



Region 3 Fall Forum Agenda
Wednesday September 23rd
10:00 am Central Standard Time
Blue Jeans Conference Call
Phone: 408.419.1715
Meeting ID: 670 585 377
Passcode: 0208

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 10:02am Dan Leshar, SR/WA, Region Chair
- 2) Roll Call/Introduction of guests/first time attendees Mindy Leadholm, SR/WA, Reg. Sec/Treas.
- Region Chair - Dan Leshar, SR/WA
- Region Vice Chair - Carrol McCracken, SR/WA
- Region Sec/Treas - Mindy Leadholm, SR/WA
- Chapter 5 – Natalie Meighan, SR/WA
- Steve Grandon, SR/WA
- Martha Long, SR/WA
- Chapter 20 – Ben Barker, SR/WA
- Ben Tozer
- Chapter 37 – Jody Harness, RWA
- Krista Bauman
- Chapter 41 – Amanda VandeVoorde, RWA
- Brian DePrez
- Chapter 72 – Meghan Bratvold
- Mickie Abell
- Chapter 78 – Joel Walker, SR/WA
- Jeremy Marlar
- Special Guests – Tim Drennan, Director of Field Operations/HQ
- Jake Farrell, SR/WA President Elect/IEC
- Tony Pollack, SR/WA, Chapter 6/Denver/Region 9

Total Attended - 50

- 3) Housekeeping and Forum Review Dan Leshar
- a. Introducing the Region 3 Board
- b. Agenda Review

Thank you to Chapter 72 for all of the time and planning of the Fall Forum before it was changed to a virtual meeting. We appreciate it and all wish we were together in Rapid City right now!

4) IRWA Purpose

Dan Leshner

D. Leshner reviewed IRWA's purpose, mission, and core values – and pointed out that all of that information is always included at the top of our agendas.

5) Approval of the 2020 Region Caucus Minutes

Mindy Leadholm

a. June 23rd Region Caucus – emailed

Motion to Approve Minutes – Meghan Bratvold

Second – Steve Grandon

No discussion and Minutes were approved.

(Caucus Minutes are attached for reference)

6) Treasurer Report

Mindy Leadholm

General Checking Account - \$3,293.55

YP Account Balance - \$7,185.36

Total Checking - \$10,478.91

Money Market - \$4,356.25

Total R3 Balance - \$14,835.16

Motion to Approve Treasurer Report – Penny Rolf

Second – Martha Long

No discussion and Treasurer Report was approved.

(Treasurer Report is attached for reference)

Also noted that Secretary Funding Policy for R3 has been added to the R3 website. M. Leadholm will plan on keeping track of any expenditures/reimbursements that qualify under this policy.

7) IGC Meeting Recap (Sept. 18 & 19)

a. Finance update

Dan Leshner

D. Leshner reviewed the finance update. (attached for reference)

Additional Info on Chase Bank:

- In order to get set up with a Chase Bank Account, Chapter/Region must fill out documents from HQ. Also must have Meeting Minutes that specify approval of moving money to Chase Bank. Chapter/Region will not have any bank fees if balance is kept to \$1500+*
- Region 3 decided to WAIT on moving money to Chase Bank at this time and can re-address at a future meeting.*

b. CEO/Field operations update

Tim Drennan &

Dan Leshner

**Field Ops Update (9.18.20) attached for reference*

- a. Partner Program** - *New program allows any agency or corporation to enter into an agreement with HQ. Each agency/corporation will have one contract, one contact person, and one membership invoice each year. Another benefit of the Partner Program is that memberships can be transferred to a different person within the agency if someone leaves. IRWA HQ will work with each contact person on the various incentives that the agency/corporation has earned – incentives will be tracked by HQ. (Contact T. Drennan if you would like the complete document listing the various incentives/categories.)*

- b. Chapter Incentive Program** – *new incentive program started July 1. Reach out to T. Drennan for a complete document of the Chapter Incentive Program.*

Several changes/additions to incentives. Including:

- If classroom participation increases (includes virtual courses), HQ will contribute \$500 for chapter's education chair to attend their Region Fall Forum*
- Any incentives that were earned last year to attend the 2020 Conference in Minneapolis will be extended to San Antonio. All Chapters who this applies to have been contacted.*

c. Education Update

- i. **Virtual and Gap Classes** – Since July 1, 188 courses have either been held or scheduled. (Most T. Drennan has ever seen). Budgeted for 304 total for the fiscal year – we are on course to be at or above that number.*
- ii. For a one day Virtual Course (set up by HQ), the chapter will receive \$87 for each member that participates in the course. Dollar amount goes up for 2, 3, and 4 day courses.*

d. Membership numbers – many chapters/regions rely on events/meetings to increase membership. During COVID, HQ is working on more targeted campaigns to maintain/increase numbers. T. Drennan also stressed the importance of renewals; especially during this time.

