



BUSINESS MEETING MINUTES - REGION 1 FALL FORUM
OCTOBER 8, 2011
HOSTED BY: SAN JOSE, CHAPTER 42

1. Welcome by Chris Banks, SR/WA, Region 1 Chair and Call to Order at 8:00AM

- Chris Banks thanked Chapter 42 and its sponsors for all of the work, technical equipment and assistance that went into hosting the 2011 Fall Forum.
- Cheryl Hall, President-Elect for Chapter 73, provided a proxy for her to vote on behalf of Chapter 73, she shared a warm sentiment and update from Renee Marruffo. Region 1 Leadership sent well wishes.
- Daniel Stekol, shared the passing of Richard Melfi, Esq. previous IRWA General Counsel and observed a moment of silence in remembrance.
- Roll Call – by Vivian Howell, SR/WA, Region 1 Vice Chair:: All Chapters Attended the Forum.

2. Chapter Reports – Daniel Stekol, IRWA HQ Director of Marketing

- Refresher on the Chapter Toolkit found under Leadership at IRWAONLINE.org
- The four Online Forms (Membership, Education, Professional Development, and Communication/Outreach) are tools for the Chapters to use; not a mandate.
- “May take 8 minutes to complete the Chapter Report Forms the first time and then it goes really quick”
 - Membership: Two Region 1 Chapters have and are working a campaign.
 - For Possible Members, Use Lists Obtained from:**
 - HQ – Bonnie Gray for non-renewals list – goes back no more than 2 years.
 - Education Chair from a Chapter course offering attendance list that shows a participant is not a member of IRWA.
 - Chapter Luncheon / Seminar; list of who was not a member that attended.
 - Communication /Outreach: A few Region 1 Chapters have an appointed Chair
 - Action Item for all Chapters:**
 - Check and update your Chapter’s IRWA logo on your newsletter, website and any other correspondence. Currently they are found at:
<http://www.irwaonline.org/eweb/dynamicpage.aspx?webcode=logos>
 - Check your membership application to ensure it is the most current: (hyper-link the Chapter membership application to HQ’s to ensure the latest update is on your Chapter website.) http://www.irwaonline.org/EWEB/upload/forms/Application_US_2011.pdf
- **Discussion**
 - Q. Has IRWA given thought to providing an award or incentive to the Chapters based on meeting goals?
 - A. There has been discussion at IGC to identify Chapters that turn in the taxes on time, grow membership by 10%, have a website and keep it updated and are current on education,



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communication and credentialing to provide the Chapter with two stipends to the Annual Conference, includes hotel, airfare, and conference registration.

- The Chapters may use the stipend as a membership recruitment tool; the Chapters decide.

Q. Why is there a request to complete the Chapter Forms on a calendar year when we [Chapters] just changed to fiscal year?

A. The only form that does not follow the fiscal is the Membership Form to coincide with Membership Campaigns* on an annual basis.

*Marketing Concept: Tell them what you are going to tell them, tell them and tell them again.

*Region Chairs receive a monthly report of Chapter Membership numbers by category for use with the Chapter Leadership.

- Suggestion: Add an affiliate membership column on the Region Chairs' Chapter Membership report so that Chapter's may focus on those members also.

Q. What are some ways to increase course attendance?

A. Opportunity is to change/ provide creative flyers, reach out to other Chapters with advertisement of the course, etc. ; Are you, the Chapter leadership, using online classes as a Chapter tool? IRWA paid out \$5K to the Chapters as their portion of online class participation.

Q. What happens with the Chapter Reports; where do they reside?

A. IRWA HQ places a link on the Region's website. Chapter Leadership is also being asked to take it to their Board meeting and frontload the meeting with this [Chapter Report] information.

Q. Can you change the look of the form; there was push-back from some Chapters? It looks daunting on a quarterly basis perhaps the forms can have / be:

- An annual objective and strategy with quarterly check-up and tweak of the goals and strategy.
- A section that shows if the specific goal has been achieved.
- Easier to use [more user friendly].

Daniel Stekol:

IRWA experiences a retention rate of is 90% of membership – Goal for 2012 is 92% (7,457 members) Currently a Campaign to capture the loss of membership due to :



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- Retirements
- Deaths

The goal is 150 members for the “We Want You Back Campaign”. Notices are sent out in April of each year.

Next week Chapter Presidents will obtain a link for renewal information on lapsing Chapter membership.

Q. What is the purpose of the October dues renewal instead of later in the year since IRWA does not provide an incentive for members to renew early?

A. October and December are the largest renewals periods with December being the second notice; a final dues invoice goes out in January; January’s notice states pay by the 31st to avoid inactive status and costs to restore membership.

Q. Does IRWA (HQ Marketing) outreach to the IRWA; we need to get CalTrans back in the IRWA?

A. Yes we do and we have spoken with CalTrans in the past and expect to re-approach them with some of the changes IRWA has made in the area of credentialing and education.

Q. What are Next Steps for the four Chapter Report forms?

A. HQ [Daniel] requests Chapters to provide feedback via the quarterly Chapter Presidents’ Conference calls; the use and feedback on the form will go through to March 2012. During the Leadership portion at the Seattle Conference, time will be allotted to cover changes to the Chapter Report forms.

