



October 12, 2019 – 7:30 a.m. – 3:30 p.m.  
Peppertree Inn  
3850 State Street  
Santa Barbara, CA 93105

## **Region 1 Fall Forum – Meeting Minutes**

**8:00 a.m.** – Region 1 Forum Meeting Call to Order, by Yoli Matranga, SR/WA, Region Chair.

**Safety Moment** - Lisa Hunter, Chapter 2 provided fire safety awareness.

### **Roll Call & Introduction of guest & first-time attendees**

- a. 24 of 26 International Directors or their Proxies were present. Quorum met.
  - i. Natasa Lenic delegated her vote to Craig Justesen for Chapter 1.
  - ii. Todd Salvatore delegated his vote to Alis Gause for Chapter 44.
  - iii. George Cardieri delegated his vote to Connie Yazzie for Chapter 73.
  - iv. Marnie Prock, Int'l Director for Chapter 27 was not present.
  - v. Danielle Gonzalez, Int'l Director for Chapter 50 was not present.
- b. Guests:
  - Judy Jones, IEC Secretary.
  - Tim Drennan, Director, Field Operations.
  - Education Chairs: Lisa Hunter, Chapter 2; Alis Gause, Chapter 44; Myrlene Francis, Chapter 73, Bethany Chabrowski, Chapter 11

### **Approval of the 2019 Caucus Minutes & Treasurer Report**

- Motion to approve Caucus Minutes: Marianne Wetzel.
- Second: Eric Schneider.
- Vote: Acclamation.

### **IRWA Foundation Report presented by Mike Pattison, SR/WA:**

- a. 1,264 IRWA Portland Conference attendees.
- b. \$671,000 gross income.
- c. RWIEF raised \$98,900 through Monday Night Event, golf tourney, and donations/pledges at BOD meeting.
- d. Ruby Arellano, Chapter 57, asked if RWIEF scope or bylaws could be amended to provide direct financial assistance to chapters. This led to broad discussion of communication methods, transparency and the role of international directors, among other items. Marianne, Wetzel, Chapter 47 pointed out that Education Foundation funds are for course development and redevelopment, which

benefits the chapters by enabling IRWA to provide higher quality course material.

**IEC Update presented by Judy Jones, SR/WA , IEC Secretary:**

- a. The IEC is currently reviewing and updating the IRWA Policy and Procedures document. IEC Update for IRWA's next CEO.
- b. Judy discussed her work on revising HQ Policies and Procedures, to improve its organization and use of hyperlinks to the details P&P book.
- c. Discussed IRWA Headquarters CEO search, IEC decision to hire the firm Sterling Search. IEC reviewed resumes recently, some of these applicants had histories of short tenures, which do not appear to offer the desired organizational stability. IEC/Sterling have developed compensation expectation for right candidate.
- d. HQ also hired Vantaggio HR, Ltd. to support HR needs of existing staff during the CEO search process.

**Governance Task Update presented by Ray Mehler, SR/WA:**

- a. The Governance Task Force, consisting of one representative from each Region provided a report to the IGC which contained a series of recommendations. The recommendations were accepted by the IGC during the September IGC meeting.

Questions and Comments from:

- Alexi Dicker (Chapter 2): What was final phase of Governance Project?  
Response: To select one of the governance change options from Edmonton and bring to a vote of the Board of Directors.
- Ruby Arellano (Chapter 57): Recommend IRWA use more means of communication than simply a website. Recommend a Treasurer training video for incoming treasurers, to be for incoming officer training and a tool available throughout the term of office.
- Peggy Barnes (IPAC): Offered to start assembling files of people with leadership or speaking skills or experience.

**Region Education Update presented by Mike Flanagan, SR/WA:**

Mike presented a Course Scheduling for Non-Ed Chairs and Region 1 – 2019 scheduled course offerings and look ahead. He also presented the following:

- The four legs of the Course stool: Schedule Venue, Select Course, Select Instructor, Complete and Submit CSMA.
- Chapter has latitude about course charges (choose course fee, Chapter could/could not include lunch, could/could not add late fee or discount for early registration).
- HQ can prepare a course flyer to assist Ed Chairs. Mike pointed out that Ed Chairs could prepare flyers as they can be customized for your specific area.

