



**Board Meeting Minutes**  
**Thursday, August 10, 2017**  
**HNTB Corporation**  
**9601 McAllister Freeway, Suite 1001**  
**San Antonio, Texas 78216**

X	President & One Year Director: Christie Saenz	X	Treasurer: Georgia Snodgrass
X	Vice President & Two Year Director: Matthew McGee	X	Secretary: Matthew Eckmann
	Education Chair: Joyce Labus	X	PDC Chair: Yvonne Long
	Young Professional Chair: Brad Bujan		Awards & Nomination Chair: Mark Schulze
X	Membership Chair: Kyle R. Schroeder		Special Events Chair: Debbie Herrera
	Past President/Region 2 Secretary: Erin Newberry	X	Website/Newsletter Chair: Cynthia Garcia
	Member/Region 2 Vice-Chair: Denise Skinner	X	Social Media Chair: Ashley Johnson

Members who attended are marked with an "x"

**Call to Order:** Meeting called to order by Christie Saenz at 11:45 am

**Previous Meeting Minutes:** Minutes from July 6, 2017 were previously e-mailed to all board members and copies were provided at this meeting. Matthew McGee motioned to approve the minutes and Georgia Snodgrass seconded the motion. The motion passed unanimously.

**OFFICER AND COMMITTEE REPORTS**

**Treasurers Report:** Georgia Snodgrass informed the Board that the Checking Account balance as of the last statement was \$31,431.86. The current balance of the checking account is 28,154.09. Georgia informed the board that the tax forms are due to headquarters by August 15, 2017 and that they would be submitted on time.

**Education Committee:** Christie Saenz informed the Board that the fliers have been released for the ED Seminar which will be held on September 8, 2017 in San Marcos, TX. Christie Saenz also informed the board that currently the Education Committee is working on Course-421 which will be instructed by Randy Williams and Donny Sherwood and that course 901 has 8 registrations and course 902 has 11 registrations that will be held in October. Christie Saenz informed the board that Joyce Labus, Georgia Snodgrass, and Erin Newberry attended the Education Meeting in College Station and that the Chapter has been asked by the Region to come up with a two-year plan that is due in September. Matthew Eckmann volunteered to send a survey monkey or e-mail to the chapter requesting courses from our members. Georgia Snodgrass informed the Board that Chapter 39 offered 14 courses during the 2016-2017 fiscal year.

**Membership Committee:** Kyle Schroeder updated the board that a new member, Dean Hobart, was added to the chapter roster.

**Professional Development:** Yvonne Long discussed the new credentialing concierge with the board. This new system will help streamline the credentialing process.

**Young Professional Committee:** Matthew McGee informed the board that there were 131 attendees at the young professional event that was held in College Station. Matthew Eckmann gave an update on the 2017 Right-Of-Way Professionals of Texas Make-A-Wish Golf Tournament.

**Region 2 Update:**

Christie Saenz discussed the new scholarship program being launched by headquarters.

- \$180,000.00 has been dedicated to this scholarship program.
- There will be 40 total scholarships given. 2 per region and the rest at large.
- Members who have been part of the IRWA for more than a year and are currently pursuing their RWA or RWP designations are eligible to apply.



- Applications due by September 30, 2017.

Christie Saenz informed the board that we will need to discuss our donation to the RWIEF prior to the Spring Forum in 2018.

Matthew McGee informed the board that Chapter 39 drew the topic of pipelines for the 2018 A&M Education Refresher in College Station.

**Chapter Nominations and Elections:** No Report

**Website/Newsletter Updates:** Georgia informed the board that Keela was going on vacation next week and would be out till the beginning of September.

### **NEW BUSINESS**

1. Christie Saenz informed the Board that the chapter received the IRWA 5% growth goal for the 2016-2017 fiscal year. As a reward for reaching this goal, the Chapter receives 3 free memberships and one registration to the International Conference in 2018. The board discussed the following options: Membership drive, scholarships, raffle for attendee at luncheons regarding the three memberships and will vote at the September Board Meeting. The board also discussed the following options for the registration: raffle to membership, outstanding member, young professional, or allowing Kyle Schroeder as the Membership Chair use the free conference registration and will vote at the September Board Meeting.
2. Christie Saenz discussed the Utility Symposium that will be held in conjunction with the 2018 Spring Forum in San Antonio the proposed dates are April 4, 5 and 6, 2018. The symposium and forum will be held at the Hilton Riverwalk with a nightly rate of \$159.00. Christie informed the Board that Region 2 donated \$5,000 to support the symposium. Housman & Associates is in the process of finalizing the budget. There was discussion regarding the receptions after the symposium as well as the evening before the symposium. Matthew Eckmann offered that the YP group could host the reception after the Utility Symposium.
3. The Board discussed the monthly luncheon location and cost. The Board discussed options to bring the cost down and potentially reach out to sponsors to help supplement the cost of the lunches. Matthew McGee to work on finding sponsors.

**Adjourn:** A motion was made by Kyle Schroeder and seconded by Georgia Snodgrass to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 1:17PM.

Minutes prepared by IRWA Chapter 39 Secretary, Matthew Eckmann and reviewed by IRWA Chapter 39 President, Christie Saenz for approval by the IRWA Chapter 39 Board of Directors at our next Board Meeting scheduled for September 14, 2017 at 11:30 am.