Chapter Presidents may check online at for the lengthy and informative President’s Handbook.

3. 30 Contacts Campaign – Daniel Stekol and Vivian Howell

- Six contacts were provided to Daniel (and to Konstantin Akhrem, Member of the ICMC, prior to this meeting.
- One Chapter used the ICMC forms to submit and other Chapters will be submitting additional completed forms directly to Vivian in the days ahead.
- Discussion from the Chapters revealed that on a local level, they may not want IRWA HQ following up on submissions; it may be more appropriate for the local Chapter to handle. Chapters will place on their forms how they want the follow-up to occur; by the Chapter; a Joint meeting with IRWA HQ or IRWA HQ alone.

Subsequent Discussion by Daniel on the Young Professionals Group (under 30 Leadership)

- Participation in the under 30 Leadership Group is limited to two years.



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- [This demographic] are challenging on the use of electronic medium. Looking to interact on LinkedIn rather than Facebook; would not place anything professional on Facebook. Daniel will help Chapters set up on LinkedIn.
- “They want a goal; want to know when it is due, and to be left alone.”
- Message to the under 30 Leadership: Biggest value of IRWA is building relationships / networking.
- Chapter 11 successful at San Diego State University by inviting potential under 30 Leadership to present at a Chapter luncheon. They [under 30’s] were looking for networking opportunities and for a job or internship. The Chapter advertises as “Let me introduce you to potential employers and they deliver”. At the Luncheon meetings, the Chapter makes sure that all attendees know that the under 30’s are in the room.
- Chapter 73 stated that the under 30’s have breathed life into the Chapter and have provided additional tools.
- Seattle Annual Conference: Sessions on Saturday and Sunday (special place at the opening ceremony) meeting the IEC and IGC; goal for this meeting is 75-100:525 identified (have Chapter communication chair contact for the names in case they are in your Chapter area to encourage attendance.

Suggestions:

- Simplify the IRWA website...audience is not just the Chapters it is the world accessing the internet.
- Need a feedback section on the IRWAONLINE website.

4) Leadership Institute Session – Bill Yee

- Handout: Coaching & Developing Others
 - Continuing series in leadership: “A leader is only as strong as the people that they lead”
 - Attendees performed four exercises with tremendous participant feedback

5) State of the Association – Chris Banks (Items reference the IGC Meeting 09/24/2011 Agenda and Handout)

- No. 4 – Task Force Updates
 - Facilitator Intro Course (No date yet)– being developed and reviewed and available to everyone that wants to take it but will not guarantee an invitation to attend the Facilitator Clinic
 - Specialty Task Force covers Credentials and Credential program - a 3rd Party vendor from Colorado will perform the scope because IRWA is too close to the information and the outside vendor provides a view from other benchmarks.
- No.5 – Audit Report
 - Cash Reserves as a not-for-profit; what does IRS say; there is no IRS rule: a good rule of thumb is to have 12 months of operating expenses and have 6 months of expenses in reserves. If a Chapter is holding more than 6 months, the Chapter needs a plan (how will you spend the money in excess) to



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use the monies: i.e., funding courses, buying equipment, seminars; the plan needs to be vetted with the Chapter's Board but the plan does not necessarily need to be adopted by the Board.

- Finance reports are coming out monthly and they provide a snap-shot; call Mark Rieck if any questions about the financials.
- Taxes
 - If the IRS reverses the procedure of all Chapters submitting their returns under an umbrella return: Questions / Discussions are that some Chapters will file a "post-card" return and the larger ones will have to file a larger report. Fred Nasri will advise the Region Chair of updates.
 - Remember to use QuickBooks for accuracy and ease in reporting.
- No. 6 - Strategic Plan
 - Use it as a template to help create your Chapter's Strategic Plan
- No.8 – China Report
 - IRWA trip was in the black; there was a video of Randy's presentation of a Valuation Course; class was a younger segment of the population
 - China uses relocation – They are relocating a million people within a year's.
 - Severance Damages are not paid
 - China will increase its IRWA membership, which will be an influence on IRWA and its Strategic Plan
 - South Africa
 - Constructing two new nuclear plants and a coal generation plant that will traverse over 600 kilometers
 - Large contingency of members coming into the IRWA
- No. 11 – Upcoming Meetings
 - March 2012 -Federal Agency Update in Washington, DC - it is typically geared towards consultants
 - Reports: Tool for goals objectives and strategies.
 - February 18, 2012 – IGC Meeting in Seattle, WA
- Mark Rieck will be in Phoenix, AZ on November 9, 2011, attending the City Governments meeting; Chapter 28 Leadership will try to arrange to host him for dinner

The Region 1 Leadership will post the IGC Minutes on the Region 1 website, when received. If there is any information desired on the financials in the IGC Meeting Portfolio Package handout, send the questions to Chris Banks and she will send them to Mark Rieck for response.

