



**Region 3 Spring Forum - Minutes
April 29, 2019
Des Moines, IA**

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.*

1) Call to Order at 10:37 a.m. by Penny Rolf, SR/WA, Region Chair

2) Housekeeping and Forum Events Review by Jay Walton, Ch. 41

3) Roll Call & Introduction of guest & first-time attendees by Carrol McCracken, SR/WA – Region Secretary. Carrol McCracken did a roll call on Directors from each chapter.

Chapter 5 – Claudia Vines, SR/WA

Chapter 20 – Andy Girga and Mindy Leadholm, SR/WA

Chapter 37 - None

Chapter 41 – Jay Walton and Amanda Vande Voorde, RWA

Chapter 72 – Ray Barchenger, SR/WA

Chapter 78 – Joel Walker and Stacey Kroeger, SR/WA

We had the following guests who are not from Region 3:

- Tim Drennan from IRWA staff
- Judy Jones, SR/WA from Chapter 24, Region 6
- Ana Rausch, SR/WA from Chapter 8, Region 2

4) Approval of the 2018 Fall Forum Minutes. A motion was made to approve the minutes. A motion was made by Stacey Kroeger, SR/WA and a second from Chad Johnson, SR/WA. There were no corrections or further discussion. The vote was taken, and the motion carried.

5) Treasurer Report. A motion was made to approve the Treasurer's report. A motion was made by Paul Gibson and a second from Stacey Kroeger. There were

no corrections or further discussion. The vote was taken, and the motion carried.

6) 2019-2020 Region Dues. Carrol McCracken gave a report that as of the forum, all chapters in Region 3 had paid their region dues. Total dues were \$1,234.

7) 2019 Conference. Penny Rolf

- a. 2019 Golf Sponsorship – Penny Rolf told about how the Region and its chapters have previously sponsored the golf outing at the Annual Conference. This year, could we sponsor 3 holes along with doing can koozies for golf participants. There was a motion by Brett Farner to fund the golf outing sponsorship for the three holes and can koozies. The motion was seconded by Chad Johnson. The motion carried. To do this, the region asks if possible, the Region Chapters each contribute \$360.00. When polled, all the Region Chapters agreed to the funding. The Region will make up any difference to make \$2,500 for the platinum sponsorship.

8) 2020 Conference. Mindy Leadholm, SR/WA & Dan Leshner, SR/WA gave a report on the Annual Conference June 21-24, 2020, to be held in Minneapolis, MN. They were recently in Portland where they learned some pre-conference planning pointers. They showed some PowerPoint slides with information and to gather ideas.

- a. There is a new logo incorporating Minnesota elements
- b. They talked about volunteer responsibilities for 2019 and 2020.
- c. There are shirts available for purchase for members that can hopefully be worn in Portland to promote the 2020 Conference. Michelle MacMillan will be accepting orders up to the deadline. There will be a different shirt for 2020.
- d. Suggestions are open for a keynote speaker and presenter at the awards ceremony. The budget for the keynote speaker is substantial.
- e. There may be a desire to make a combined region gift for the presenters.
- f. Suggestions are welcome for topics and entertainment
- g. They may try to get light rail transportation for attendees.
- h. They are working with the City of Minneapolis to ensure restaurants and other establishments are staffed for our presence.
- i. Hope to have one hotel with a couple overflow hotels.
- j. Michelle MacMillan will oversee recruiting volunteers. There was a list of volunteer positions that will be needed.
- k. Any other ideas are welcome.
- l. Chapter 20 will be hosting the 2020 Spring Forum and may use the same hotel, so Region 3 members are familiar with the location and nearby amenities. One concern is right now the fee for food and beverage at the facility is \$7,000. There was discussion on what may work for dates.
- m. Please contact Dan, Mindy or Michelle if you have any questions.

9) Reg. 3 Chair Report. A report was provided by Penny Rolf. Last summer there was a shift in leadership at Region 3 with Jake Farrell moving up to IEC. Penny and Dan shifted up in their positions and last fall Carrol McCracken was elected Secretary Treasurer. Region Chairs and Vice Chairs are included on IEC conference calls which do a lot of business for the Association. It seems like there is more transparent communications now. We have monthly conference

calls with both Region Officers and Region Chapter Leadership. The Region Officers have been trying to travel to Chapter meetings in our region.

10) Reg. 3 – Vice Chair Report. A report was provided by Dan Leshner. Dan mentioned the Region Conference calls and the good communication between the Region Officers. He mentioned the development of the Region education calendar with a three-year plan. Please inform him of any upcoming courses.

