



Board Meeting Minutes
Thursday, September 1, 2016
AECOM
233 N. Pecos, Suite 428
San Antonio, Texas 78207

X	President & One Year Director: Erin Newberry	X	Treasurer: Georgia Snodgrass
X	Vice President & Two Year Director: Christie Saenz	X	Secretary: Matthew McGee
	Education Chair: Joyce Labus	X	PDC Chair: Yvonne Long
X	Young Professional Chair: Brad Bujan		Awards & Nomination Chair: Mark Schulze
X	Membership Chair: Kyle R. Schroeder	X	Members: Chris Fails, Jeff Ratliff and Margarita Ayala

Members who attended are marked with an "x"

Call to Order: Meeting called to order by Erin Newberry at 11.35 am

Previous Meeting Minutes: Minutes from July 7, 2016 were previously e-mailed to all board members and copies were provided at this meeting. Christie Saenz motioned to approve the minutes and Brad Bujan seconded the motion. The motion passed unanimously by those at the meeting.

OFFICER AND COMMITTEE REPORTS

Region 2 Update:

2018 Spring Forum: Erin Newberry discussed that Teri Morgan had sent an email informing her that the Region had voted to have the 2018 Spring Forum in San Antonio, Texas. Georgia Snodgrass added that that this forum will be in conjunction with the transportation symposium.

2017 Refresher Seminar: The Seminar will be again in College Station on August 2 -4. Chapter 39 will be responsible for providing a speaker from a local public agency for the seminar and Christie is open for suggestions. Christie acknowledged that she understands that she will responsible for coordinating the speaker since she will be incoming President at the time. Georgia recommended that Christie have a speaker reserved by the 2017 Spring Forum and finalized at the International Conference in Anchorage, Alaska.

2017 Spring Forum: Christie Saenz stated that the dates for the 2017 Spring Forum will be April 5-7, 2017 and be held in Tulsa Oklahoma.

The 2019 Spring Forum will be held in Austin, Texas with dates to be determined.

Treasurers Report: Georgia stated that the balance of the chapter's checking account as of 8/8 was \$21,431.52. Based on pre-registration for the Eminent Domain Seminar, Georgia anticipated the event would generate approximately \$8,000 to \$10,000 for the chapter. Once all the payments for the seminar are collected, Joyce would provide Georgia a check to deposit.

Education Committee: Georgia Snodgrass informed everyone present that TREC has changed its accreditation of some of the IRWA courses TREC previously approved for TREC credits. Georgia advised Course Coordinators not to advertise an IRWA course as being approved for TREC credits until Georgia can verify. Eight individuals that attended the IRWA course held during the Region 2 Refresher Seminar in College Station will be receiving a refund because TREC did not approve the course for TREC credit. If TREC denies approving TREC credits to IRWA courses, this may also affect our IRWA class participation as most registrants take the IRWA courses for TREC credits.

Erin will follow up with Joyce Labus on the current status of the draft two-year Education Plan to be sent to Region 2.

Membership Committee: Erin recommends we distribute the chapter membership roster at the chapter luncheon so members could verify their current contact information. Another option is to send an email to our chapter members reminding them to verify their contact information on the IRWA website.

Georgia mentioned that a revised Chapter By-Laws template would be coming out soon from HQ's. Chapter 39 is the only chapter that does not charge chapter dues, in addition to regular membership dues and if we want to change that, the new By-Laws template will be how we do that. Erin also gave the update that Chapter 39A would be dissolved and members of that chapter will be incorporated into Chapter 39. She will get a list of those members to add to our membership email listing soon.

Professional Development: No report.

Young Professional Committee: Brad Bujan discussed details on a Chapter Bowling Social that he was currently planning for the Chapter. The current plan is to hold the event on a Thursday because the rates are cheaper. Georgia wanted to make sure that everyone who comes must pay, whether you bowl or not. The chapter had to pay for individuals that just "dropped in" and did not pay at the Top Golf Social. Brad also wanted to look into a LinkedIn profile for Chapter 39 as a way to have members connect. Erin provided information about the chapter in the Dallas Fort Worth area and what they use a Chapter Facebook profile for, such as education event reminders and luncheon and meeting updates.

Website Updates: Erin stated that the website was down for 3 weeks due to of a virus. Erin discussed that we would need an additional firewall to protect the website so this would not happen again. Erin motioned to re-allocate the current \$300 a month website update fee to \$50 a month for additional firewall protection and \$250 a month website edits, to continue managing our approved \$300/month budgeted amount. Christie seconded the motion.

NEW BUSINESS

International Education Conference: Erin discussed the idea of having the chapter subsidize a portion of a chapter officer's trip to attend the International Conference, such as the Austin Chapter does. This way our chapter would have more representation at the International Conferences. They subsidized amount could vary each year depending on Chapter finances and the conference location. If the chapter does agree to subsidize an officer to attend International, the officer would be required to attend all events during the conference as a representative of Chapter 39.

Chapter Luncheon Speakers for meetings: Christie asked for any suggestions on topics and speakers for the upcoming luncheons.

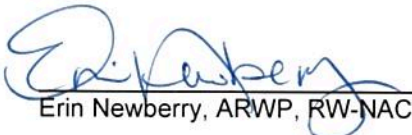
Adjourn: Meeting was adjourn by Erin Newberry at 12:55PM

Minutes prepared by IRWA Chapter 39 Secretary, Matthew McGee and reviewed by IRWA Chapter 39 President, Erin Newberry, for approval by the IRWA Chapter 39 Board of Directors at the next Board Meeting October 6, 2016 at 12:30 pm.



Matthew McGee

10/6/2016
Date



Erin Newberry, ARWP, RW-NAC

10/6/16
Date