6) Education Foundation - Mike Pattison, SR/WA, Foundation Secretary

- The Foundation is a 501c3 Charitable Organization operating as a separate foundation and the donations are tax deductible. It funds IRWA educational offerings through production, updating/revamping activities. A full financial report will be provided at the Region 1 Spring Forum.



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Q. How does the Foundation obtain funding?

A. Fundraisers; Dues check-off \$15 when you pay dues (60% of members pay it) it is voluntary; Golf tournaments (\$30K was raised at the Atlanta Conference); Auction at the Conference – all proceeds go to the Foundation; Casino Night in Atlanta was successful and raised a lot of money – IRWA determines how this event is structured; Individual, Chapter and Organization donations at the Annual Conference.

7) International Education / Service Committee Reports (Committee Trend and Issues) will post to the Region 1 Website

8) Region 1 Chair and Vice Chair elections on April 14, 2012 at the Spring Forum – Chris Banks

- Need to get back on schedule of having five experienced Chairs and Vice Chairs in office.
- Several Voting Alternatives:
 - Keep 2011 Vice Chair as Chair for 3 years and get a Vice Chair for 3 years as well.
 - Keep 2011 Chair as Chair and Vice Chair as Vice Chair
 - Have several candidates for each or one of the positions
 - Chris solicited suggestions via an email response to her and/or Vivian
 - Note: Must have your SR/WA if you want to be Chair. As Vice Chair one does not need the SR/WA.

Q. What are the duties for Region Chair and Vice Chair?

A. Chair – Detailed Position Description is found at:

https://www.irwaonline.org/EWEB/upload/International_Region_Chair_Position_Description.pdf

Summary: Represent Region 1 at the IGC twice a year and attends the annual conference; conducts Region forums and presents all information from the IGC.

A. Vice Chair – Detailed Position Description Pending.

Summary: Work with Heather Morris at HQ and the Chapter Education Chairs to complete approved Education Schedules; back-up to the Region Chair; Works hand in hand with the International Committees; attends the Region forums; currently not invited to attend the IGC – maybe in the future; expected to vote at the Annual Conference; ensures that information is uploaded to the Region website.

9) Other Business – Vivian Howell

- **Website: Motion: Mary Smith, Second By Julie Duschscherer – Vote Passes Motion**

Motion to fund the Region 1 website at \$30/Chapter funded for another year and to shadow the IRWAONLINE Region 1 website to ensure timely postings and website stability. Region Chair / Vice Chair will send each Chapter an invoice and track the payment; all monies collected are accounted through the Region financials to HQ.



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- Discussion on the duplicative effort of some information on the Chapter's Website, the Region's Website and at IRWAONLINE.ORG and questioned the use of links instead. The leadership was reminded that Daniel Stekol indicating that there has been discussion to have an award and/or incentive to Chapters that keep their website current.

10) Upcoming Meetings:

- April 14, 2012, Region 1 Spring Forum hosted by Chapter 44, at the Gold Coast Hotel and Casino, Las Vegas; Course 410 may be offered on April 13th...Kelly Reilly, President – Chapter 44
 - Spring Forum – activities include...Chris Banks:
 - Region 1 Professional of the Year Award
 - Nominating the Region Vice Chair and the Chair to be voted on at the Seattle conference
 - Newsletter Awards for over and under 100 member Chapters
- Chapter Assistance forms will be sent to the Chapter Presidents at the end of the calendar year; there is \$3K per Region and Region 1 allocates \$1K/year to each of the three states; AZ, CA, NV. If there is a remaining balance from any of the three states, the remainder will go to assist one of the other two states requesting. Chapters must request the assistance by completing the form.

11) Adjournment

Motion to adjourn at 4:17PM by Konstantin Akhrem, Chapter 1 President, second by Vince McCaw, Chapter 11 President, and passed by the Leadership.

Date 9/1/11

BE IT KNOWN THAT on the 1st day of September, 2011 by vote of the Executive Board of Saguaro Chapter 73 of The International Right of Way Association, Cheryl Hall was unanimously endorsed as International Director for the purpose of voting on Chapter and Region Business at the Region 1 Forum to be held in San Jose, CA on October 8, 2011.

Signed this date in Tucson, AZ

George Camorini

First Year Director, Saguaro Chapter 73



Region 1 Fall Forum Meeting Agenda

October 8, 2011
Wyndham San Jose Hotel
1350 North First Street
San Jose, CA 95112
(408) 453-6200

Vision: The International Right of Way Association creates public awareness, trust and confidence in the right of way process, to build a better world.

Mission: The International Right of Way Association will be the central authority for Right of Way Professionals, providing members with the tools they need to build and advance in their careers.

Key Objectives: IRWA has identified the following major strategies to achieve our mission:

1. Maintain a Vibrant Membership – Retaining and acquiring high quality members.
2. Provide Useful Tools – That help members build and advance in their careers.
3. Enhance Systems and Support– Empowering and positioning the organization for relevance and growth.