e. Other Discussion Items:

- *Most of HQ staff is currently working from home.*
- *Improving Communication has been a major discussion the past 6 months. Charles Nobles, CEO, is looking into ZenDesk as a way of tracking all questions that come to HQ and also tracking the communication flow for each question/inquiry from beginning to end.*
- *New Hire at HQ – Anthony Campbell will be working on education, reviewing courses, and helping establish new courses. His salary is funded by the RWIEF.*
- *18 courses were in need of updating. 14 updates have been completed with the remaining 4 to be completed soon. These updates were also funded by the RWIEF.*
- *Investment Policy – working on shifting funds to more conservative investments.*
- *Newly created – Member Map. On the irwaonline.org and maps the location of all IRWA members. Interesting and fun stats.*
- *Joel Walker, Ch. 78 (?) – What is the criteria for canceling virtual courses? T. Drennan (A) – There is no hard and fast rule for canceling virtual courses. Need to look at each one on a case-by-case basis.*
- *Joel Walker, Ch. 78 (?) – How is HQ working to attract appraisers and get CEUs for multiple states for these virtual meetings? T. Drennan (A) – Still working on the best way to acquire CEUs in multiple states for all of these courses. More info to come as they work out the details.*
- *EVERYONE should be extra aware of scammers during COVID – NEVER send money/gift cards/sensitive information to ANYONE unless you know what it is for and verify it is legitimate.*

c. IEC update

Dan Leshner

The IEC has been meeting virtually every other week since the end of June. Key items they are working on/discussing: Agency Agreements, HR, Communications Plan.

d. Vice Chair update

Carrol McCracken SR/WA

- a. Vice Chair Calls** – *There has been monthly calls with all Vice Chairs in IRWA. The focus at this time is Education.*
- b. Education Chair Calls** – *C. McCracken is also working on getting monthly calls scheduled with all Chapter Education Chairs in Region 3.*
- c. Role of the Education Chair** – *Would like to focus on the changing role of Education Chair – as role is now (at this time) more of a marketing role in advertising the virtual courses being offered.*

e. International Education Conference 2021-2024

Dan Leshner

- *At this time, all planning for 2021 in San Antonio is continuing as if it will be held in person. Also thinking of ways to make it a hybrid conference with some virtual and some in-person education.*
- *2021 – San Antonio, TX*
- *2022 – Cleveland, Ohio*
- *2023 – Denver, Colorado*
- *2024 – There will be a vote in 2021. Rumors that LA is planning to bid.*
- *If any Chapter in our Region is interested in a future bid, start thinking about when/how you want to do a campaign/bid. Region 3 would LOVE to have another conference in our Region.*

f. 2020-2021 Strategic Plan

Dan Leshner

**Complete Strategic Plan Document attached. Strategic Plan was voted on and approved by the IGC on 9/19/2020*

- Education** – *work on updating courses and partnering with other associations to provide more value to all education*
- Communications** – *IMPROVE Communications both internally and externally. ZenTrack (discussed earlier) will be a big part of the communications improvements.*
- Member Value** – *take a deeper look at all of our designations - have we made IRWA credentialing so complex that it is losing its value in the industry? Work on creating more virtual options for events/networking.*
- Technology** – *conflict of interest forms can now be submitted online. (Natalie Meighan noted her online form did not work this year) Will continue to improve these forms in addition to others to more fully take advantage of current technology*
- Membership Representation** – *take a look at all of our at-large members and determine why they are not associated with any chapter.*

g. 2021-2024 Strategic Plan - goals and support

Dan Leshner

**See attached description of each goal along with ideas/thoughts/discussion from R3.*

- The Public**
- The Profession & Professionals**
- IRWA Members**
- Chapters**
- The IRWA Organization**

8) Diversity/Inclusion Task Force Update

Dan Leshner/Joab Ortiz

- purpose of advancing diversity, equality and inclusive interests of the right of way industry**
- Review course material**
- Participation in the review of new course material**

The Diversity/Inclusion Task Force is an important NEW task force. Region 3 has two representatives on the Task Force – Joab Ortiz (Task Force Co-Chair) and Andre Putnam. They will provide updates as this Task Force gets going.

9) Region 3 Website Update

Mindy Leadholm

Our Region 3 Website is a great way to communicate to all of our members. Working on getting updated information on website. Please check Chapter Leader page and Committee Reps page and let M. Leadholm know if updates need to be made. Also, are there other subpages that we should incorporate into the website? M. Leadholm removed the “Contact Us” page since our contact information is provided elsewhere and also removed “Join IRWA” since it is a repeat of HQ website information. M. Leadholm will work with Jen Berry on all website updates so please contact M. Leadholm if you see items that need to be changed/updated/removed/added.

