



Our Purpose

We improve people's quality of life through infrastructure development.

Mission

We empower professionals by elevating ethics, learning and a standard of excellence within the global infrastructure real estate community.

Core Values

- **Integrity:** We are role models who embody the highest standard of ethical practice.
- **Excellence:** We constantly improve our products, our services and ourselves.
- **Flexibility:** We embrace our continually changing environment to adapt to the needs of our stakeholders.
- **Collaboration:** We engage our members, partners and other stakeholders to build a shared body of knowledge and experience.
- **Leadership:** We shape our future through courage, clarity and transparency.

1. Call to Order

- Presiding officer opens the session with: *"The meeting will come to order."*
- Secretary takes roll call, noting those in attendance. After taking roll, the secretary identifies if there is a quorum.

*If there is no quorum, attendees can vote to adjourn the meeting or break to set a new time. ANY VOTES TAKEN OTHER THAN THIS ARE NULL AND VOID WITHOUT A QUORUM.

2. Reading and Approval of Minutes

- After roll call, the presiding officer states, *"The secretary's draft of the minutes from the last meeting on May 21, 2024 was sent to everyone on 9/13/2024. Are there any corrections to the minutes as distributed?"*
- If none, or after an amendment, the presiding officer states, *"If there are no (further) corrections, the minutes stand and are approved as distributed. In accordance with Robert's Rules of Order, the meeting can only continue when minutes from the previous meeting are approved."*

Next, the presiding officer states, *"The next order of business is officer reports."*

3. Reports of Officers

- Financial Report (Tammy Evans)
 - 2024 Financial Statement
 - 2025 Budget Review
- Education Report (Tom Denison)
 - Schedule of Courses
 - 3-Year Planning
- New Membership Report (Craig McKennon)
 - New Members
 - Preparing for renewal for 2025
- PDC Report (Ben LeFevre)
- Meetings and Events Committee (Jed Cook and Justin Petlakh)
 - October Lunch – Airport
 - Membership Drive – November
 - Christmas Lunch – TBD
 - February Lunch – TBD
 - Spring Forum – March 2025

4. Reports from Special Committees

- Financial Investment of Funds (Tammy Evans)
 - *Take vote on investing Funds*
- Scholarship Fund (Tammy Evans)
 - Young Professional Scholarship
 - Complete Designation Scholarship
 - General Scholarship

5. New Business

- Generally, the bulk of the meeting is here. All member able to raise motions here. Examples of new business would include: discussion of hosting upcoming events such as region forums; information sharing on relevant association/industry news, etc.

6. Announcements

- Fall Forum/Symposium Durango Co – September 27-28.

7. Adjournment

- Robert's Rules of Order state the meeting is closed by the presiding officer. A vote or motion is required to close the meeting.

*Please note, under Robert's Rules of Order, the agenda is initially prepared by the secretary and approved by the presiding officer. The adoption of the agenda for each meeting should be voted on by majority at the beginning of the meeting to become binding. It can be changed later with a two-thirds majority vote, unanimous consent or general consent.

Exhibit A



MEETING MINUTES

IRWA CHAPTER 38 Annual Meeting MINUTES May 21st, 2024 11:30am – 1:00pm

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1. Call to Order:

- a. **Roll Call – Lisa O'Bryan (Secretary) Declared a Quorum WAS assembled** Below is the Executive Board
 - i. Derrick Sorensen – President () & 2nd Year international Director
 - ii. Krissy Plett – President Elect () & 1st Year International Director
 - iii. Amy McKennon – Vice President ()
 - iv. Tammy Evans – Treasurer ()
 - v. Lisa O'Bryan – Secretary ()
 - vi. Judy Larsen – Past President () N/A
 - vii. Tom Denison – Education Committee Chair ()
 - viii. Craig McKennon – Membership Committee Chair ()
 - ix. Richard Sloan – Nominations & Elections Chair ()
 - x. VACANT - Professional Development Chair () N/A

2. Reading and Approval of Minutes:

- a. **President Derrick Sorensen** requested approval from NOVEMBER 15, 2023, previous Board of Director's meeting *Lisa O'Bryan (Secretary) moved, and Brendy Vice President Seconded, the motion carried unanimously.*

3. Reports of Officers

- a. **Presidents Report – Derrick Sorensen**
 - i. Spring Forum Debrief received information on how to better operate the board moving forward, Krissy attended and will improve on what we've accomplished to date.
 - ii. Thanked the officers serving alongside Amy, Krissy, Lisa, Tammy, (Tom, Craig & Malia and all the others) during his time as chapter president
- b. **President Elect Report – Krissy Plett**
 - i. 2025 Spring Forum Planning Committee to be held in Salt Lake City
 - Start preparations as soon as possible (hotel walking distance to activities)
 - ii. Discussion around the upcoming Annual Ed Conference
 - iii. Upcoming year for the IRWA Chapter goals, to retain & grow membership, continue where Derrick left off with meetings weekly (work sessions, for executive committee & anyone who would like to join)
 - iv. Recruitment for vacant board positions to be filled Professional Development

c. **Vice President – Amy McKennon- N/A**

d. **Treasurer- Tammy Evans**

- i. Registration links are up on the chapter website
- ii. Tammy provided the latest financial report for April (attached)
 - (balance \$68,480.50 (\$35,647.54-minus the sub accounts))
- iii. Ongoing improvements to the chapter website that includes links to certification

4. **Reports from Special Committee**

a. **Education Committee – Tom Denison** *Advocate for Board Membership & Support

- i. 3 Year Plan
- ii. Calendar of in person Classes
 - C102-Evaluation your ethical awareness (July 7)
 - C212-Communication principles and methods (Sept 12-13)
 - C421-Valuation partial acquisitions (Oct 28-31).

b. **Membership Committee – Craig McKennon**

- i. How the Membership drive panned out
- ii. Krissy touched on the CHIP incentive program & membership increased as retention was down slightly, several agents relocating out of state.

c. **Nominations & Elections Committee – Richard Sloan**

- i. Brief Summary of Elections
- ii. Prepared ballots & briefed the members on the nominations & elections process
- iii. There were No new nominations presented on the floor day of the meeting all members on ballots were sworn in as stated.

d. **Professional Development Committee – Vacant**

- i. Leadership Awards (not discussed)
- ii.

5. **Special Orders**

a. **Swearing In – Carmelita Delgado Region 9's leadership**

- i. Carmelita swore in the members of the executive board of directors for Chapter 38 pointing out we are all strong beautiful women (not sure if Krissy you want to leave this in here or not 😊)
- ii. James Olschewski graciously assisted with the meeting making sure all rules were followed “T’s were cross and I’s were dotted” Thanks James

6. **Unfinished Business and General Order**

a. *BRING A SPEAKER – DERRICK

7. **Adjournment**

a. Derrick moved to adjourn the meeting Lisa made 2nd meeting adjourned at 1:04 pm