



**Board Meeting Minutes**  
**Thursday, October 5, 2017**  
**HNTB Corporation**  
**9601 McAllister Freeway, Suite 1001**  
**San Antonio, Texas 78216**

X	President & One Year Director: Christie Saenz	X	Treasurer: Georgia Snodgrass
	Vice President & Two Year Director: Matthew McGee	X	Secretary: Matthew Eckmann
X	Education Chair: Joyce Labus		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		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"

**Call to Order:** Meeting called to order by Christie Saenz at 12:01 pm

**Previous Meeting Minutes:** Minutes from the Regular Board Meeting of September 14<sup>th</sup> were previously e-mailed to all board members and copies were provided at this meeting. Georgia Snodgrass motioned to approve the minutes from the September 14<sup>th</sup> Regular Board Meeting and Kyle Schroeder 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 October 3<sup>rd</sup> was \$49,175.59. Georgia Snodgrass informed the Board that all of the bills from the ED Seminar have been paid. Georgia also mentioned that she would like to find out how much is still owed by some of the Agencies so we could send the Austin Chapter their portion of the total proceeds.

**Education Committee:** Joyce Labus updated the Board on several courses that are being planned for 2017-2018. Course 421 will be held on March 26-29, 2018 at GVEC with Randy Williams and Donnie Sherwood Co-Teaching. Course 215 will be held on March 29-30, 2018 at SARA with David Sinclair as the Instructor. Course 900 will be on September 13-14, 2018 at SARA with Jesse Cooper as the Instructor. Joyce informed the Board that she is looking at scheduling Courses 700, 207, 303 and 803. Kyle Schroeder informed the Board that he looked into the Yellowbook Course and it is not being held anywhere close to San Antonio. The Board discussed waiting to see how the course does that is being offered in Baltimore and then make a decision if we wanted to pursue having it in San Antonio.

**Membership Committee:** Kyle Schroeder updated the board that there are no new Pending Members. Tony Chapman and Jim Russell expressed an interest in becoming members at the last meeting.

**Professional Development:** No Report

**Young Professional Committee:** No Report

**Region 2 Update:** No Report

**Special Events:** Christie Saenz informed the Board that she and Debbie Herrera would be meeting to discuss the Thursday Night reception that will be held at the Spring Forum.

**Website/Newsletter:** Christie Saenz informed the Board that she and Cindy Garcia met with Keela, web master to discuss the website and made updates.



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**Social Media:** Christie informed the Board that Ashley Johnson has been posting items to the Chapter Twitter account. There was discussion by the Board on what other social media platforms we should be on. The Board discussed adding a Facebook account for the Chapter.

**Chapter Nominations and Elections:** Christie Saenz informed the Board that she has discussed with Mark Schulze doing a member spotlight quarterly.

**OLD BUSINESS**

1. The board resumed discussion regarding the budget for the 2018 International Conference in Edmonton. Matthew Eckmann informed the Board that Headquarters has not released the information regarding the host hotel or the room block rate so the budget could not be completed. The discussion was tabled until the next Board meeting in November.

**NEW BUSINESS**

1. Christie Saenz informed the Board that a motion was requested by Matt McGee regarding the fees for the October Luncheon. Percheron, LLC has agreed to sponsor the room rental fee of \$250.00 for the October meeting. Georgia Snodgrass made a motion that the luncheon fee be reduced to \$19.00 for cash/check transactions and \$20 for credit cards. Kyle Schroeder seconded the motion. A vote was taken and the motion passed unanimously.
2. Christie Saenz discussed if the Chapter should hold a regular meeting in December, 2017. Matthew Eckmann made a motion to not hold a regular meeting in December. Georgia Snodgrass seconded the motion, a vote was taken and the motion passed unanimously.
3. Christie Saenz informed the Board that a motion was requested by Matt McGee regarding speaker gifts for upcoming meetings. Christie informed the board that Matt found portfolios that will have the Chapter logo on them. Kyle Schroeder made a motion that the Board authorize Matt McGee to spend \$180 to purchase the portfolios for the speakers at upcoming meetings. Georgia Snodgrass seconded the motion. A vote was taken and the motion passed unanimously.
4. Christie Saenz discussed with the Board that she is working on preparing a budget. Discussion was had regarding anticipated deposits and expenditures.
5. There was also discussion regarding updating the Chapter Bylaws. Christie is working on updating the Chapter Bylaws to correspond to the Headquarters template. She will send to the Board for review when this is completed.

**Adjourn:** The meeting was adjourned at 12:48pm.

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 November 2, 2017 at 11:30 am.