

**INTERNATIONAL ASSET MANAGEMENT COMMITTEE
MEETING MINUTES, 29 JAN 2010
LAS VEGAS, NEVADA**

Attendees:

Cynthia Gan, SR/WA

Robert Drayton, SR/WA

Sue Findley, SR/WA

Jim Prossick, SR/WA

Dean Harris, SR/WA

Janet Parks, SR/WA, R/W-AMC

Jack Holt, SR/WA

Sheryl Badin, SR/WA

Events Scheduled for 2010-2011 (set dates for this year's conference calls)

- Mar 3, 2010 – Conference Call
- Apr 2010 Final Session Preparation
- May 5, 2010 – Conference Call
- Sunday, Jun 27, 2010 – IAMC Meeting in Calgary (Conference Jun 27-Jun 30)
- Aug 4, 2010 – Conference Call
- Sep 2010 – Call for Topics for Atlanta 2011 Sessions
- Oct 6, 2010 – Conference Call
- Dec 1, 2010 – Conference Call
- FAU 2011 – to be held in Washington DC (date to be determined)

Call to Order. Meeting was called to order by Chair, Cynthia Gan.

Minutes from the June 2009 IAMC meeting were reviewed. Motion was made to approve the minutes by Bob Drayton, with second by Jim Prossick and committee members in agreement.

Committee membership. There are vacancies for Region reps in Regions 4 and Region 6. Our committee will continue to recruit for those regions and since Bob Drayton, Vice Chair will be moving into the Chair position beginning July 1, 2010, there is a need for Region 6 to be filled as he is serving in both capacities at this time.

Beginning in 2009 the IAMC sent out commitment letters and the members asked whether all had been received and those were reviewed. Sue Findley and Janet Parks had not received those and Cynthia will send them out so that they can complete and return. These commitment letters will again be sent for the new year beginning July 1, 2010.

Mid-year Report. Bob Drayton briefed everyone on the Mid-Year Report that was prepared and sent to IRWA HQ.

This began a discussion on the 700 courses and Bob provided the number of 700 courses that are scheduled/planned for 2010 which include:

Course 700 – 5 scheduled and 4 planned

Course 701 – 1 scheduled and 4 planned

Course 703 – 2 scheduled and 4 planned

Possible future courses.

Gordon McNair course

People course on mentoring programs

Encroachments

Sheryl Badin, IPDC Liaison provided input on course revisions in process and emphasized that the new course book titles and descriptions need to accurately depict the courses.

Bob continued to include there are no online 700 courses and there was discussion on an idea for a new course, possibly a 1-day course for asset management. We discussed putting out a survey or questionnaire to determine what is needed.

Calgary sessions are as follows:

Tue Jun 29

9:15-10:30 Management of the Olympic Legacy Facilities for Long Term Benefits

3:45-5:00 Winsport Canada Tour of Olympic Legacy Facilities*

Wed Jun 30

8:00-9:30 Provincial Management of Ring Road Corridors in Calgary and Edmonton (Speakers are all confirmed for these sessions and a big thank you to Russell Crook who coordinated all the sessions.

We have yet to hear whether we received a slot for the Alberta High Speed Rail session.

*IRWA HQ has yet to sign the invoice/commitment for the tour.

Jade will meet with staff and get back to the committee.

The total cost of the session for the tour will be around \$1,000 with the bus being \$550. We think charging \$20 or minimal fee will cover the cost but we cannot guarantee we will sell 50 tickets. Jade is checking on funding for the session. Cynthia will check again with Jade to see what the status is and there were discussions and other options which can be considered such as HDR sponsoring the tour. A charge for the tour is to be minimal to cover the cost of the tour and will be on the program when people register so there is a need to finalize this as soon as possible.

