infrastructure organizations for Project Mgt. (Janella Cordova: did a recent outreach with SDSU to develop ROW program. Yoli: previously did a high school outreach through APWA for ROW program.)

**6. Parliamentary Rules.** Covered below.

**7. Membership Incentive.** By April 15: Retain 90% membership, chapter receives one free membership. Grow membership 5%, chapter receives 3 free memberships, 1 conference registrations. Grow membership 10%, chapter receives 3 free memberships, 2 free conference registrations, \$500 toward conference travel.

**8. Leadership Roles.** Chapter Boards should review roles and responsibilities. IGC to present 2019/2020 budget info for Spring Forum.

**9. Mindgym.** IGC approved this leadership program for roll out to all chapter leaders in Spring in a two-hour program. HQ developing plan rollout now. All IGC Chairs and V Chairs received abbreviated training at 9/15 IGC meeting. Tim Drennan: leadership training might add value for attendees, potentially increasing likelihood of employer support for IRWA leadership activities. Gabe: endorsed 90-minute Mindgym offered at Porsche Experience Center in Carson.

**6) Parliamentary Presentation.....Paula Petruso**

Paula Petruso presented the following highlights regarding parliamentary procedures:

- Successful meeting=accomplishes the purpose of the meeting. Parliamentary does not focus on legal issues, which vary by state. Two key officers are Chair and Secretary for running a meeting. Robert's Rules is excellent encyclopedia. Covers bylaws, disciplinary procedures as well as meeting operations.

- *If Pres and Secy do not appear, the attendees elect a Chair pro tem and a Recorder pro tem by majority vote. Sequence of laws: federal, state, bylaws. Bylaws are a contract between the members and the organization. Electronic participation must be explicit in bylaws.*
- *Call to order, with single strike of the gavel. When the committee, body or group meets, observers should not speak, for efficiency. Stand when want to speak, wait to be recognized.*
- *How to make a motion. Stand to be recognized. "I move to..." expressed in concise terms. Should be expressed to pose a yes or no decision. As discussion or debate commences, advocate for or against the motion.*
- *Roberts' says every member has right to speak to every motion twice for up to 10 minutes. Most organizations have standing rules separate from bylaws, which are more flexible and more easily amended. Bylaws usually require supermajority for changes; usually prescribed in bylaws.*
- *Minutes include only accomplishments, do not include discussion. Minutes retained in perpetuity.*
- *Executive session=only board members present and invited guests, for closed, confidential meeting. If decision reached, communicate that decision when return to the public meeting.*
- *Reports. Only financial report that should be approved by the body is an audit. All other financial reports should not be approved by the body.*
- *Abstentions: should only occur when a member may benefit from the decision. Can simply not vote, stating intent to abstain is not necessary. If abstain, simply say I abstain because I have a conflict.*
- *When Chair needs a break, s/he can say "Stand at ease."*
- *Chair can call for recess, enabling members to leave the room. State time to reconvene, and members should arrive on time.*
- *Adjourn: Chair states "business of the meeting has been completed...(wait three beats) the meeting is adjourned."*
- *Parliamentary procedure existed for 600 years when aristocrats asked King John to get involved in decision-making. Thomas Jefferson brought rules from England. Senate rejected Jefferson's rules, but House approved. Senate uses hand-marked up book. Reports offered at meeting should pertain directly to decisions on the agenda.*
- *Annual reports are required but can be offered in writing.*
- *Time is used for decision-making.*
- *Chair has assistance from Secretary, Sgt at Arms, Parliamentarian.*
- *Discussion should focus all about the membership.*
- *One person speaks at a time and no more than twice per motion. Remarks are addressed to the Chair. Speaker is not interrupted. Decorum prevails. Presider's job is to get the agenda completed, and to defend the other members from interruptions or breaks in decorum.*
- *Motion, Chair ensures the motion clearly states the decision to be made. Chair requests a second, waits three beats. If no second, Chair moves on to next business item. If seconded, Chair states the motion, pauses three beats to ensure original presenter does not disagree with presentation. If no response, Chair presents to the membership and calls for discussion.*
- *Resolutions are complex motions. Steps to process a motion:*
  - ❖ *Chair recognizes member, member says "I move to..."*
  - ❖ *Another member says "Second."*
  - ❖ *Chair puts motion before the assembly. "It is moved and seconded to..."*
  - ❖ *Those in favor say "aye."*
  - ❖ *Those opposed say "nay."*
  - ❖ *The ayes have it, and it is ordered to..."*

