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

Members who attended are marked with an "x"

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**Call to Order:** Meeting called to order by Erin Newberry at 11:52 pm

**Previous Meeting Minutes:** Minutes from November 3, 2016 were previously e-mailed to all board members and copies were provided at this meeting. Christie Saenz motioned to approve the minutes and Georgia Snodgrass seconded the motion. The motion passed unanimously by those at the meeting.

**OFFICER AND COMMITTEE REPORTS**

**Region 2 Update:**

2017 Spring Forum (Tulsa, Oklahoma, April 5-7): Christie Saenz informed the board that hotel room reservations needed to be made for the meeting as soon as possible, only rooms with king size beds were remaining when she checked. Housman and Associates have not released the information on what course will be offered. Christie Saenz motioned to approve the chapter spending \$3,300.00 to send the four chapter board members to the Spring Forum and Joyce Labus seconded the motion. The motion passed unanimously by those at the meeting.

2017 International Education Conference (Anchorage, AK, June 11-14): Christie Saenz informed the board that if you are attending, registration needs to be completed before March 1, 2017 before prices increase. Christie Saenz motioned to approve the chapter spending \$10,000.00 to send the four chapter board members to the International Conference and Yvonne Long seconded the motion. The motion passed unanimously by those at the meeting.

**Treasurers Report:** Georgia Snodgrass provided an update that the chapter has a checking account balance of approximately \$38,151.52 as of January 5. There are no outstanding payments the chapter needs to make and the quarterly incentive was awarded.

**Education Committee:** Joyce Labus informed the members that three individuals had signed up for Course 803 and she is still working to finalize the course coordinator.

**Membership Committee:** Erin Newberry updated the board that Chapter 39 currently has 174 members and 42 current members still need to renew their membership for 2017. The Chapter Incentive for 2017 membership is 90% renewal by April 2017 to win a free registration to Alaska.

**Professional Development:** Yvonne Long reminded the board that the ability to file under the previous candidacy expired on 12/31/2016.

**Young Professional Committee:** Brad Bujan discussed that he is looking to coordinate a happy hour the day before Course 103 in March or between Course 600 in April since the class is two days in length.

**Chapter Nominations and Elections:** Erin Newberry discussed with the board that we need to get with Mark Schulze to get the nomination applications sent to the chapter so nominations can be announced at the February chapter meeting and voted on at the April meeting.

**Website Updates:** Erin Newberry discussed with the board that she is working with Keela to update the website. The updates will include a president's page and updates to the "Member Spotlight" that will be changed quarterly.

**NEW BUSINESS**

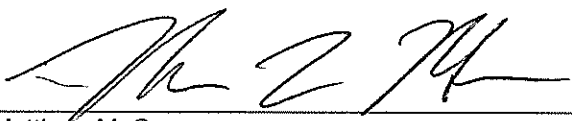
**Chapter 39 Newsletter:** Matt Eckmann has volunteered to work on setting up the template for the chapter's newsletter. The chapter will be looking for a title for the newsletter. As of now it will be called South Texas Newsletter.


**Paypal:** Erin Newberry discussed that the chapter's ability for members to pay for chapter lunches with their credit cards. There are two options being considered:

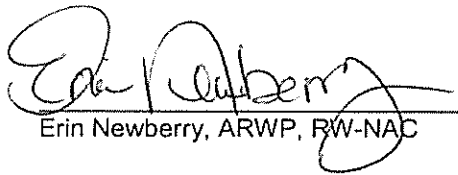
1. Wells Fargo
2. Apple Square

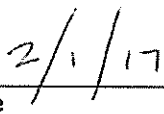
**Adjourn:** Meeting was adjourned by Erin Newberry at 12:53 PM

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 our next Board Meeting scheduled for February 1, 2017 at 11:30 am.

  
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Matthew McGee

  
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Date

  
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Erin Newberry, ARWP, RW-NAC

  
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Date