1) Call to Order.....Chris Banks, SR/WA, Region 1 Chair.....8:00AM

2) Chapter Issue Forum.....Chapter Presidents & Daniel Stekol...8:15AM

Background: The IRWA is interested in meeting the changing needs of its members and creating value that separates members from non-members in the marketplace. How do you reinvest chapter funds to benefit your members? What are your best income generators and largest expenses? What are your investment plans for this fiscal year? The new **Chapter Report** Forms are being implemented to help chapters develop goals and the strategies to achieve them.

Action: Share plans and capture best practices for creating value for our membership.

3) 30 Contacts Campaign - Vivian Howell, SR/WA, Region 1 Vice Chair & Daniel Stekol9:45AM

Background: We are operating in a new economy, which requires more outreach, in order to grow the association. The IGC and committee chairs are partnering with the regions and chapters this fall to develop 3 key contacts (1 new municipality, 1 new agency and 1 new company) in each region for a face-to-face meeting with follow-up as appropriate.

Action: Review current material and discuss potential contacts for introduction.

COMFORT BREAK 10:15AM 😊

4) IRWA Leadership Institute Session.....Bill Yee, SR/WA
Handout: Participant Manual

Background: The IRWA Leadership Institute is dedicated to the professional development of our members at all levels of the association. A video workshop on “Coaching & Developing Others” will be presented by a member of IRWA’s Leadership Institute Team, Bill Yee, SR/WA.

Action: Leadership Institute workshop.

LUNCH BREAK 12:00PM

5) State of the Association.....Chris Banks, SR/WA Region 1 Chair 1:15PM
Handout: Key Measures and Financial Summary Documents

Background: The IRWA provides a Key Measures report of association performance at every forum. This report is updated monthly, emailed to IRWA Region and Chapter leaders and posted to the international website, under Leadership Resources. Documents from September are posted on Region Website as “IGC Meeting Portfolio.”

Action: Review the state of the association.

6) Education Foundation.....Mike Pattison SR/WA

Action: The Education Foundation Report

7) Committee Trends and Issues.....Committee Representatives 2:15PM
Posted Online

Background: Representatives from our education committees monitor trends and issues in our industry, helping members stay current and connected, within the profession. Reports are distributed in advance, for discussion at fall forums.

Action: Share key trends and issues with region forum attendees.

Committees:

Asset Management	Pipeline
Environment	Relocation
IPDC	Surveying
Local Public Agency	Transportation
Marketing/Communication	Utilities
Nominations & Elections	Valuation

8) Region 1 Chair and Vice Chair elections in April.....Chris & Vivian 3:15PM

Background: Each Spring the Regions throughout the IRWA choose by election the candidates they want to put forth as Region Chair and Region Vice Chair. These officers are then confirmed by election at the International Conference. In order to prevent a total changeover resulting in 10 inexperienced officers, Region 1 and 4

other Regions volunteered to keep their Chairs and Vice Chairs an extra year. This holdover worked well keeping 5 experienced Chairs and Vice Chairs to help the incoming new officers. But, due to Renee's illness and several other Chairs who resigned, the turnover has become 7 and 3.

Action: Present options alternatives and suggestions to put us back on course.

COMFORT BREAK

9) Other Business.....Vivian Howell, SR/WA, Region 1 Vice Chair

Action: Other business should be presented at this time. Region 1 website maintenance by chapter assessments, etc.

10) Upcoming Meetings.....Chris Banks, SRWA, Region 1 Chair
Handout: IRWA Meeting Calendar

Background: Let's plan ahead and get our 2012 Spring Forum date and location on the calendar.

Action: Spring Forum 2012....**Tracy Reilly, President Chapter 44 Las Vegas**

11) Adjourn



2011-2012 International Governing Council Roster

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International Governing Council Meeting
Saturday, September 24, 2011 8:30am – 5:00pm
Marina del Rey Marriott, Promenade Room
4100 Admiralty Way, Marina del Rey, CA 90292

Vision: The International Right of Way Association creates public awareness, trust and confidence in the right of way process, to build a better world.

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- 2. Provide Useful Tools – That help members build and advance in their careers.**
- 3. Enhance Systems and Support– Empowering and positioning the organization for relevance and growth.**

Meeting Logistics:

- Attire is business casual.
- Breakfast on your own with hotel voucher provided at check-in.
- 8:30am: Meeting begins.

1) Welcome and Call to Order.....Randy A. Williams, SR/WA, President

2) Roll Call and Approval of Minutes.....Wayne L. Goss, SR/WA, Secretary
Enclosure: Meeting Minutes document

Background: At each meeting we acknowledge and record the attendance of International Governing Council members and approve the minutes of the previous meeting.

Action: Confirm member attendance and approve the minutes from the June 2011 International Governing Council Meeting.

3) Finance Committee Report.....Lee Hamre, SR/WA, Treasurer
Enclosures: Key Measures Document, Financial Reports

Background: Finance reports for July are available for review.

Action: Review and discuss financial reports.

4) Task Force Updates.....Pat Petitto, Lisa Harrison and Lee Satterfield Hamre

Background: The Experience, Specialty and Facilitator Task Forces all continue their work to establish uniform experience models, conduct market research and establish a new foundation for our Facilitator Clinics.

Action: Members will receive an update on task force work completed to date.