Courses and Facilitators for the courses. More discussion was held on the courses with Sheryl Badin stating that the committees are being encouraged to look at the facilitators and bring individuals to Ron Ellis to see if they would be interested and qualified to assist in the writing of courses in each discipline. There is money budgeted to pay individuals to write courses; however, the cost is expensive so having individuals knowledgeable of material would be most beneficial. Concerns are whether the individuals would have the time.

Several names were provided and Bob will provide those names to Ron Ellis (Aisha Currie, Gordon McNair, and Ed Opstein). HQ is doing an RFP to write courses for the IRWA. We discussed the option of having committee members serve as technical writers.

Valerie DeVries joined the group and added to the discussions.

Course evaluations Evaluations from the courses was discussed and the process of keeping them confidential and other issues dealing with those were mentioned such as going back to paper evaluations rather than the email evaluations which have not been working. People will

fill them out there after the course before leaving; however, will not take time to do that once they return back to work after completing the course. The evaluations are very much needed.

Certifications. Valerie discussed the certifications that are proposed with there being an entry level and a Management level above the SR/WA. Our committee feels that it is most beneficial to have a certification for those entering into the real estate field because younger people want to see results sooner so it is difficult to make a goal of a 5-year program like the SR/WA. Also, for those who have received the SR/WA the level above will assist many to strive to reach higher goals in their career and we did not at this time have a total handle on the program so it is something to digest yet something worthwhile in considering.

Principles of Right of Way book. Valerie discussed the fact that Chapter needs to be reviewed each calendar year. We should download the chapters and review the first two pages to see if the name fits, pre-requisites, whether it is beginning, need six months experience and try to expand on that part of the book. Think about who will be taking the courses. June the documents will be ready for the ROW Professional Career Path. It will be in the form of units – class hours, online.

Courses from other sources. We should see what courses can be added that are outside IRWA – what can we use as far as Property Management, i.e. PMI for the Management level certification, ASHTO.

Valerie talked about the accreditation state programs and 18-month programs where grant programs will open up to the DOTs.

Mentoring for the Course Facilitators. There will be those serving as mentors for the facilitators with Ed Opstein being over those facilitating the 700 courses. The cost of writing a course was discussed with a two-day course being as high as \$15,000. The committees will be tasked to look at the content and see what needs to be changed. All committees have the opportunity to submit a form to show what changes are needed to their courses.

Proposed Topics for Atlanta 2011.

- People session - We would like to have another People session as this year that was not selected for Calgary and our committee feels that this is of interest to so many and will continue to be challenging in the workplace with the need to recruit/retain employees. Mentoring would be a good selection or a program that could be shared and possibly become a power point to use at chapter meetings or forums.
- Surplus Property and Administrative Real Estate Issues
- Permitting and Franchising – Encroachments (Round table)
- Green Building (partner with Environmental)
- Underground Atlanta

We want to find out what chapter Atlanta falls in; however, we are certain there is no Chapter Asset Management Chair

Cynthia will contact Clyde Johnson who may be a potential speaker for our committee.

Strategic Work Plan. Bob discussed the work plan, many of the topics have been covered in the Mid-Year Report.

- Sub-committees within the IAMC for the newsletter, blog, sessions, website, etc.
- Recruit from other countries, such as the gentlemen from Nigeria who asked questions after our sessions in Indianapolis.
- Meeting our goals:
Russell Crook's article that will appear in the March/April issue of the R/W Magazine
Jim Prossick finalizing the Canned Presentation

Actions:

- Sheryl Badin will send the explanation of the course change process that was prepared by Ron Ellis to Bob and Cynthia in a pdf file when she returns.
- We need a list of approved facilitators before we can review
- We want to add links, minutes, and update the website and sponsor 1 article a year
- Semi-Annual IAMC Newsletter that HQ can send out an email. Cynthia will compose the first one and send to Jim Prossick for graphics. March 10-11 date for completion
- Jim's Presentation Disposal of Surplus Property we can use at meetings, forums, and put in our own examples. Thank you Jim for making this become a reality. Now we need to use it.
- Jim gave Cynthia a CD with the presentation on it and we will post this.