- Instructors sometimes offer sliding fee scale based upon attendance count. You can negotiate.
- Course Coordinator Lisa Hunter, Chapter 2 uses Amazon to deliver snacks, supplies.
- Mike asked all Ed Chairs to make sure they review Credit Memo/Invoice sent by HQ to ensure all attendees have paid for the class and the Chapter is receiving all funds due for hosting the course.
- HQ can support Chapter with selecting and contracting with an instructor, if the Ed Chair checks the box on CSMA.
- Ruby Arellano, Chapter 57 asked, “what is the pathway to become an instructor”? Tim responded that PIPE is developing follow up program to CLIMB, and he awaits PIPE’s recommendation and IGC decision. In the meantime, approximately 147 instructors are certified and available to teach.
- Chapters and Regions are unified in requesting survey results to Education Chairs. However, HQ concerned about instructor privacy and is working to provide an aggregate assessment of course instructor. Alexi Dicker, Chapter 2, asked Tim Drennan about instructor audit process at HQ. Gio Morales, Chapter 50, advocated that HQ disclose overall instructor evaluation rating and pass rate.
- Myrlene Francis Chapter 73 stated few employers pay for courses, so attendees often pay from their own funds.
- Tim Drennan stated that Maryanne Marr is the new PIPE Chair.
- Chapters have made great improvement in scheduling courses in Spring 2019 and Fall 2019. We have a good book of course offerings.

### **Field Operations Update presented by Tim Drennan:**

- Pathway Scheduling Process - Recently, some IRWA chapters have experienced success offering classes based on a credentialing pathway. New Orleans and Las Vegas have shown this is very successful model. Consider Bundle Scheduling such as offer 3 x 1-day Appraisal courses.

Four Rs of Membership: Recruitment, Retention, Renewal, Reinstatement

- **Recruitment:** Low-hanging fruit of recruiting are nonmembers who take course. Petroleum Landman School is an example of reaching out to associations who have potential IRWA members.
  - Petroleum Landman School: Seeking to place curriculum in Kentucky and Oklahoma community colleges. Curriculum includes right of way elements, and curriculum fees include IRWA membership, which PLS pays to IRWA.
  - IEC developing framework for Corporate Membership Agreement. Corporation owns the membership. IEC also seeking to standardize the multiple Agency Membership Agreements. (Agency Membership Agreements usually require minimum of 20 members.)

- HQ considering supporting Chapters with organization and up to \$300 funding to offer Membership Recruitment Events in April 2020. Chapter 57 offering Bowling Night in late October 2019.
- **Retention:** HQ Staff receiving training with strong customer service focus.
- **Renewals:** Tim to send communication in next couple weeks to Membership Chairs to make it easy for the chairs to encourage their members to renew.
- **Reinstatement:** Chapters are to do an outreach in April 2020 to those members who do not renew. Usually we re-instate 100-150 members, worth about \$28,000 in recovered dues.
- **Caltrans Academy:** Tim met with Caltrans Director responsible for training for all Districts. Caltrans sought standardized pricing across all CT districts. HQ offered during Mark Rieck's tenure to make chapters whole for their usual published rates by reimbursing the differences to remove any objections to this program. Tim reported that continuing this plan to make chapters whole depends upon IEC decision. The new Caltrans statewide trainer wants to resume negotiation.

#### Other Updates:

- **Fraud:** Watch for scammers. IRWA had damage in 2018-2019. One chapter ensnared this 2019 FY, loss \$4,859. Any check exceeding \$600 requires two signatures. HQ recommending chapters remove contact info from their websites of all board members except president.
- Pittsburgh seeking to form a chapter. When get 30 members, will be brought to IEC.
- Chapter 20 website has interesting sponsorship approach for events or an annual package for the fiscal year.

Tim presented the IGC approved ChIP Program that will be implemented during the 2020-2021 fiscal year:

- Chapters to receive \$10 for each chapter member who enrolls in online course.
- Chapters to receive \$150 for each chapter member who took an online course during the FY and the chapter offered the in-person course.
- Chapters to receive \$500 to attend Fall Forum for Education Chair who increases classroom course participation by 10%.