11) 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.

He mentioned one other thing that helps is having committee members also do a smooth transition. One chapter mentioned their two-year terms have helped.

It was mentioned that the leadership training at the annual conference is beneficial.

12) 2019-2020 Draft Budget Presentation by Jake Farrell, SR/WA

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. The budget is supposed to be online for viewing.

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

In addition to being IEC Treasurer, Jake is the chair of the finance committee which guides financial items and budgets for the IRWA. The IRWA makes money from courses and memberships. The income from courses and membership was reviewed. Jake reported there have been some finance committee discussions on revisions and reductions in the IRWA budget which came from a budget review meeting in California. The International Treasurer is now approving expenditures again, as required in the bylaws. Some discussion was held on access to funding for leadership development training and ensuring courses and memberships are properly priced. There was discussion on how going to PDF materials would be a financial savings. Jake said they would be looking at staffing levels and positions.

13) Chapter Reports (during lunch - 5 minutes per chapter)

- a. **Ch. 5** – Claudia Vines said they are just wanting some advice and ideas for promoting chapter leadership, getting committee members and promoting designations. Ideas shared were to (1) directly ask

someone, and (2) create a job description saying how many hours of their time is required. Martha Long was introduced as the upcoming Chapter President. They have 6 people going to the Annual Conference.

- b. **Ch. 20** – Mindy Leadholm said they have held three courses since the Fall Conference (502, 506 and 215) and the instructors donated their time with an agreement 50% of the course profits would go to RWIEF. They held a 3rd annual college outreach with about 25 students where they explain the right of way field, its occupations, the IRWA, and awarded two \$500 scholarships. They have budgeted up to 5-\$750 scholarships for members to attend the conference in Portland. At this time, they have budgeted up to 5 and have 3 applicants who have received scholarships to the conference. Fifteen people will be going to Portland. A question came up about how they raise their funds, and it is through annual sponsorship.
- c. **Ch. 37** – Brett Farner gave the report. They will be hosting the Fall Forum in Chesterfield, September 22-24, 2019, and will have multiple activities and a class. It will be at the Drury Hotel. He believes it will be no cost as they have sponsorships.
- d. **Ch. 41** – Jay Walton reported membership is steady at 91. The chapter has held two courses (506 and 800) and 802 tomorrow. Jay talked about Don Shirley from the Iowa DOT who celebrated his 50th renewal with the IRWA this year. He was invited, but he couldn't attend.
- e. **Ch. 72** – Ray Barchenger mentioned they have a new energetic group of leaders. They still have problems with getting young professionals engaged. They had their spring meeting in Deadwood with Course 200 with 24 participants. They have 101 members. Their membership fluctuates with the economic conditions, getting more members when oil is higher. They have been trying for years to schedule Course 230, and finally now will offer it jointly this fall with Montana. Fall Forum in 2020 will be in Rapid City. They have some difficulties with office transitions with the size of their territory. Along with their geographical size, they have had success having one membership meeting by video conference. They plan on doing two a year. He added it may have increased attendance as well at an in-person meeting. They will have 5 people in Portland. They now have two-year officer terms to help with transitions.
- f. **Ch. 78** – Joel Walker said they have 96 members right now. They fluctuate between 95-105 members. He talked about how at one time they have had membership incentives paid to people who recruited a member (they would receive a \$25 voucher that went to courses.) Generally, they have \$17-20,000 in the bank. They will be having Course 421 on Monday. In 2020, they will pay for 10 people to go to the annual conference.
- g. **Region 3 International Award Finalists**
 - i. **Chapter 20:** Finalists for Newsletter, Website and Government Employer of the Year.
 - ii. **Chapter 37:** Finalists for Website and Employer of the Year

14) Chapter Elections - Region 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: There was a review of the PowerPoint presentation on the specifics of holding a proper election as well as the supporting documentation of that election.

15) Election of Region Officers.....Michelle Macmillan, ARWP

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 at the annual Conference.

Action: Present candidates for the 2019-2020 fiscal year, for election by region and chapter leadership.

There was a reminder that international directors and presidents at the meeting are the ones eligible to vote. The vote today will be to nominate the Chair and Vice Chair who will be elected at the Board of Directors meeting at the Annual Conference. We will be electing the Secretary/Treasurer today.

There was a nomination for Carrol McCracken for Secretary/Treasurer. There were no other nominations from the floor. There was a motion by Stacey Kroeger and second by Chad Johnson to approve Carrol McCracken as Secretary/Treasurer by acclamation. The motion carried and Carrol McCracken has been voted in as Region 3 Secretary/Treasurer.

