



**Region 3 Caucus Minutes  
June 23, 2020  
Conference Call**

**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.*

**Key Objectives:**

1. *Membership: Increase the value of IRWA membership.*
2. *Professional Development: Increase the impact of IRWA education and credentials.*
3. *Marketing: Increase the reach of IRWA marketing.*
4. *Structure: Strengthen the infrastructure of the association.*

**1) Call to Order/Roll Call...Penny Rolf, SR/WA, R/W-NAC, R/W-RAC Region Chair**

Acknowledge and record the attendance of the Region's voting directors.

- Ch. 5 – Natalie Meighan
- Ch. 20 – Ben Barker, SR/WA, R/W-NAC and R/W-RAC and Mindy Leadholm, SR/WA
- Ch. 37 – Teresa McClure, RWA
- Ch. 41 – Jay Walton and Amanda Vande Voorde, RWA
- Ch. 72 – Ray Barchenger, SR/WA and Meghan Bratvold, SR/WA
- Ch. 78 – Joel Walker, SR/WA and Jeremy Mylar
- 43 members in attendance

**2) Approval of 2020 Spring Forum Minutes/Treasurer Report  
..... Carrol McCracken, SR/WA, Region Secretary / Treasurer**

- 2020 Spring Forum minutes – Penny reported they have been emailed out and posted on the region website. There were no questions nor were there any requests for corrections or additions.
  - Motion to approve – Jay Walton
  - Seconded by – Roger Osthoff
  - Motion carried
- Treasurers report – Carrol McCracken provided a ledger and went over the balances, along with a profit and loss statement and a balance sheet and there were no questions.
  - Motion to approve – Teresa McClure
  - Seconded by - Jeremy Marlar
  - Motion carried

**3) Reg. 3 Secretary Funding -.....Dan Leshar, SR/WA**

Note: Language recommended by the Region 3 Board

- The IRWA Region 3 Secretary/Treasurer position will be funded by the \$1.00 per member fee from the Region Dues as approved at our Spring Forum on April 24, 2015. This amount will be determined prior to the Spring Forum each year based on the membership counts in our chapters.

This funding can be applied to costs associated with registration fees, travel (flight or federal mileage rate), lodging, and meals for the forums and/or annual conference. Receipts for all requested reimbursements will need to be submitted to the Region Chair for approval within 30 days of the event attended. If the allocated funds are not used during the fiscal year, they will be retained in the Region 3 checking account for any other Region purpose.

- Motion to approve – Jay Walton
- Seconded by - Natalie Meighan, SR/WA
- There was some discussion on the use and clarification on the language.
- Motion carried
- This will be signed by the Board and uploaded to the website to memorialize it and have it accessible in the future.

**4) Potential 2018-2019 IEC Officers..... Penny Rolf**

International President:

- Sharon Slauenwhite, SR/WA

International President Elect:

- Jake Farrell, SR/WA (up for election)

International Vice President:

- James Olschewski, SR/WA, R/W-NAC (up for election)

International Treasurer:

- Judy Jones, SR/WA (up for election)

International Secretary:

- 2 candidates running for this office (up for election)

**5) IECCandidates.....Penny Rolf**

Background: We have 2 confirmed candidates running for election to the International Executive Committee at the June Board of Directors Meeting. Each candidate was given a few minutes for them to talk about their reasons for wanting to be IEC Secretary.

International Secretary:

- Denise Skinner – SR/WA, PMP
- Fred Easton – SR/WA, RW-AMC

**6) 2020 Conference**

- Meeting of the Members – June 21 – 2-4 PM. There wasn't a quorum for business to be completed, but they did have a meeting to share information.
- Board of Directors Meeting - June 24 – 1:30-4:30 PM.
- Directors will be voting on the following:
  - Ratification of the 2019-2020 IEC-IGC Summary of Actions Resolutions to change the PIPE and PDC committees to the IPEC Committee
  - Change COP's to Committees

- Budget
- IEC officers

**7) Directors Voting Instructions.....Michelle MacMillan, SR/WA  
Region INEC Representative**

- An email was sent yesterday to the Directors and all that were on this call reported it worked successfully.
- Michelle will share any other information from her upcoming INEC call later today.

