

IRWA Purpose: *We improve people's quality of life through infrastructure development.*



Minutes

Meeting Title	Chapter 38 Board Meeting Planning & Assignments	Start Time	4:11 PM 5:18 PM
Results Desired		Stop Time	
Date	September 11, 2018	Place	UDOT, 4501 South 2700 West, Salt Lake City, UT 84114 Comptrollers 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	Carmelita Delgado	President	X	Duran Lucas	President Elect
X	David Holtby	Vice President	X	Brady Nowers	Treasurer
X	Levi West	Secretary		Vacant*	Past President

STANDING COMMITTEE CHAIRS (Voting Members)

	Todd Keizer	Committee on Nominations & Elections Chair	X	Jan Burrell/Julie Kilgore	Education Committee Chair
X	David Holtby	Membership Committee Chair	X	Todd Hopkins	Professional Development Chair (PDC)

ADHOC COMMITTEE CHAIRS (Non-Voting Members)

	Todd Keizer	Awards Assignment		Brady Nowers	Communication Committee Chair
X	Deryl Davis	Program Assignment			

IEC/IGC/Region / International Committee Members (Non-Voting Members)

X	James Olschewski*	International Executive Secretary		Wendy Hansen	COP – Relocation

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- Meeting called to order at 4:11pm. Roll Call – Carmelita (Conducted), Brady, Duran, Levi, Jan, Julie, Dave, James, Deryl. Duran moved to approve the August 2018 board meeting minutes. Dave offered a second. Approved unanimously.

Financial Report - Brady - Updated the Board on the Chapter's financial position. 2017 Taxes have been submitted. Update of the Chapter bank card has been completed to include current board members and past members have been removed. 2018-19 budget has been sent to Carmelita, who will send to the board and will be discussed at October's board meeting.

Chair Reports:

Education

- One day appraisal class in October (409) is a possibility.
- Currently plan to move 421 to January 2019
- Suggestion to move Electronic Submission course to Feb 2019
- Possible study session for SRWA in November 2018
- Course 100 in December 2018 is on, as planned
- Jan will send a flyer to Levi to send out to chapter for a 3hr class in October. \$35 per person.

Membership

- 2 pending members. We are awaiting on the collection of dues, which will happen at the September luncheon, which will then be forwarded to HQ.
- Board discussed the preference of having membership pay the Chapter, who will in-turn pay headquarters.

Professional Development

- Todd processed the SRWA application for Angela Martin. She will be awarded the certificate at September's luncheon
 - No new applications since May 2018. Todd suggested sending out a newsletter or flyer reminding members to reach out
 - 10 people on SRWA path...old program whose candidacies expire within two years. Todd would like to have a study session in early 2019.
- Todd to talk about the PDC's role before Lunch on September 25

Nominations & Elections

- No report

Unfinished Business

1. Shirts: James to see if we can get these by the Fall Forum. To discuss in October meeting

New Action Items

- Kickoff BBQ report by Duran. Great facility, lower than expected attendance due to several summer-end conflicts. We had great sponsorship and will plan it earlier next year to avoid

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summer activity conflicts.

- Fall Forum preview by Brady
- Julie will lead a hike on Friday at Fall Forum
- James does not need the Chapter's financial assistance to attend the Region Fall Forum
- Holiday Luncheon. Duran & Deryl to work on flyer for RSVP
- Duran and Deryl to plan a speaker and location for October's luncheon
- Little America has been reserved for the Chapter Luncheon to be held December 5, 2018. Deryl can get the flyer sent out and Brady to add to Chapter social media.
- Next board meeting scheduled for October 9, 2018 at 4:00pm at UDOT (Comptrollers Room).

Meeting adjourned 5:18 pm.

Approved:

President

 10/9/18
Carmelita Delgado, R/W-NAC, RWA Date

Secretary

 10/9/2018
Levi West Date

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