Dan Leshar was nominated for Vice Chair. There were no other nominations from the floor. There was a motion by Ray Barchenger and second by Joel Walker to approve the nomination of Dan Leshar by acclamation. The motion carried and Dan Leshar will be installed as Region 3 Vice Chair at the Annual Meeting in Portland.

Penny Rolf was nominated for Chair. There were no other nominations from the floor. There was a motion by Stacey Kroeger and second by Jay Walton to approve the nomination of Penny Rolf by acclamation. The motion carried and Penny Rolf will be installed as Region 3 Chair at the Annual Meeting in Portland.

16) IEC Candidate introductions by Penny Rolf

We have candidates present who are running for election to the International Executive Committee. Candidate statements were made, and questions were asked of the following candidates:

Candidacy for International Vice President: Jake Farrell, SR/WA and Ana Rausch, SR/WA

Candidacy for International Secretary: Brett Farner, SR/WA and Judy Jones, SR/WA

There was a flyer handed out for candidate for Secretary, Stewart Anderson, SR/WA who could not be present.

17) Proposed Bylaw Revisions presentation by Penny Rolf and Jake Farrell

Background: IRWA's bylaws have been updated to reflect the potential to add Corporate Memberships for the Association. The update also reflects clarification regarding one vote per member at the Annual Board Meeting, and the inclusion of electronic voting.

Action: Present draft Association Bylaws for review prior to considered action at the June Board of Directors meeting.

There was a review and discussion on the potential changes and how the Corporate Memberships will be implemented.

18) YP Report from YPG Region Rep – Amanda Vande Voorde reported on the two \$1,000 scholarships from the Young Professionals group that have been awarded. There were attendance guidelines for these scholarships. We hope they can report themselves at the Fall Forum.

There is a possibility there will be another scholarship incentive program from RWIEF.

There will be a YP event at Portland that she hopes will be well attended.

There has been a creation of a formal YP Committee by IRWA.

19) Region Professional of the Year Award by Penny Rolf. There were six candidates for Region Professional of the Year, who were all great candidates. Those candidates were: Bill Wright from Chapter 5; Craig Poorker from Chapter 20; Sandra Rupert, Chapter 37; Kelly Anderson, Chapter 72; and Jake Farrell and Stacey Kroeger, both from Chapter 78.

The Region Professional of the year award winner was Craig Poorker.

20) IDEAs Task Force Update by Penny Rolf

Background: An IDEAs task force was established to review education efforts within the Association.

Action: Review current status of the task force.

Reminder: Reps from each region have been assigned to work with the task force. Each region rep has access to the Member Network IDEAs group where minutes and supporting documents can be found.

Fred Easton is overseeing a committee reviewing education.

Penny asked questions from a document to get feedback on past and present experiences at the courses including instructor quality and course materials. Responses included the childish nature of CLIMB and there being many mistakes in course materials, lack and qualifications of instructors, and the ability to have course credit for other licenses. The ability to become a CLIMB certified instructor and PDF course materials were also discussed. If there are concerns about PDF copyright and distribution, one person mentioned just getting PDF updates to the courses when laws are updated.

21) New Member Acquisition Campaign presentation by Tim Drennan - Field Operations

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

Action: Field Operations representative, Tim Drennan or Jaime Rose Tieu, will present a new member recruitment campaign. Campaign will initially rollout in October of 2019 and continue annually every April. You can invite past members, and course members who aren't members to meetings or other events to promote membership. Tim mentioned that with proper notice by a chapter, they will assist with an event if possible, up to reasonable limits. There can be multiple ways to incentivize a campaign.

23 Chapters will be receiving the membership incentive. Tim will be sending out an email later this week.

22) Winter Education Campaign Recap/Background by Tim Drennan

Historically, IRWA chapters scheduled fewer courses during winter months based on the theory participants would not attend classes. In 2017 the IRWA began a Winter Education campaign that incentivized chapters to schedule courses during December and January. There were 49 courses scheduled this last December and January and they were successful. There are financial incentives to offer courses in those months. They will be offered again this next winter.

23) ChP Report was given by Tim Drennan. Nothing to report at this time. The 5 and 10 percent growth numbers won't be known until after June 30.

24) Governance Task Force Update by Carrol McCracken

Background: IGC developed a Governance task force to review the current IRWA governance model and review suggested the governance changes presented during the 2018 IRWA Educational Conference. The governance changes were put on hold in Edmonton last year.

