



# Minutes

<b>Meeting Title</b>	Chapter 38 Board Meeting	<b>Start Time</b>	4:30 PM
<b>Results Desired</b>	Planning & Assignments	<b>Stop Time</b>	6:00 PM
<b>Date</b>	July 11, 2017	<b>Place</b>	UDOT, 4501 South 2700 West, Salt Lake City, UT 84114 John Njord Conference Room

**Core Values:**

- We believe in Professional development achieved through lifelong learning
- We believe in providing a community to people in the right of way industry that fosters excellence in professional growth and opportunities
- We believe in adherence to the highest standards of ethical practice
- We believe in providing quality services to all our stakeholders
- We believe in responsible stewardship of the association's financial resources.

**EXECUTIVE BOARD OF DIRECTORS**

**ELECTED CHAPTER OFFICERS (Voting Members)**

X	James Olschewski	President / ITC Vice Chair	X	Carmelita Delgado	President Elect / YP Chair
	Vacant	Vice President	X	Duran Lucas	Treasurer/Region 9 YP Representative
X	Brady Nowers	Secretary		Aaron Donat	Past President FY17
X	James Olschewski	1 <sup>st</sup> International Director	X	Carmelita Delgado	2 <sup>nd</sup> International Director

**STANDING COMMITTEE CHAIRS (Voting Members)**

X	Paige Gardiner	Committee on Nominations & Elections Chair	X	Judy Larsen	Education Committee Chair
X	Paige Gardiner	Professional Development & Career Chair	X	Judy Larsen	Professional Development and Career (PDC)
X	Paige Gardiner	Executive Development	X	Judy Larsen	Communication Committee Chair
X	Paige Gardiner	Program & Support Chair	X	Judy Larsen	ITC
X	Paige Gardiner	Region 9 Young Prof. Chair	X	Judy Larsen	ITC - Education

## Minutes:

1. Meeting called to order at 4:40pm. Roll Call – James, Carmelita, Duran, Brady, Dave, Maurine (for Todd), Judy Larsen. In attendance were also Jeff Jones (IGC President-Elect), Fred Eastin (Region Nine VP), Daniel Stekol (IRWA Field Operations) along with other members in attendance.
  - Carmelita made motion to approve the May 2017 minutes. Duran 2<sup>nd</sup> motion, no discussion, motion carried. May 2017 Minutes approved.
2. James reviewed a 13-page handout about using Roberts Rules of Order.
  - Discussions are directed to the Chair/President and then recognized by the Chair/President
  - Discussion limited to 2 minutes. The person who made motion gets to speak first.
3. Allan Payne discussed an UAA Event
  - September 7<sup>th</sup> at Little America Hotel
  - 3 hours of CE credit for Appraisers and Realtors
  - Would like to promote it on IRWA website
  - Allen will send a flyer with more info to Brady when it is available to be sent to the membership
4. James recommender appointing Carmelita from Vice President to the President-Elect position.
  - Duran made motion to approve the appointment. Dave 2<sup>nd</sup> motion, motion carried by unanimous vote.
5. Daniel Stekol spoke about the importance of having at least 2 committee members along with the Chair making the committees an odd number to make decisions and carry votes.
  - Voting members consist of the -Chapter Board and Standing Committee Chairs, all other positions or chairs are adhoc/subcommittee and are non-voting members.
  - Astrid (IRWA Headquarters) is now in charge of membership lists.
  - Chelsie V is the 2017/2018 newsletter editor and reports to Ed Bitterman the Communications Chair.
  - Reviewed website where specific roles of Board and Committee chairs can be found
  - Went over membership incentive plan, and where it can be found on website. James would like the Membership Committee to meet all the goals if possible and at least to grow at a minimum of 5%.
6. James would like a budget approved in August that our Chapter can live by for this year. Budget is blank so far. Need to realistically determine what the budget will be. Travel expenses have been started, but not yet approved.
  - Deadline for reimbursements from the last FY is July 15, 2017.
  - Duran and Aaron are responsible for the tax filings from last year. Deadline for taxes is August 15, 2017
7. Bylaws need to be updated. James tasked Paige to form a Bylaws Subcommittee and update bylaws and report back at August meeting.
8. Carmelita was asked to form a Policy & Procedure sub-committee to make recommendations to the current draft and report back at August meeting.
9. Jeff Jones reiterated the need for odd # of committee members for deciding votes. Training should be provided for incoming Officers and future members that would be interested in ~~taking over responsibilities. Layout commitments~~ to Officers and future members. Officers should understand that they need to be willing to move from bottom to top of committees and boards.

10. Fall Forum – Albuquerque Oct. 6<sup>th</sup>, 2017 – Balloon Fiesta – Call or email Fred Eastin for more info.  
 Spring Forum – Denver Feb. 28<sup>th</sup> – March 3<sup>rd</sup>, 2018 – Mock Trial and several courses will be offered.
11. James proposed a Summer BBQ to give back to the members. To be held at local park in Riverton. James was requesting that the Chapter pay up to \$600 for event. It was also recommended that the board seek sponsors to cover any costs. 80-100 people expected and families and non-members are welcome.
- Duran made a motion approving the Summer BBQ and that the Chapter pay up to \$600 for the event. Carmelita 2<sup>nd</sup>.
  - Carmelita will head up sponsorships. Any donations will off-set total costs.
  - Brady called for a vote, Carmelita 2<sup>nd</sup> motion, motion carried by unanimous vote. Summer BBQ approved.
12. Committee chairs to report in August. James would like chairs to seek sponsorships, especially the education committee. Fred stated that he has some ideas and advice on how to go about it.
- James also wants chapter report forms to be turned in at monthly board meetings.
  - Website competition and we should be nominating for everything available.
  - James would like to see more attorneys involved in the Chapter. Reach out to Ombudsman's office. Aggressive push. They could potentially teach classes.
  - Please review master calendar
13. Public comments included 40 for 40 scholarship program, each region gets 2 scholarships.
- Duran motioned to close the meeting. Brady 2<sup>nd</sup> motion carried. Meeting adjourned.

Approved:

President

James Olschewski, SK/WA

Date

Secretary

Brady Nowers

Date