5) Audit Report.....Leonard D. Weitz, CPA
Handout: 2011 Audit Report

Background: The IRWA annual audit was conducted the last week of August by the accounting firm of Mann, Weitz and Associates, LLC.

Action: Members will receive the IRWA 2011 audit report in a videoconference with Mann-Weitz managing partner, Len Weitz.

6) Strategic Plan.....Randy Williams
Enclosure: Strategic Plan Document

Background: As we work in a new economy, it is important to sharpen our focus and provide meaningful value to members, along with positioning the association for even more relevance in the industry. Our plan has been updated for discussion with the IGC, international committees and chapter leadership.

Action: Review and discuss updated plan, along with next steps for presentation to international committees and chapter leadership.

7) Fall Forum and Region Leadership Planning.....Mark Rieck, EVP
Enclosure: Fall forum agenda template and goal setting document

Background: The fall forum season is in front of us, with nine region forums taking place in September and October. A key proposed agenda item is to initiate dialogue with the chapter issue forum topic of how chapters invest in our members. Given our focus on member value in the updated strategic plan, IRWA relevance will be based on how we deliver that value at all levels of the association. There is also an opportunity to leverage region chair travel to chapters for officer installations, meeting with officers to discuss IRWA goal setting tools. An objective under consideration for fiscal year 2013 is to introduce an association-wide "Chapters of Excellence" program, which will incentivize and reward those chapters who meet a two-tiered program of member, education, credentialing and compliance with QuickBooks usage and tax reporting at the chapter level.

Action: Review fall forum agenda template and begin development of the core concepts for a meaningful chapter incentive plan.

8) China Report.....Randy Williams

Background: A second visit to China in August has yielded a profitable return of meetings and IRWA classes, resulting in 14 new Chinese members and 8 R/W-AC certified members, with the promise of a three-year contract to provide year-round certification programming with the Chinese Institute of Real Estate Appraisers and Agents and the Central Government’s Ministry of Land.

Action: Share report, photos, video and plans for expanding our relationship with the Chinese real estate community.

9) Leadership Weekend.....Mark Rieck

Background: We have revamped our Leadership Institute program schedule and will be reinstating an IGC/Committee Chairs and Vice Chairs meeting in conjunction with our IGC meeting scheduled for February 2012 in Seattle.

Given the critical mass of leadership gathered in Seattle, the Leadership Institute is proposing a “Leadership Weekend” of activities that could include a lunch and/or dinner program on the Friday before our IGC meeting that Saturday, along with a Friday afternoon Leadership Institute workshop. The Leadership Institute would like to hear from IGC members on their preferences for programming. The IEC would also like to hear from IGC members on suggested agenda items to cover with committee chairs and vice chairs.

Action: Discuss the February Leadership Weekend concept and potential programming.

10) Other Business.....Randy Williams

Action: Other business should be presented at this time.

11) Upcoming Meetings.....Randy Williams

Enclosure: IGC Calendar document

Background: The International Governing Council is scheduled to meet three times this fiscal year and the Finance Committee is meeting quarterly. We also have been in discussion with our federal partners regarding the World Congress of Real Estate next spring.

Action: The next meeting of the IGC will take place in Seattle, WA on Saturday, February 18, 2012, with committee meetings taking place on the preceding Thursday and Friday morning, followed by leadership development activities on Friday, along with an IGC/Committee Leadership dinner on Friday night.

Also share discussion around a format change for the World Congress of Real Estate.

12) Adjourn

Free evening for IGC members, with Sunday slated for travel.



International Governing Council Meeting

Minutes: Saturday, June 11, 2011

Hilton Atlanta, Room 203

Welcome and Call to Order: IRWA International President, Kenneth L. Davis, SR/WA called the meeting of the International Governing Council to order at 8:30am.

Roll Call: International Secretary, Lisa R. Harrison, SR/WA conducted a roll call with International Executive Committee members Ken Davis, SR/WA, Randy Williams, SR/WA, Pat Petitto, SR/WA, Lisa Harrison, SR/WA, Lee Satterfield-Hamre, SR/WA, General Counsel, Eric Finn, Esq., Mark Rieck, EVP; Region Chairs Chris Banks, SR/WA, Steve Beck, SR/WA, Rita Rasmussen, SR/WA, David Wood, SR/WA, Mary Ann Marr, SR/WA, Johnny Dyess, SR/WA, Fred Walasavage, Orest Rojik, SR/WA, Raymond Bennett, SR/WA, Karen Carswell, SR/WA and Senior Staff, Fred Nasri and Daniel Stekol all present.

Approval of Minutes: Lisa Harrison presented the minutes of the February 20, 2011 IGC meeting. David Wood moved and Steve Beck seconded that the minutes be approved as presented. The motion carried by unanimous vote.

Finance Committee Report: Vice President/Treasurer, Pat Petitto, SR/WA presented the finance reports through April, 2011, noting a positive variance of \$8,690. A special project request was also received from the Relocation Assistance Committee for an additional meeting to review the 500 series IRWA classroom curriculum. Lisa Harrison Moved and Mary Anne Marr seconded a Motion to approve an additional budget request in the amount of \$3,000 submitted by the Relocation Committee.