Carrol gave a report on the conference calls held since the origin of the Governance Task Force. They hold conference calls once a month since September 2018 and so far in 10 months, and have covered what the various committees and leadership has been done in about 3 years. The first goal was to be educated on how we got to where we were in Edmonton. He appreciates everyone's patience so we can do a good job. He reported it seems like there was a change from a focus on improving communications to then being a change in governance. He also has been told there was a need to make changes so the international chapters (not including Canada and Mexico) could have a Region. Others have said it is to speed up decision making as some people have voiced there are too many people involved which slows down or stops progress.

We are planning to hold a meeting at the Annual Conference. Some goals are expected after the annual conference.

Carrol asked the members at the forum for any responses to the questions that were on the Summary document. We will send them out for written responses but will take any thoughts right now.

Responses on: In which area should IRWA focus its governance? The Association or the Profession?:

- Thoughts were mainly around governing the Association rather than the Profession.
- People didn't know how we could govern others involved in our profession who aren't right of way professions like surveyors, appraisers, title companies, engineers, etc.
- It also includes how to govern certain states.
- One thought was we could only govern the profession in promoting ethics
- Hoped the IRWA was instrumental in the distribution of the changes a few years ago with the uniform act.
- Influencing was mentioned as a better word choice than governing.
- It is listed as the International Right of way Association; we should focus on the Association.

Responses on: How should IRWA respond to changes from globalization?:

- It is the International Right of Way Association
- One person didn't have any idea on how communication works with the international chapters. It seems like we have chapters that struggle in the US. Maybe if we brought more focus back onto fixing our problems nationally with courses and other issues first and be really good with that before we get too big. Not against it being internationally, but are we spending too many resources with countries with completely different laws.
- Part of the issue is the difference in relocation assistance laws. There is a lack of balance. Some international members come to our courses and the annual conference for guidelines.
- IRWA does stand for International, but if we retract, what does that do to our credibility?

Responses on: How can IRWA better utilize its leadership assets?:

- We need to start engaging our committees and communities of practice to give them more of a voice.
- There was discussion on changes that may be coming to appointing leaders for the communities of practice. They have been appointed by the IEC president elect.
- What input do communities of practice have?

Responses on: How can IRWA improve governance's inclusiveness?:

- There is value in the region forums where develop friendships and learn who we can have as resources and mentors.
- Loss of RWIEF fundraising sources from the forums

Other issues?:

- Thoughts

We will summarize our findings for our Region Conference call. We will still email everyone to get any input they wish to provide. The minutes and documents are emailed out and they are on the member network.

Ray Barchenger commented that being so rural if their chapter joined with others even further away, travel will be prohibitive. It is hard to build relationships if meetings are all done by video conference or conference calls.

25) RWIEF Foundation Report by Craig Poorker.

- a. Thanked Jay and Chapter 41 for the work done at the conference and baseball game tonight.
- b. Thanked Brett Farner as well for his trustee role with the RWIEF. They are looking for someone else to take his place.
- c. Craig thanked Region 3 for its contributions.
- d. He received a message from their treasurer that the membership contribution deposit was \$53,000.
- e. He talked about their fundraiser which will be held at the IRWA Annual Conference. The Monday night event is still open for sponsors for \$10,000 on down. There is also the golf outing at the conference which is limited to 144 golfers. The Monday night event will have wristbands for \$60, \$20 for youth 6-18, and children under 6 are free. There will be two drink tickets per person for beer or wine. There will be other beverages for purchase, a full buffet and live music. There will be a registration table at the annual conference. There will also be a silent auction using Handbid application on mobile devices. If you have items to donate for the auction, please contact Craig. RWIEF will not pay shipping to the buyer, so please consider that when you donate items. Large items can be listed by a photo rather than shipping to Portland and then out to the winner. Items deadline is June 4. The items coming to the booth must be there by June 10.
- f. Steve Grandon will make his motorcycle ride from Minneapolis to Portland. You may have a chance to bid on the Handbid site and all that money will go to RWIEF. You will have to guess how many miles between the two conference sites that Steve actually drives on his motorcycle, not the mileage from a google search. The winning guess will win \$1,000 cash.
- g. Many people benefit from past and upcoming education scholarships.

26) Upcoming Meetings: Penny Rolf

The fall forum will be in Chesterfield, Missouri, September 22-24, 2019.

27) Adjourn: There was a motion to adjourn by Paul Gibson and a second by Brian DePrez. The motion carried and the meeting adjourned at 3:32 p.m.