**8) IGC Meeting Recap – .....Penny Rolf & Dan Leshar,  
Region Chair/Region Vice Chair**

- Penny read a statement about an issue from an email sent out last week. The IGC has received communications and is open to hearing from anyone.
- Penny gave a recap of the communications and actions at the meeting.
- Aimie Mims and Brad Kuhn have resigned.
- Patience was requested with the busy week we have with transitions and IRWA annual meetings
- A task force was set up by the IGC for review for our current resources for diversity and inclusivity. There are no members selected at this time for this task force.
- Charlie Nobles spoke about still being wanting to receive feedback on the recent communications over the last week which will go to the IGC for future action for the best for the Association
- Minnesota Ch. 20 did receive the \$10,000 host fee to cover their costs. If they want to host a conference in the future, they will have to go through the application process.
- IGC minutes were not distributed as they are a draft and not approved. They will be available after the next IGC meeting.
- Penny gave a brief of the items discussed including the budget
- Penny talked about the implementation of Governance Task Force Items.
- Virtual classrooms were mentioned along with their benefits. They still have collaboration with a facilitator, break out sessions, etc.
- Virtual classrooms can be a benefit for remote Chapters
- In-person courses – Tim has been reaching out to all in-person course coordinators about the option to convert to virtual classrooms. July 22 is the deadline for the conversion.

**9) Foundation Report.....Craig Poorker, SR/WA, R/W NAC**

- Auction Flyer (sent with meeting packet)
- Craig reported on using Handbid
- Items can still be volunteered for auction
- Craig thanked the Chapters and Regions for their support of RWIEF
- RWIEF has a new logo and website
- There was a question about recipients for the 20/20 scholarships. Penny reported that the Region 3 Officers reviewed the applications that were received. Penny had notified IRWA HQ and they want to announce them themselves after July 1.

**10) YP Report..... Amanda Vande Voorde, RWA**

- Amanda reported the YP Committee has been on idle because of COVID, but they did have a conference call last week.
- They are working towards holding monthly calls

- Winners for the scholarships for the 2020 conference will be rolled over to next year for San Antonio. Those winners were Dayna Dodd, Brian DePrez, and Kelsey McGregor

**10) Upcoming Meetings..... Ray Barchenger, SR/WA, R/W-RAC**

- Chapter 72 – Fall Forum will be held virtually
- Mickie Abell had done a lot of work on the conference
- A date will be announced in the future
- There was a discussion on moving Chapter 72 to Spring 2021 and then pushing every chapter back, but Chapter 72 is fine with just keeping the schedule as it is.

**11) IRWA Education.....Tim Drennan**

- Virtual education is scheduled by HQ, not the Chapters so offerings are coordinated versus having multiple chapters all offer the same course near the same times.
- Chapters can move existing scheduled courses to virtual offerings with no penalties.
- Right now there are 25 virtual courses scheduled with more to come.
- Chapters will receive \$87 per person for their virtual course.
- There is a \$40 fee for instructors. If the fee does not cover the instructor, HQ will cover the additional cost. If the fees collected are more than the instructor cost, HQ will bank that for covering instructor fee shortages.

**12) Adjourn**

- Motion by Ray Barchenger
- Seconded by Joel Walker
- Motion carried and the meeting was adjourned

**List of Attendees:**

Mickie Abell  
Ray Barchenger  
Ben Barker  
Allison Bennet  
Meghan Bratvold  
Pete Buckingham  
Brian Currie  
Dayna Dodd  
Tim Drennan  
Brian DePrez  
Fred Easton  
Jake Farrell  
Paul Gibson  
Andy Girga  
Matt Hagelin  
Julie Heyen  
Lori Huebner  
Dan Leshner  
Mindy Leadholm  
Michelle MacMillan  
Teresa McClure  
Carrol McCracken

Jeremy Marlar  
Natalie Meighan  
Brian Mielke  
Mike Murray  
Charlie Nobles  
James Olschewski  
Oly Olfafson  
Roger Osthoff  
Craig Poorker  
Brent Rolf  
Penny Rolf  
Chris Scharth  
Denise Skinner  
Don Tollefson  
Ben Tozer  
Amanda Vande Voorde  
Joel Walker  
Jay Walton  
Shelly Whiting  
Ken Wunsch  
Shawn Zepper

NOTE:

If any names are missed, apologies. With this being done as a "zoom" meeting and up to 49 participants at one time, Carrol did his best to get everyone's name but may have missed some members who were on the call during the course of this meeting.