



Region 3 Spring Forum
March 16, 2020
Minneapolis, MN

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 that 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.*

8:00-8:30

- 1) **Breakfast (Room- Conrad A)**.....

8:30- 10:00

- 2) **Call to Order**.....Penny Rolf, SR/WA, Region Chair
- 3) **Housekeeping/Forum Events Review**.....Ben Barker, Ch. 20 Pres., SR/WA
- 4) **Roll Call/Introduction of guest & first time attendee**.....Carrol McCracken, SR/WA – Region Sec./Treas.
- 5) **Purpose Activity**.....Penny Rolf

Background: Each IRWA meeting starts with a discussion on the IRWA Purpose and how it relates to the work IRWA members do everyday.

Action: Discuss IRWA Purpose and how it impacts your career.

- 6) **2020 Conference**Mindy Leadholm, SR/WA & Dan Leshner, SR/WA
- a. 2020 Golf Sponsorship
 - b. Sign Up Genius - (Michelle MacMillan, SR/WA)
- 7) **Foundation Report –Monday Night Event**.....Craig Poorker, SR/WA
- 8) **Young Prof. Report**.....Amanda Vande Voorde, RWA, Reg. 3 YP Rep.
Support Material: YP Event Flyer and YP Sponsorship Opportunities
- a. Reg. 3 YP Scholarship winners (\$1000 each)- Int'l Conference are:
 - i. Dayna Dodd – Ch. 41
 - ii. Kelsey McGregor – Ch. 72
 - iii. Brian DePrez – Ch. 41

9) **Scholarships** Penny Rolf
Support Material: 2020 Vision Flyer

a. 20/20 Vision

- i. May 1, 2020 deadline
- ii. RWA and/or RWP
- iii. Reg. 3 – 1 applicant as of 2/29/20
- iv. Total to date – 10

10:00-10:15 (BREAK)

10:15-11:00

10) **Treasurer Report**.....Carrol McCracken

11) **Approval of 2019 Fall Forum Minutes**.....Carrol McCracken

12) **2020/2021 Region Dues**.....Carrol McCracken

13) **Secretary Funding**.....Penny Rolf

Support Material: Spring Forum minutes – 2015

Background: Spring Forum 2015, we voted to fund Secretary using the extra \$1 per member that was approved at that time. Those funds would generate about \$550-600 per year. If we do this, we may need to reduce our Golf Hole Funding contribution.

Action: Discuss what are the requirements to receive the reimbursement, determine if it will be for Forums only or include the Int'l Conference. We would then tote on how to apply the funding for the secretary/treasurer position.

14) **11:00-12:00**Tour of the Hilton

15) **12:00-12:30 – Go to Brits Pub for lunch and balance of meeting**

12:30-1:30 (LUNCH AT BRITS PUB)

16) **Chapter Reports (during lunch - 5 minutes per chapter)**

- | | | |
|-----------|-----------|-----------|
| a. Ch. 5 | d. Ch. 37 | f. Ch. 72 |
| b. Ch. 20 | e. Ch. 41 | g. Ch. 78 |

1:30-2:15

17) **State of the Association**.....Aimie Mims, Sr/WA , IEC President

18) **Governance Task Force (GTF) Update**.....Penny Rolf/Dan Leshner

Support Material: 2.28.20 Meeting Notes

19) **International Governing Council Update**.....Penny Rolf/Dan Leshner

Support Material: 2.29.20 IGC Meeting Minutes or Notes

Background: As part of the IGC February 28th meeting in Marina Del Rey, CA, a GTF workshop was conducted with participants from the IGC followed by an IGC meeting February 29, 2020.

Action: Provide minutes/notes from the meetings, present items discussed, and review votes taken

- 20) Board of Director -Upcoming votes at Int'l Conf.....Penny Rolf**
a. Vote will be taken to combine the PIPE Committee and Credentialing Committee to become 1 committee – Public Education Committee
b. Vote will be taken to make the CoP's into Int'l Industry Committees

- 21) 2019-2020 Draft Budget Presentation.....Penny Rolf**
Support Material: Draft Budget

Background: A balanced budget draft has been developed by the Finance Committee.

Action: Present budget draft for review and feedback prior to presentation at the June Board of Directors meeting.

Reminder: All Board of Director information can be found under the Leadership Resources > International > Board of Directors section of the IRWA webpage.

2:15-3:00

- 22) Fiscal Year End Chapter Leadership Transition Planning.....Tim Drennan**
Support Material: 2019 Outgoing Chapter Leaders Checklist

Background: The new fiscal year that begins each July 1st give us the opportunity to ensure that all chapter and regional officers understand the roles they will be taking on July 1st. At all Spring Forums we will spend some time familiarizing the outgoing chapter leadership with their responsibilities prior to handing over the reins and what to provide to the incoming leadership.

Action: Review fiscal year-end 2018 – 19 tax filing requirements. Review all required financial uploads for the year as well as board agendas & minutes. Ensure that incoming officers have reviewed and understand their role descriptions, duties and commitments.

- 23) Chapter ElectionsRegion INEC Representative – Michelle Macmillan, ARWP**

Support Material: Proper Election Kit

Background: Each spring is when chapters and regions hold elections for their officers that take effect at the beginning of the new fiscal year on July 1st.

Action: Review a PowerPoint presentation on the specifics of holding a proper election as well as the support documentation of that election.

- 24) Election of Region OfficersMichelle MacMillan**
Support Material: Region Election Script

Background: Each year the region presents region officers to the Board of Directors that are elected at the Board of Directors meeting during the annual Conference.

Action: Present candidates for the 2020-2021 fiscal year, for election by region and chapter leadership.

- 25) Region Professional of the Year Award.....Dan Lesher**

3:00-3:15 (BREAK)

3:15-4:30

26) **Committee Representatives – Region 3**.....Penny Rolf

27) **IEC Candidates**Penny Rolf
Support Material: IEC candidate handout.

Background: We have 2 confirmed candidates running for election to the International Executive Committee at the June Board of Directors Meeting.

28) **Conditional Chapter 88 – Pittsburg**.....Tim Drennan

Background: Tim will share information on the status of the additional of a new chapter in the Pittsburg area.

29) **Membership Drive**..... Tim Drennan -Field Operations
Support Material: Highlight Document & April 2020 Flyer

Background: The IRWA offers chapter incentives for membership growth and retention. In an effort to help chapters reach these incentives the IRWA has developed an opt-in Membership Drive for each chapter.

Action: Present outcomes of the October 2019 effort and details for the April 2020 Drive.

30) **2020-2021 Chapter Incentive Program (ChIP)**.....Tim Drennan
Support Material: IRWA ChIP 2020

Background: IGC approved a new ChIP program for 2020-21 during the September IGC meeting.

Action: Highlight the new incentive components of the 2020-21 Chapter Incentive Program.

31) **Upcoming Meetings**.....Penny Rolf
Support Material: IRWA Meeting Calendar Online

Background: Time to identify 2020 Fall Forum date and location.

Action: Identify Fall Forum date and location.

32) **Adjourn**