**7) Region Vice Chair Meeting.....Mike Flanagan, SR/WA**

**Background:** Region Vice Chairs met September 15, 2018 in Long Beach, CA

- *Strategic Education Plans: Mike will work with chapter education chairs. Mike emphasized that the Education Chair is a critical position on a chapter board; offered his assistance to chapter education chairs. Asks to develop course schedules through June 2019, and to develop a 3-year plan, start CSMA's early and to host one more class than the previous year.*
- *Winter Education Campaign: chapter receives extra \$300 for each course held in December or January.*
- *Las Vegas and New Orleans offering course packages for RWA.*
- *CHIP Payouts, \$10/student for fiscal year.*
- *Agency and Corporate Agreements. HQ developing education agreement with Caltrans which may include block rate schedules for course fees and memberships. Tim Drennan mentioned that HQ is considering ways to make whole the chapters which may charge different course fees.*

*\*\*Yoli: Chapter leadership contact info will be forwarded to all chapter leaders to facilitate communication between chapters for cross-promotion. Ray Mehler, forwarded all leadership contacts electronically subsequent to Forum.*

- *Winter Education Incentive - Hold a course during December and/or January and receive an additional \$300 in course revenue per class. No participant minimum required.*
- *Region 1 Education Courses by Chapter.*
- *3 Online Courses - \$10 per participant per class.*
- *Agency Education Contracts.*

\*\*\*\*\*Group Photo Taken\*\*\*\*\*

**8) Chapter Reports.....All Chapters**

*All Chapters provided - Refer to separate Chapter Reports Table below.*

**9) RWIEF Update.....Mike Pattison**

*Mike presented RWIEF report: Foundation approved \$175,000 for IRWA education, including oil/gas pipeline course, small ROW projects course, Mindgym. encouraged Regions to sponsor a hole and Education Conference Golf Tournament, ~\$2500/region.*

**10) Committee Reports.....**

- *Local Public Agencies Report – Peggy Barnes, Vice Chair  
Provided update on ILPA. Wants all Chapters to inform Peggy and Conner (Chair) the name of Chapter LPA Chair*
- *Electric & Utilities – Janella Cordova, Chair  
Provided update on IEUC – IGC has requested that the committee hold a webinar this year. Any ideas would be appreciated.*
- *Young Professionals – Katherine Perkins-R1 Representative / Gabe Becerra-R1 Representative  
Each chapter needs to name a YP Chair.  
Work with local universities, including CSUF to show how existing career paths can lead to ROW.  
YP webinar upcoming about railroad permitting.  
Goal of 100 YPs attend Portland Conference.*
- *Transportation – Janet Parks accepted R1 Representative position*
- *Nominations and Elections Committee – Alesia Strauch, R1 Representative  
Alesia could not attend the Forum, however, provided power point:  
Nominations for int'l awards due 2/1/2019  
IEC nominations due 12/3/2018 to appear in the magazine.*

**11) Region 1 Initiatives.....Yoli Matranga, SR/WA**

*Yoli provide an overview of R1 leadership and initiatives we would like to accomplish this year to elevate our region:*

- ◆ *Create a R1 Website to host all region information, i.e., education, forums, awards, etc.*
- ◆ *Generate funding to provide travel for our R1 Secretary/Treasurer. Funding would be generated by seminars in collaboration with chapters. Ch 46 may want to expand Spring Forum with a joint venture seminar.*

**12) Spring Forum.....Dave Snelgrove, Chapter 46 (Reno)**

*David shared the Chapter's effort in preparing for 2019 R1 Spring Forum:*

- ◆ *The Chapter is working on a Seminar that will be of great interest to everyone on Friday.*
- ◆ *The Chapter is working with the hotel to provide away from the casinos. The hotel costs will be \$50 weekdays, \$105 weekend + \$25 daily resort fee.*
- ◆ *The Chapter will be providing additional information once they confirm the hotel and event center.*

**13) Other Business, as needed**

*None presented*

**14) Adjourn:** *Meeting was adjourned at 3:49 pm*

**Action Items for Secretary**

- Send contact information to Directors. (Completed October 26.)
- Work bylaws in email, leading to in-person vote at Spring Forum.