Task Force Updates: Lisa Harrison reported that the Experience Task Force continues its work to document experience criteria for each IRWA discipline. Committees are providing lists that will be reviewed by teleconference this summer and then presented to the IPDC for consideration.

The Specialty Task Force has made its initial recommendations and a market research firm has been identified to conduct internal and external market research as to the relevance and importance of our proposed specialty certifications to the users of right of way services. Next steps are to finalize the research methodology and move forward with the study.

The general recommendations of the Facilitator Task Force were presented to the IPDC on June 10, 2011. They are:

1. **Current Process:** The current process for new facilitators should be retired and a new process must be developed.

2. **New Process:** The new process design would be divided up into two courses and include the following components:
 - **Introduction to Facilitation Course:** New facilitator applicants will first be required to attend this new IRWA Course. This course will be available to anyone (not only by invitation to facilitator applicants). The course materials would be expanded beyond what exists in our current Facilitator's Clinic Participant Manual. The course will focus on adult learning principles and course delivery techniques, specifically designed for IRWA courses. This will be designed to act as a safe learning experience, rather than a critical assessment.
 - **Facilitator's Clinic:** After completing the Introduction to Facilitation Course, those who are interested in becoming an IRWA Facilitator. Potential candidates will be required to submit an application to attend the new Facilitator's Clinic. Attendance will be by invitation only. (Application and approval process will be developed prior to program implementation.) The Facilitator's Clinic will be designed similar to the Master Facilitator's Clinic. The new Facilitator's Clinic will assess the participants on their:
 - ability to professionally representative the IRWA;
 - existing ability, skills, techniques, and abilities to effectively deliver IRWA courses; and
 - readiness of each applicant to provide IRWA Course participants with a quality learning experience "out of the gate."
 - **Course/Clinic Design:**
 - developed by adult learning specialists;
 - design a "start to finish" evaluation criteria for the Course and Clinic.
 - **Facilitator's Clinic Feedback:** Although constructive criticism and direction will be given, time will not be spent trying to get the participants up to speed as the Clinic pre-requisites and their education, and experience provided in the Introduction to Facilitation should screen out unqualified participants.
3. **New Facilitator Requirements:** New Facilitators are required to:
 - sign a Learning Contract;
 - sign a Facilitator Agreement; and
 - meet more specific pre-screening requirements.
4. **Existing Facilitators:** Existing Facilitators should also be required to meet the following requirements:
 - sign a Facilitator's Agreement with IRWA;
 - complete continuing education every five years by attending either the Introduction to Facilitation or the new Facilitator's Clinic. The choice would be up to the Facilitator unless specifically directed by IPDC to attend the Facilitator Clinic. Existing facilitators will also be required to attend the Facilitator Clinic after receiving evaluations under 4.2.

5. **Moratorium:** The moratorium on the existing Facilitator's Clinic should remain in force until this new process is developed and implemented.

Randy Williams moved and Mary Anne Marr seconded Motion to approve Facilitator Task Force recommendation as presented. Following lengthy discussion, the motion was approved by a vote of 8-to-6.

Caucus and Board of Directors Meeting Preparation: Members reviewed the Board of Directors Meeting Agenda and discussed talking points that will be shared at region caucuses on Sunday. IEC members will attend their respective region caucuses and are willing to visit other caucuses, at the request of region chairs.

Leadership Institute: Mark Rieck reported that as the Leadership Institute enters its second year, the team is looking at fine tuning program content and delivery. The Leadership Institute Task force will consider offering delivery of the live program through members of the Leadership Institute Team as a service to the regions, developing more "Just in Time" video content for online delivery to individual members and shifting large group presentations to Fall Forums, a Leadership Weekend in February, targeted chapters in the spring and Leadership Day at Conference.

International Update: International President Elect, Randy Williams, SR/WA shared that work on the international front is paying off, with signed agreements now in hand with China and Mexico for Valuation Cross Certification courses, an MOU for information exchange with the Compulsory Purchase Association in London and a full partnership agreement with the South African Right of Way Association that will be signed during the Meeting of Members for education, credentialing and membership programming in South Africa. All programming will be conducted at a profit for the association, including the travel of IRWA member-leaders, who will facilitate the classes. New program development activity has also been launched for consideration by ROW professionals in Australia, the JCCA, Thai Appraisal Foundation and FIABCI.

Other Business: Randy Williams also presented an overview of the special project being undertaken by the Ethics Committee to review and revise IRWA Ethics policies to reflect the needs of our organization now and in the future. Randy requested that \$10,000 be appropriated to fund one meeting of the committee and its special project task force members. Lee Hamre moved and Steve Beck seconded a motion to approve the funding request. The motion carried unanimously.

Next Meeting Date: Ken Davis noted that the International Governing Council is scheduled to meet three times next fiscal year and the Finance Committee is meeting quarterly. The next meeting of the IGC will take place in Los Angeles, CA on Saturday, September 24, 2011, with an incoming IGC member orientation on Friday afternoon, September 23, 2011 at IRWA Headquarters.

