



Region 3 Fall Forum
Date: October 7, 2016
Location: Grand Harbor Resort & Waterpark
Dubuque, IA

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 – 8:45.....Lou Ann Dollar, SR/WA Region Chair

2) General housekeepingBrian Currie, SR/WA Chapter 41 President

3) Safety Message.....Roger Osthoff, Ch. 37 President

**4) Roll Call.....Penny Rolf, SR/WA, R/W-NAC, R/W- RAC
Region 3 Secretary/Treasurer**

- a. Chapter 5-Melissa Wurtz, SR/WA
- b. Chapter 20-Michelle MacMillan, ARWP and Andy Girga
- c. Chapter 37-Roger Osthoff
- d. Chapter 41-Brian Currie and Carrol McCracken
- e. Chapter 72 – Vicki Severson, RWP and Amy Spilman, SR/WA, R/W-NAC
- f. Chapter 78 – Shelby Mayash and Stacey Kroeger, SR/WA, R/W-RAC
- g. 42 in attendance

5) Approval of Minutes and Treasury Report.....Penny Rolf

- a. **Secretary's Report –**
 - i. Approved-Stacey Kroeger
 - ii. Seconded-Melissa Wurtz
- b. **Treasurer's Report –**
 - i. Approved – Jake Farrell, SR/WA
 - ii. Seconded – Roger Osthoff

6) Non-Verbal Communication 9 – 10:15.....William Von Klug

- a. A presentation was given with tips on how to read people and apply it to negotiations.

7) Organization Structure 10:30.....Lou Ann Dollar

Background: What is the IEC, IGC, etc? Who votes? What are the roles.

IRWA Advisors and their Roles:

- Advisory Council – this is made up of the Past Presidents
- IEC –Int'l Executive Committee is made up of:
 - o Pres., Pres. Elect, Vice President, Treas., Sec.
- IGC –Int'l Governing Committee is made up of:

- IGC members, Region Chairs (have voice and vote)
- Region Vice Chairs (no voice or vote)
- Board –
 - 2 voting directors from each chapter
 - 2 from each region
 - IEC
 - Advisory council
- 4 Committees –
 - Electric & Utilities, Int'l Public Agency, Oil & Gas and Transportation
- 5 COP's
 - Relocation, Asset Management, Environment, Survey & Engineering, Valuation

8) Association priorities 10:45 discuss how members, chapters and regions can help accomplish goals.

- We had a short discussion on how we can all work together to follow our mission statement and accomplish the goals included as “key objectives” (shown on Page 1 of this agenda)
- IRWA is trying to re-brand to highlight more the global purpose of the organization

**9) Action items/decision from IGC meeting purpose and mission 11:15
Video was shown on Higher Purposes “starring” Mary Ann Marr**

IGC to make decision on the following:

1. IGC is looking to change to 3 year timeline instead of 5 for nominations for the Int'l Conference locations
2. The would limit travel to forums for the nominating regions on travel and encourage videos allowing regions with less financial resources to be able to compete with larger regions

Info:

New criteria for Int'l Conferences in the future:

- Host hotel has to take at least 70% of the attendees
- Limited to 2 hotels – 1 host hotel attached to conference site/1 off-site

10) LouAnn shared information on the various countries that the IRWA is active in and the activities that we are doing in those countries.

11) Communication Model 12:30..Jake Farrell, SR/WA Region 3 Vice Chair

Background: Who needs to be involved? Who needs to know? Who needs to find out? Lateral Leadership.

Scenario was that a chapter had a course with 25 scheduled participants and a week before the course, the instructor cancels due to an accident. What do you do?

1. Who needs to be involved?
 - a. Network local, regional and national ASAP to save the course
 - b. Headquarters chapter rep.-Tim Drennan, region chair and vice-chair, chapter president, new instructor, other instructions who could recommend instructor, education chair, class coordinator, website for instructor list.
2. Who needs to know?
 - a. Same as above plus HQ education coordinator to send out blast with change of instructor info and website coordinator for chapter
3. Who needs to find out?

- a. Participants, HQ if student doesn't choose to attend with that instructor and wants a refund

12) YP Presentation 1:00.....Sarah Cook, SR/WA & Autumn Evans

Support Material: YP Presentation

1. Get website header on Region 3 site for YP group
2. Asked for scholarship info
3. Info for scholarships and promoting those who sponsored
4. Asked for better info for Int'l Conference for YP group portion of the conference
5. Asked for YP group to put together information after attending Int'l Conf. with summary of what they learned, etc.
6. Region 3 YP Sponsorship reports
 - a. Ben Barker and Mindy Leadholm were awarded scholarships to attend the Int'l Conference and their reports are posted on our website.
7. The YP Group will gather information to be included in a YP Link on the Region 3 website.

13) Key measures/budget 1:15Lou Ann Dollar

Support Material:

LouAnn went over IRWA budget numbers from 2015-2016.

Daniel Stekol talked about working with education chairs to get classes scheduled for the upcoming year.