10) Region Professional of the year

Dan Leshner

- a. **Application on IRWA website**
- b. **Due by December 31st**
- c. **Must send to Dan Leshner, Region Chair**

**We hope to get a candidate/application from every Chapter in our Region.*

11) RWIEF Report

Craig Poorker, SR/WA

- a. **20/20 Vision Scholarship Program**
 - a. **Chris Calderon-VanderKallen (78)**
 - b. **Kelsey McGregor (72)**
 - c. **Congrats to Chris and Kelsey!!**
- b. **Steve Grandon Fundraiser** – *guess the mileage from Minneapolis to San Antonio (as driven by S. Grandon) for \$10/guess on the RWIEF website.*
- c. **2021 Monday Night Event** – *San Antonio committee is working on finalizing location – more than likely an outdoor venue. More info to come in the near future.*
- d. **Other Updates:**
 - *RPOTY \$500 scholarship given to each recipient.*
 - *RWIEF has a new and updated website and a new logo (RWIEF.ORG)*
 - *2020 Silent Auction raised almost \$19,000. Thank you to all those who donated and purchased items to help the RWIEF.*
 - *See attached IRWA Update to RWIEF from Charlie Nobles, CEO.*

12) Missing Chapter Conflict of Interest forms – *if you have NOT turned in your Conflict of Interest forms, please do asap.*

13) Chapter Reports

Chapter Leaders

- a. **Ch. 5** – *Will start discussing Spring Forum and really hope to have it in person. Will submit dates/additional information as soon as it is determined.*
- b. **Ch. 20** – *College Outreach Program will not happen this year, but Chapter will still offer two \$500 scholarships to college students. Also, started a COVID Relief Fund to help Chapter members this year. \$20,000 Relief Fund Information can be found on Chapter 20 website. Funded from 2020 Conference money and a match from Chapter Sponsorships*
- c. **Ch. 37** – *Trying to engage new members – working on scheduling a virtual meeting with new members, leaders, and committee leaders/members. Trying to think of new ways to engage people virtually. If other chapters have ideas, please share.*
- d. **Ch. 41** – *Had a chapter video conference in July. Planning to schedule an Oct/Nov Meeting and would also like to figure out more exciting/fun ways to engage members.*
- e. **Ch. 72** – *Wish we could be hosting everyone in Rapid City right now! Had a summer meeting in July with a good discussion on COVID protocols. Will plan a Fall meeting for Oct/Nov.*
- f. **Ch 78** – *n/a*

14) Committee Reports

Dan Leshner

International Service Committees

- a. **Professional Education – Greg Cooley**

- b. **Ethics – Mike Murray** – *Ethics Committee has 5 Region 3 reps. Kick-off Meeting was on 8/13 with follow-up meeting scheduled for 10/27. Goals of this group are:*
 - *Update and make more clear disciplinary procedures.*
 - *Update ethics forms, documents, lists, pertinent information.*
 - *Update ethics officers requirements and roster (about 25 people)*
 - *Develop a draft Ethics Officer Training Guide*
 - *Main Task – Review all ethics complaints.*
- c. **Nominations & Elections – Michelle MacMillan** – *make sure that each Chapter gets in their POTY nominations by 12/31/2020. International nomination forms will be available soon – and will be due by 2/2/2021. More discussion will be had on how 2019 winners may be acknowledged at the Conference in San Antonio, since they were not able to in Minneapolis.*
- d. **Finance – Vacant**
- e. **International Relations – Vacant**
- f. **Young Professional – Vacant**

Industry Committees

- a. **Electric & Utilities – Brian Currie**
- b. **Public Agency – Amanda Vande Voorde**
- c. **Oil & Gas – Steve Grandon** – *last scheduled meeting was canceled. Next meeting will be early 2021.*
- d. **Transportation – Roger Osthoff**
- e. **Relocation – Stacey Kroeger**
- f. **Survey & Engineering – Chad Johnson**
- g. **Valuation – Joel Walker**
- h. **Asset Management – Vacant**
- i. **Environmental - Vacant**

15) Upcoming Meetings

Mindy Leadholm

- A. **IGC Spring meeting Feb 25th – 27th**
- B. **Spring forum update Chapter 5** – *Chapter 5 will send information out as soon as date/more information is determined. Please plan for at least two weeks after the Spring IGC Meeting.*
- C. **Region 3 Forum Rotation:**
 - Spring 2021 – Chapter 5*
 - Fall 2021 – Chapter 78*
 - Spring 2022 – Chapter 37*
 - Fall 2022 – Chapter 41*

16) Roundtable

- a. **Charcuterie boards from the 2020 international education conference** – *can purchase Charcuterie Boards with the 2020 Education Conference logo on them from the Chapter 20 Website for \$20 each. \$20 will cover shipping costs and paypal fees.*

17) Meeting Wrap-Up – Motion to Adjourn – Steve Grandon; Second – Martha Long. Mtg adjourned at 1:28pm