Adjourn Meeting: Bob Drayton made a motion to adjourn the meeting and Sue Findley made a second. All voted to adjourn at 4:35 Pacific time!

Minutes submitted by:

Cynthia L. Gan, SR/WA
Chair, IAMC 2009

**INTERNATIONAL ASSET MANAGEMENT COMMITTEE
CONFERENCE CALL
MARCH 3, 2010**

Attendees:

Cynthia Gan, SR/WA

Dean Harris, SR/WA

Robert Drayton, SR/WA

Mark Riggs

Sue Findley, SR/WA

Russell Crook, SR/WA

Jim Prossick, SR/WA

Patrick Grace, SR/WA

Janet Parks, SR/WA, RW/AMC

Sheryl Badin, SR/WA

I. EVENTS SCHEDULED FOR 2010-2011

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- Apr 2010 Final Session Preparation
- May 5, 2010 – Conference Call
- Sunday, June 27, 2010 – IAMC Meeting in Calgary (Conference Jun 27-Jun 30)
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- FAU 2011 – to be held in Washington DC (date to be determined)

II. 700 SERIES COURSE REVISIONS AND NEW COURSES:

- Online course catalog – was a hard copy now online. Sheryl Badin gave update and will send out a link for the committee to all review and provide comments . Comments are due 31 Mar 2010.
- Discussion on timeframe to take online Ethics course for recertification. User friendly and think for most takes about 4 ½ - 5 hours to complete. There is an exam and timeframe is set for 7 hrs but should not take that long.
- Rewriting the courses/revising updating those we have. Think we should keep the same courses. Basis for future courses are:
 - Jim Prossick's canned presentation
 - Gordon McNair's leasing course which he is teaching
 - Russell Crook 's article - develop course on municipal management
 - Sandy Grigg's course (powerpoint) that Patrick Grace will check on and get from Sandy
- Working plan – how it is presented – discussion on the next conference call so Cynthia, Bob and Sue will review and bring to group for May 5 conference call

III. TOPICS FOR CALGARY in 2010 – Moderators and status of events

- **Tuesday**
 - 9:15 – 10:30 Management of the Olympic Legacy Facilities for Long Term Benefits
Moderator is Russell Crook
 - 3:45 – 5:00 Winsport Canada Tour of Olympic Legacy Facilities

Moderators/coordinators are Sue Findley and Bob Drayton

○ **Wednesday**

- 8:00 – 9:30 Provincial Management of Ring Road Corridors in Calgary & Edmonton
Moderators are Cynthia Gan and Sue Findley
- 10:00 – 11:30 Alberta High Speed Rail
Moderator is Jim Prossick

Discussion on the tour and finalizing the package were discussed. The most the price per ticket will be is \$20.00. We will have a quarter page in the magazine to advertise in May/June issue. Cynthia Gan is doing the first Spring newsletter and will have the list of sessions in newsletter. We will send the newsletter to the Regions for their forums.

IV. PROPOSED TOPICS FOR ATLANTA in 2010 *

- Encroachments Round Table – Clyde Johnson, facilitator – will pull in other agencies
- Surplus Property and Administrative Real Estate issues
- Green Buildings – partnering with Environmental
- Underground in Atlanta

* We discussed the need to have the locals recruited to serve as presenters – Bob will get POCs

V. OTHER ITEMS

- Newsletter – Cynthia is drafting and will get out to the committee by Mar 10 so it can be used at Region forums
- Congratulations go to Russell Crook, SR/WA for getting his article published in the Right of Way Magazine in March/June issue. We're all looking forward to seeing it in print (10,000 members) That is exciting and we are proud of you Russell.
- Chapters are not real active so Region reps try to get those chapters involved. Region 6 will need to have a Region rep as Bob will be moving up to Chair in July.

End of Conference Call 11:00 central time

**Minutes submitted by:
Cynthia L. Gan, SR/WA
IAMC Chair 2009**