



**Special Board Meeting Minutes
Thursday, August 17, 2017
Chuy's Mexican Restaurant
14855 Interstate 35 Frontage Road
Selma, TX 78154**

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
	Membership Chair: Kyle R. Schroeder	X	Special Events Chair: Debbie Herrera
X	Past President/Region 2 Secretary: Erin Newberry	X	Website/Newsletter Chair: Cynthia Garcia
	Member/Region 2 Vice-Chair: Denise Skinner		Social Media Chair: Ashley Johnson

Members who attended are marked with an "x"

Request for Special Meeting of the IRWA Chapter 39 Board of Directors: A request was made and signed by 4 members of the board of directors to hold this special meeting.

Call to Order: Meeting called to order by Christie Saenz at 12:15 pm

NEW BUSINESS

2018 Utility Symposium and Region 2 Spring Forum:

Christie Saenz previously e-mailed symposium budget \$25,302.50 and Hilton contract \$44,645.00 to the Board. Christie started with the symposium budget and answered questions about the food amount, audio/visual and sleeping rooms. The main question from the board was why are the cost so high. Christie informed the Board that the original budget started at approximately \$45,000 and after being reviewed by Region 2 and IRWA Headquarters was brought down to \$25,302.50. Christie informed board that the Hilton requires a minimum of \$20,000 for food and beverage therefore Housman and Associates backed into the cost. In addition, headquarters stated that we should not charge any more than \$150.00 per person if the Chapter wants to be successful. Then the board asked, What would the chapter be responsible for regarding the Hilton contract? Christie asked the board to turn to page 8 of the contract where it shows if the Chapter cancels the event the amount would be \$35,716.00 (80% of contract). The board then had a question about the room block and if the Chapter would be responsible for occupying the number of guest rooms each night as stated on the Hilton contract or if the total of 155 guest rooms just need to be occupied over the four nights. Christie stated she would confirm with Housman and Associates and get back with the board.

Christie stated she recalls that the Chapter agreed to host the Region 2 Spring Forum in April 2018 at last year's winter forum but can't recall how we ended up hosting the symposium. Georgia confirmed that the Chapter agree to host the Region Spring Forum. Christie stated she would find out how or why we are hosting the symposium. The Board discussed past symposiums with other Communities of Practice and the success rate of those. Christie stated that the past utility symposium was held in Chicago earlier this year and the room rate was \$119/per night and the fee to attend was \$125/per person. So that is why headquarters asked the Chapter to reduce our original attendance fee from \$250.00/per person to \$150.00/per person. Matt McGee asked why are we taking such a large risk and Christie, Georgia and Matt Eckmann agreed.

Members of the Board expressed their concerns about the risk of hosting the Utility Symposium. The Board also suggested looking into alternate venues for the Utility Symposium that may be more cost effective. Christie informed the board that Housman and Associates had previously put out an RFP for the Region Forum and then did a 2nd RFP for the symposium. Christie stated it is not fair to ask Housman and Associates to do a 3rd RFP. Georgia stated that June Housman, Christie and Debbie had already visited all the hotels that submitted proposals. Christie stated that out of the ten hotels visited that Hilton gave the IRWA the best deal overall including the room rate.

Christie Saenz informed the Board that the Chapter would need to decide to move forward with the symposium since this is impacting the Region Forum as well. Erin mentioned that the contract states it needs to be signed by tomorrow, August



18, 2017. Christie stated that the contract has been open since the beginning of August and the Hilton has been willing to make all the adjustments that Housman and Associates has asked without impacting the room rate. Therefore, this is the reason Hilton is asking Housman and Associates to sign.

Christie Saenz informed the Board that a motion could be made to not host the Utility Symposium and just continue on with planning of the Spring Forum. Christie stated that if the Chapter does not want to move forward with the symposium we need to make the decision sooner than later. A motion was made by Matthew Eckmann to table the Hilton contract and budget at this time and to request the committee to look at options to reduce the symposium budget and present those options back to the board at the next regular or special Board meeting. Georgia Snodgrass seconded. The motion passed unanimously.

Adjourn: The meeting was adjourned at 1:15PM.

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.