#### **Nomination & Elections presented by Alesia Strauch, SR/WA**

Each year IRWA Chapters elect chapter officers under the guidelines set forth by the Association and identify nominees for region awards.

- Chapter 2 has primer for new members outlining IRWA structure, acronyms.
- INEC reviews candidates for IEC positions, nominees for international awards.
- Chapter Election Basics

- Some chapters offer electronic ballots. Brad and Tim can provide framework for e-ballots.
- NEC Chair ensure knows bylaws.
- NEC Chair build election schedule to get nominees in place before election.
- Current chapter officers declare intentions to run and continue service in email.
- NEC re-nominates each position each year.
- Candidates declare for only one position.
- Inform membership of nominees >30 days before election.
- Ask three times for nominations from the floor.
- Give each candidate 3-5 minutes to speak.
- Chapter Secretary needs to include nominees for each position and election winner. (Needed for bank.)
- E-balloting must be written into bylaws.
- International Awards Nominations due Feb 1, 2020.
- IEC Nominations due Dec 1, 2019.
- Voting Director Forms declaring who will vote at Conference for the chapter *must* be submitted to INEC by May 1.
- Region elections: Region Secretary / Treasurer, Vice Chair and Region Chair.
- Region awards: Professional of The Year, Young Professional of the Year, Large and Small Newsletter of Year.

### **Additional Updates presented by Yoli Matranga, SR/WA**

- Conflict of Interest forms - HQ seeking to improve tracking.
- Leadership Update forms - HQ and regions need this info, ensures have right contact info.
- Expense Form - IGC to start tracking alcohol on expense forms. Still allowed, but to start tracking.
- Key Measures - Yoli reviewed FY 2018-19 performance. The CEO settlement had a direct impact on financials. Also reviewed August 2019 performance – IRWA on track with meeting financial goals.
- CLIMB program is currently on hold while awaiting PIPE's recommendations for revisions or replacement and IGC's decision. Some CLIMB-certified instructors are being reconsidered for courses for which they became ineligible under CLIMB process, on a case-by-case basis.

### **Chapter Updates: Each Chapter provided an update on their Chapter Initiatives, Goals and**

- Chapter 1, Ann Kulikoff – Chapter 1 has formed a committee for the 2024 Education Conference to be held in Los Angeles. Chapter 1 requests support from Region 1 and agreement to not offer a competing bid. Region 1 members agreed with this request not to offer a competing bid and to support Chapter 1. Ann also reported about three new committees: YP,

Project Management, Acq/Neg. Ann also presented Chapter 1 events including 6 board meetings and luncheons, 4 seminars (Relocation in July, Fall Seminar on 10/29, Valuation Seminar on 2/25, and a half-day Pipeline Seminar on 5/21).

- Chapter 2, Alexi Dicker - Membership declining due to retirements. Offering free lunches, membership appreciation event at baseball games. Targeting Caltrans. Chapter to amend bylaws for email voting. Luncheons booked through April, but seeking speakers.
- Chapter 11, Eric Schneider - Luncheons bimonthly with 50-80 attendees. Trying new programs for off-months; recent tour to SDGE emergency operations center. Joint luncheon with AI in February, modeled on Chapter 57 event.
- Chapter 27, Conner McDonald – Developing collaboration among local, state and federal agencies, and community college and CSU career counselors with objection of making ROW a destination profession instead of mid-career discovery. Chapter Connection Program: encouraging Chapter members to attend events at other chapters. PDC Workshops promote and encourage credentialing; walk members through the credentialing requirements, develops lists of interested members for classes. Officers reach out to new members by phone, leading to >50% attendance at next luncheon.
- Chapter 28, Amber Campbell - Seminar in March. To raffle off conference registrations earned for increasing membership last year. To update bylaws. Luncheon attendance about 30 every other month. Offer RE License credits at Seminar. Increased luncheon fee. To give away one of conference registrations to a member who has never attended conference.
- Chapter 42, Kevin Balak - Holiday event Toys for Tots. Chapter to hold a Seminar in April 2020. Chapter is reaching out to Santa Cruz/Holister/Watsonville areas. Re-investing CHIP rewards to encourage existing members to bring in several more.
- Chapter 44, Alis Gause – Chapter to host joint seminar with Land Surveyors, may include mock Eminent Domain trial. Completed RWA, RWP Generalist Certificates. To offer Oil and Gas Pathway to certificate. Increased from 0 to 12 courses in past year.
- Chapter 46, Brandi Quaglieri - Brandi and Kathy represent new leadership. Chapter concerned of end of leadership line, insufficient new members. Chapter is revising bylaws. Developed resource guide outlining officer roles. Exploring partnership with university.
- Chapter 47, Marianne Wetzel - Fall Forum was led by Jen Mizrahi, Chuck Alvarez, Lillian Jewell and much participation from members. Chapter offered two classes last year; intend to offer a class this year during incentive months of Dec-Jan. Chapter is rotating locations for their monthly meetings. Chuck Alvarez also thanked sponsors for their financial contribution.
- Chapter 50, Gio Morales - Spring Forum March 20-21, 2020. Seminar topics: California High Speed Rail Authority, Friant Water Authority. Reaching out to APWA. Chapters can make reservations now.

