



IRWA Chapter 5 Quarterly Meeting
Friday, September 11, 2015
Johnson County Museum
Lenexa, Kansas

12:30 – 1:00 Credential/Check-in

1:00 p.m. Meeting begins

- 1) Welcome and Call to Order – President Kent Fredlund, SR/WA ; Kent called the meeting to order at 1:13pm
- 2) Roll call and minutes approval – Secretary Jen Berry confirmed the following members, guests and staff in attendance.

Members

- ☒ Kent Fredlund, President
- ☒ Jen Berry, Secretary
- ☒ Bill Wright, Treasurer
- ☐ Steve Grandon
- ☒ Melissa Wurtz
- ☐ Paul Bles
- ☒ Rich Snedegar
- ☐ Marlene Nulph
- ☒ Marilyn Labuck
- ☒ Wilma Goodwillie
- ☐ Nancy Greer
- ☒ Teague Pasco
- ☒ Scott Arnold

Guests

- ☐ None

3) Officers Reports

PRESIDENT Kent Fredlund talked about the president's meeting with the national chapter he had Monday and about renewal quota that was set. Missy Wurtz. said that she thought if we maintained a certain percentage of membership there is an incentive—the chapter that has the most increase over the year before gets a free registration and travel paid for the national conference.

Discussion of the membership and how we will contact people who need to renew; Marilyn brought the membership list for review on who needs to renew.

Missy asked how many members Chapter 5 has. Marilyn counted 87 as of her list she printed out last night. Kent asked Marilyn to mark the members that haven't paid/renewed and they will be contacted.

Kent brought up the issue of chapter finances and the fact he has to log into the financial reports monthly to verify that they have been reviewed.

Missy brought a motion to amend the April meeting minutes to reflect Jen being secretary. Rich seconded. 9 yes; 0 no.

VICE PRESIDENT – not present

TREASURER Bill Wright reported that as of last night \$6,035.63 in the bank. 2 expenditures:

1. A check for expenses for Kent to go to the conference.
2. A MO Appraisers commission to certify the C100 class.

Discussion on who needs to have a signature card on file for signing checks on behalf of the chapter. Kent tabled the discussion to discuss with Dan Steckel about what the requirements are. Marilyn stated that all signatories have to be at the bank at the same time in order to sign the cards. Currently it is believed that Kent Fredlund, Bill Wright, Mary Beth Garner and Dave Rein have signature rights.

SECRETARY Jen Berry discussed the changes in agenda and minutes required by the International Board of directors and discussed in the September 9, 2015 conference call with all the chapter secretaries. Jen reported that IRWA was audited by the IRS which found that many chapters were severely lacking in the detail of their minutes and did not always follow Robert's Rules of Order when conducting meetings.

Jen passed out copies of Roberts Rules of Order for review and stated that going forward the chapter needs to follow the rules of conducting and reporting on the meetings.

Major points:

- ★ The minutes are considered a LEGAL DOCUMENT.
- ★ If someone stands in for an officer, a motion must be made and seconded and reflected in the minutes.
- ★ For financial reporting, all spending that occurred between meetings must be reflected in the minutes.
- ★ Any motions must list the names of the people. made and seconded
- ★ The President cannot make motions, they can only request motions.
- ★ If the minutes from the last meeting need to be corrected, a motion must be made and seconded to amend the minutes.

4) Committee Reports

Membership committee – Discussion of Dawn Lackey's request for emeritus status per the letter she mailed to the executive board.

Motion: Jen Seconded: Kent 4 yes 0 no.

Pipeline committee – Steve Grandon absent/none.

Utility committee – Missy Wurtz reported at the meeting in San Diego, the new national chair is Jeff Douglas of Ameren. Missy will distribute the call in number for anyone interested in listening in to that meeting.

Professional development committee – In Paul's absence, Kent distributed the PDF report. Kent reviewed the section that discussed the members' responsibility for reviewing their status and continuing education requirements.

Education committee – Rich Snedegar is going to try and find out more about the NAC exam for Jen Berry. Rich discussed the education committee conference call. Discussion of the amount of \$ each chapter is/should be bringing in for classes. We should utilize the regions' vice chairs to help promote the class offerings. The oil and gas class is a pilot class—it is a revenue neutral class so the chapter gets no revenue. No CEUs earned.

Rich discussed the suggestion that IRWA waive some fees for classes and IRWA national said no. IRWA national communicated to Rich that if we lose money on a class once it's been advertised for at least 90 days, we would be reimbursed for the loss, i.e. "made whole".

Our next class offering will probably be in February/March

Recent Course 100 had 13 participants including 4 from MoDOT. Some participants were disappointed that lunch wasn't included in the cost of the course. The Chapter made about \$4000 on the class.

5) New business

Jennifer said she would add the Facebook and Linked In links to the website homepage.

Kent brought up the subject that we have never had a budget committee but it's a part of our bylaws. Marilyn said chapter 5 has never had enough money to have a budget. Jen suggested we amend our bylaws so that a budget committee is no longer included. Kent tabled the discussion to call Dan Steckel and find out what our obligations are.

Kent brought up the fact that this meeting was not very well attended (only 16 RSVPs) and asked for suggestions on how to get more people. One suggestion was changing the fall meeting to Topeka or Wichita. Kent suggested that we do it at the Ameren office in Jefferson City.

Discussion on where to have the December meeting.

Kent mentioned that Piper volunteered to do a newsletter. A short discussion concluded that it wasn't really needed with the website and Facebook page now updated.

Spring Forum sponsorships: Already have BMCD and KCPL. Will approach Valbridge, Stinson, and Integra for sponsorships.

6) Other business – None.

7) Next scheduled meeting: December 4th; Fall Forum on Oct. 19th

8) Adjournment of Chapter meeting – Motion: Wilma; Seconded: Bill; 8 yes, 0 no. Kent Fredlund, SR/WA, President