- Some chapters in some regions are not putting on classes because they don't need funds. That leaves members in those regions to take online classes because they aren't getting offered classroom courses.
 - This goes against the mission of the IRWA – to educate.
- Jake will contact Chapter presidents to get the contact information for their education chairs and will set up a conference call to discuss scheduling of more classes.

14) Chapter reports 1:45.....Jake Farrell

- a. Ch. 5 – Melissa Wurtz
 - i. Missy Wurtz recognized Jen Berry, R/W-NAC for her work with the Chapter.
 - ii. Chapter 5 updates:
 1. Started Chapter newsletter
 2. Membership of 86
 3. 502 Course coming up in November
- b. Ch. 20 – Andy Girga
 - i. 182 current members
 - ii. 3 upcoming classes for the fiscal year-804,410 and 213
 - iii. College outreach at St. Cloud State Univ. and St. Cloud Tech for survey/real estate students
 1. 2 Scholarships of \$500 each to be awarded
- c. Ch. 37 – LouAnn Dollar spoke for Roger Osthoff
 - i. 97 members
 - ii. Ch. 37 has a Strong YP group to help bring members young at heart to meetings and interact with our members
 - iii. They are planning a Habitat for Humanity project in St. Louis this fall
- d. Ch. 41-Brian Currie
 - i. Congratulated Fall Forum committee and sponsors
 - ii. Gained a few new members – 79 current members
 - iii. May host the LPA symposium in the spring in Des Moines – mid-April
 - iv. Held one IRWA class
- e. Ch. 72-Vicki Severson

- i. 6-1-16 mtg – went to baseball game between Red Hawks and Sioux City Canaries
- ii. Tickets donated by Ottortail Power
- iii. Next meeting in Bismarck -3 speakers on Oct. 13th
 - 1. Trying to get re-cert. credits for this event
- iv. 128 members
- v. Invited us to Spring Forum in Deadwood, SD
 - 1. will be held the end of March or beginning of April
- f. Ch. 78-Stacey Kroeger
 - i. 96 members
 - ii. Passed new by-laws to lower meeting quorums
 - iii. Good speakers, food and discussions getting members to attend

15) Committee reports –(Full reports will be posted on the Region 3 website)

a. Nominations and Election -Michelle MacMillan

- i. New forms are coming out mid-October/e-blast will be sent out
- ii. Deadline of Feb. 1, 2017 for nominations
- iii. Chapter must be in IRS compliance for Chapter of the Year
- iv. Voting director changes
 - 1. if you are voting as director, make sure to note that when you register for the conference
 - 2. Need to find INEC member at registration booth when you get to the conference
- v. Election information
 - 1. Michelle could help chapters with elections
 - 2. there are U-tube videos on how to do this
 - 3. Have to have your boards sworn in by July 1st
- vi. Registration \$525 until 3-2017
- vii. If you want to run for INEC Secretary
 - 1. need to let them know by 1-1-17 even if you are running from the floor to make sure you meet criteria to be on the board

b. Transportation – Penny Rolf

- i. Gathering topics for 2017 conference
- ii. Niagara Falls symposium in spring, 2016, had a \$16,000 profit
- iii. Symposium for 2017 in March or April in Sacramento

c. PDC Committee– Greg Cooley

Recommendations:

- i. Course work deadlines for certifications/designations
 - 1. 10 year window for SR/WA and RWP is being recommended
- ii. Re-certification-industry and generalist certifications-eff. 7-1-17
 - 1. IRWA Coursework (w/ethics) –
 - i. Minimum: 24 CEU's
 - 2. IRWA sponsored events
 - i. No limit to CEU's
 - 3. Outside educational vendors
 - i. Maximum of 24 CEU's
 - 4. Still need 72 CEU's every five years.
 - 5. Need 64 credits by 12-31-16 if you want to use the old rules to protect your older completed courses –
 - a. Need to apply for candidacy to create a 5 year window to finish your certification

d. Utilities – Jake Farrell on behalf of Dave Hingtgen

- i. Symposium in Chicago on April 29th
- ii. Looking at webinars to present
- iii. Working on topics for Alaska conference
 - 1. Suggestion was an encroachment topic

16) RWIEF Update 2:15.....Craig Poorker, SR/WA, R/W-NAC

- a. Gave update on funds raised at conference

17) Region Officer Candidates Statements 2:30.....Candidates

- a. Dan Leshner, SR/WA, from Chapter 20 is running for the position of Secretary/Treasurer for the years from July, 2017-June 2019
- b. Dan was unable to attend so flyers were handed out and Penny Rolf spoke on Dan's behalf.

18) Other Business 2:45.....Lou Ann Dollar

- LouAnn was asked to send out e-mail communications to both presidents and the chapter directors
- Jen Berry was recognized for her great work on the website.
- Chapters will need 90% renewal to get membership incentives of free conference membership(s)

19) Upcoming Meetings 3:00Lou Ann Dollar

Support Material: IRWA Meeting Calendar

Background: Time to identify our 2017 Spring Forum date and location.

Spring Forum date and location.....Vicki Severson, RWP Chapter 72 President

20) Adjourn – Approved - Autumn Evans and seconded – Rita Rasmussen, SR/WA, R/W-NAC