- Chapter 57, Kim Bibolet – Chapter created a new website and done entirely by Ruby Arellano, Chapter VP. Chapter is hosting Tri Chapter Holiday Luncheon (Chapter 57, 67 and 1) on Dec 11th at Mission Inn in Riverside, CA. New golf tournament May 4, 2020. IRWA is organized as 501(c)(6), which requires fundraising moneys from non-education event (such as a golf tournament) be allocated to an education fund (like RWIEF). (To discuss some fundraising ideas with Tim.) Chapter has 50-60 luncheon attendees every other month. Chapter held lunch at Cal Trans to give Young Professionals and other attendees an introduction to IRWA; offering ½ price for lunch for first year for new members. Chapter is hosting a Bowling Event Oct 25<sup>th</sup> and cost is \$40.
- Chapter 67, Amanda Fitch – Chapter hosts bi-monthly lunch schedule; attendance has declined to about 25. Chapter has offered Back to Basics Seminar in July to refresh Appraisal and Goodwill Appraisal and 40 people attended and the Chapter broke even. Chapter is working on a new website, new newsletter, and new emailing service. Chapter is also adding a crossword puzzle to newsletter, offering free lunch to first person to solve it. Chapter is offering the John C. Donahue Scholarship in honor of one of its founding members and his generous and highly respected professional service as an appraiser in Orange County. The chapter is also trying to get chapter officers exposed to Region and International levels and committees.
- Chapter 73, Myrlene Francis – Chapter holds bi-monthly luncheons, they offer 1-hour recertification credits for luncheon speakers. Chapter typically has 15-20 attendees. The Chapter to offer three courses after offering none for several years. The Chapter has been leaning on Chapter 28 course offerings. Member retention good, member recruitment challenged because several Tucson-area agencies no longer sponsoring memberships. The Chapter has not published a newsletter in several years and has no website. The board is exploring starting one or the other, and is seeking support from sponsors or members for this effort.

### **Committee and CoP strategic plans & Updates:**

IRWA Committee Chairs and CoP Leaders were asked by IEC President, Aimie Mimis,

to provide a strategic plan for the committees for FY 2018/2019 to the IGC. In addition, each Chair is to provide a quarterly update on status of meeting their strategic plan to the IGC.

At our Forum, we had two committee representatives present:

- Peggy Barnes, International Public Agency Co-Chair – Committee is seeking to develop mentorship for YPs.
- Alesia Strauch, SR/WA, and International Nominations & Elections – She will lead nomination and election of Region 1 Secretary / Treasurer, nomination of Vice Chair and Chair at Spring Forum. Alesia will also lead the voting of the Region Awards (Professional of the Year, Young Professional of the Year

and Newsletters of the Year). Alesia is available if anyone has any questions regarding Chapter nominations and elections.

### **Upcoming Events**

2020 - Minneapolis, MN Conference

2021 - San Antonio, TX Conference

2022 - Cleveland, OH Conference

2023 - Accepting Bids for Conference

2024 - Los Angeles Chapter 1 to bid

2020 - Spring Forum – Chapter 50. (One hour from Sequoia, one hour from Paso Robles, 40 minutes south of Fresno)

**3:27 p.m. Yoli called meeting adjourned**