Adjourn: With no further business, the meeting was adjourned at 12:00pm.

These minutes prepared by EVP, Mark Rieck, for presentation by the secretary at the next meeting of the International Executive Committee.



Key Measures FY 2011 - 12

		July 2010 Actual	July 2011 Actual	July 2011 Budget	% of Budget
Income	Total Income:	\$195,180	\$219,139	\$269,728	81%
	Net Income:	(\$57,613)	(\$42,446)	(\$32,524)	-131%
Membership	Membership Income:	\$137,012	\$137,481	\$159,979	86%
	Number of Members: (Agencies, Senior & Regular)	8,048	7,856	8,049	98%
	Total Number of Members (All Dues Paying Members)	9,876	9,690	9,880	98%
Education	Course Income: (Classroom Courses)	\$25,231	\$41,490	\$49,833	83%
	Number of Class Participants:	152	225	271	83%
	Average Class Size	12	16	18	89%
	Course Income: (IRWA Online Courses)	\$13,300	\$20,140	\$29,945	67%
	Number of Online Participants: (IRWA Courses)	40	60	N/A	N/A
Credentialing	Credentialing Income	\$6,825	\$4,025	\$4,750	85%
	Designated (SRWA)	1921	1984	N/A	N/A
	Certified (Other Than SRWA)	783	821	N/A	N/A

July-11

International Right of Way Association

Statement of Activities for One Month Ended July 31, 2011

	<u>TOTAL</u>
INCOME	
Total 40 · EDUCATION INCOME	65,910.75
Total 41 · ADVERTISING INCOME	13,888.93
Total 43 · INVESTMENT INCOME	1,510.03
Total 44 · MEMBERSHIP INCOME	137,481.17
Total 45 · MERCHANDISE - SALES	323.00
Total 46 · OTHER INCOME	25.28
TOTAL INCOME	\$ 219,139.16
EXPENSE	
Total 50 · COST OF GOODS SOLD	316.12
Total 55 · EDUCATION EXPENSES	18,031.98
Total 597 · Building Operation	14,203.95
Total 60 · PAYROLL & BENEFITS	153,220.05
Total 73 · TRAVEL EXPENSES	11,480.10
Total 80 · ADMINISTRATIVE EXPENSES	50,890.46
TOTAL EXPENSE	\$ 248,142.66
NET ORDINARY INCOME	\$ (29,003.50)
TOTAL OTHER INCOME	(1,092.45)
TOTAL OTHER EXPENSE	12,350.00
NET OTHER INCOME (EXPENSE)	\$ (13,442.45)
NET INCOME	\$ (42,445.95)

International Right of Way Association

Balance Sheet As of July 31, 2011

TOTAL CHECKING/SAVING	207,299.99
TOTAL ACCOUNTS RECEIVABLE	102,173.77
TOTAL 12 · INVESTMENTS	1,417,983.60
TOTAL 14 · OTHER RECEIVABLES	64,312.52
TOTAL 15 · INVENTORY	42,083.49
TOTAL 16 · PREPAID EXPENSES	99,160.07
TOTAL 17 · PPD INTERNATIONAL CONFERENCE	11,882.86
TOTAL 18 · SECURITY DEPOSITS	9,922.35
	<hr/>
TOTAL CURRENT ASSETS	1,645,344.89
TOTAL FIXED ASSETES	2,355,038.20
	<hr/>
TOTAL ASSETS	4,309,856.85
	<hr/> <hr/>
TOTAL ACCOUNTS PAYABLE	360,947.91
TOTAL 23 · DEFERRED REVENUE - DUES	663,718.50
TOTAL 24 · DEFERRED REVENUE-EDUCATION	113,381.28
TOTAL 26 · DEFERRED REVENUE - OTHER	26,838.80
TOTAL 28 · OTHER LIABILITIES	279,334.92
TOTAL 29 · LONG TERM LIABILITIES	880,755.30
	<hr/>
TOTAL LIABILITIES	2,324,976.71
	<hr/> <hr/>
35 · RETAINED EARNINGS	2,027,326.09
NET INCOME	(42,445.95)
	<hr/>
TOTAL LIABILITIES & EQUITY	4,309,856.85
	<hr/> <hr/>



2012 – 2017 Strategic Plan Summary

Vision: The IRWA creates awareness of and trust and confidence in right of way professionals, who contribute to building a better world.

Mission: The IRWA is the central authority of the right of way profession, serving members, users and the public.

Key Objectives:

1. **Membership:** Increase the value of IRWA membership.
2. **Professional Development:** Increase the impact of IRWA education and credentials.
3. **Marketing:** Increase the reach of IRWA marketing.
4. **Structure:** Strengthen the infrastructure of the association.

Major Strategies:

1. **Membership:** Serve, retain and recruit members.
 - Access policy makers, along with job and advancement opportunities.
 - Create a business advantage for members over non-IRWA members.
 - Create networking and social opportunities.
 - Provide information on markets, issues and trends.
 - Create opportunities to influence the direction of the profession.
2. **Professional Development:** Develop high quality education courses and programs, along with meaningful certifications and designations.
 - Carry out course revision and development program.
 - Create new facilitator clinic and support facilitators with continuing education.
 - Enhance conference and forum programming.
 - Allow certifications and designations to be determined by the marketplace.
 - Leverage technology for communication and management of courses.
 - Pursue accreditation program for education, certifications and designations.
 - Create alternative delivery of programs and education.

3. **Marketing:** Market members, certified members and designated members to the users of right of way services.
 - Conduct marketing study for certifications and designations.
 - Identify and set up face-to-face meetings with users of right of way services.
 - Develop education modules for specific audiences, like FERC and URWC.
 - Ramp up marketing for membership and education.

4. **Structure:** Review and refine current structure and develop member engagement strategies for communication and participation.
 - Review key leadership position responsibilities.
 - Create position descriptions, action plans and reports that align with the mission and key objectives of the association.
 - Develop a leadership orientation program.
 - Incentivize chapters for performance.
 - Develop committee orientation, deliverables and communication/management system.
 - Develop a leadership succession plan.
 - Create a communication matrix/criteria for sharing and retaining information.



2012 IGC Key Events Calendar

Dates:	Event:	Location:	Attendees:
July 10-11, 2011	IEC Planning Retreat	Estes Park, CO	IEC Members
August 2011	IEC Call	Web Conference	IEC Members
August 10-12, 2011	Region 2 Summer Forum	College Station, TX	Region Chair
September 14, 2011 (10am Pacific)	Finance Committee Meeting	Web Conference	Finance Committee Members
September 23, 2011	Incoming IGC Member Orientation	Los Angeles, CA	New IGC Members, Randy Williams and Mark Rieck
September 24, 2011	International Governing Council Meeting	Los Angeles, CA	IGC Members and Senior Staff
September 30- October 2, 2011	Region 5 Fall Forum	Makinac Island, MI	Region Chair
October 7-8, 2011	Region 9 Fall Forum	Durango, CO	Region Chair
October 8, 2011	Region 1 Fall Forum	San Jose, CA	Region Chair
October 13-14, 2011	Region 3 Fall Forum	Bloomington, MN	Region Chair
October 13-15, 2011	Region 4 Fall Forum	Rehoboth Beach, DE	Region Chair
October 14-15, 2011	Region 6 Fall Forum	Panama City, FL	Region Chair
October 14, 2011	Region 7 Fall Forum	Anchorage, AK	Region Chair
October 21-22, 2011	Region 10 Fall Forum	Winnipeg, MB	Region Chair
October 22, 2011	Region 8 Fall Forum	Charlotte Town, PEI	Region Chair
November 9-12, 2011	Congress of Cities & Exposition (NLC)	Phoenix, AZ	Wayne Goss, Mark Rieck and Daniel Stekol
December 8, 2011 (10am Pacific)	Finance Committee Meeting	Web Conference	Finance Committee Members
December 8, 2011 (1PM Pacific)	IEC Call with Region Chairs	Web Conference	IEC, Region Chairs and Mark Rieck
January 19, 2012 (1PM Pacific)	IEC Call with Committee Chairs	Web Conference	IEC, Committee Chairs and Mark Rieck
February 9, 2012 (10am Pacific)	Finance Committee Meeting	Web Conference	Finance Committee Members

Dates:	Event:	Location:	Attendees:
February 17, 2012	Leadership Institute Session and IGC Dinner with Committee Chairs and Vice Chairs	Seattle, WA	IGC, Committee Chairs and Vice Chairs and Senior Staff
February 18, 2012	International Governing Council Meeting	Seattle, WA	IGC Members and Senior Staff
March 15, 2012 (1PM Pacific)	IEC Call with Committee Chairs	Web Conference	IEC, Committee Chairs and Mark Rieck
March 16, 2011	Region 7 Spring Forum	Spokane, WA	Region Chair
	Region 1 Spring Forum	Las Vegas, NV	Region Chair
	Region 2 Winter Forum		Region Chair
	Region 3 Spring Forum	MO	Region Chair
April 11-14, 2012	Region 4 Spring Forum	Saratoga Springs, NY	Region Chair
April 13-14, 2012	Region 10 Spring Forum	Edmonton, AB	Region Chair
	Region 5 Spring Forum		Region Chair
	Region 6 Spring Forum		Region Chair
May 17, 2012 (10am Pacific)	Finance Committee Meeting	Web Conference	Finance Committee Members
May 17, 2012 (1PM Pacific)	IEC Call with Region Chairs	Web Conference	IEC Region Chairs and Mark Rieck
	Region 8 Spring Forum		Region Chair
	Region 9 Spring Forum		Region Chair
June 9, 2012 (AM)	International Governing Council Meeting	Seattle, WA	IGC Members and Senior Staff
June 9, 2012 (PM)	IEC/Incoming Region and Committee Chairs	Seattle, WA	IEC Members, Continuing and Incoming Region and Committee Chairs and Senior Staff
June 10 – 13, 2012	Annual Education Conference	Seattle, WA	IGC Members and Senior Staff