

Draft ☐ Amended & Approved ☒

MEETING MINUTES			
Meeting: Regular, Scheduled		Chapter 36 Board Meeting	
Date:		March 13, 2018	
Time:		10:06am	
Location:		Texas Star Conference Center, 1400 Texas Star Parkway, Euless, TX 76040	
Officers – 2017-2018		In Attendance	Absent
President	Kimberly Hiebert	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice-President	Kristen Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer	Lora Gunter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary	Dalton Vann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director-1 Year	Karen Stearman	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Director-2 Year	Marcus Boyd	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Committee Chairs		In Attendance	Absent
Education Chair	Jim Thomas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PDC Chair	Michael Hale	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Website & Social Media	TJ Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Young Professional (Chair)	Juan Salazar	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newsletter Chair	Andrew Cox	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Programs Co-Chair	John Bennett	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Programs Co-Chair	Leighton Gambill	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Membership Chair	Denise Lopez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Committee Members		In Attendance	Absent
Education - 2 Year	Tommy Matthews	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education - 3 Year	Will Snider	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PDC - 2 Year	Sarah Riebe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PDC - 3 Year	Jace Whatley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public Relations & Marketing	Margaret Lein	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sherry Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Historian	Dorrien Himes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Guests: N/A			
Others Members in Attendance: N/A			



CHAPTER 36
Meeting of the Board of Directors
Tuesday, March 13, 2018

- I. The meeting was called to order by President Kim Hiebert at 10:00 a.m.
- II. Roll Call by Secretary, Dalton Vann. Quorum confirmed by Director, Marcus Boyd.
- III. Board approval of the February 2018 Meeting Minutes [handout].

Motion: Motion to approve February 2018 Meeting Minutes by Lora Gunter

Second: Marcus Boyd

President Hiebert called for a discussion or questions then called for a vote to approve minutes.

Vote: Motion unanimously carries to approve the February 2018 Meeting Minutes.

- IV. Board approval of financial report for February 2018 [handout] presented by Treasurer, Lora Gunter.

Motion: Motion to accept and approve February 2018 financial report by TJ Smith

Second: Margaret Lein

President Hiebert called for a discussion or questions then called for a vote to approve the February 2018 financial report, including an ending balance of **\$47,618.92**. Discussion was held as to end-of-year expenses and a misplaced check from HQ.

Vote: Motion unanimously carries to approve the February 2018 financial report.

- V. Membership Chair, Denise Lopez presented four (4) new member for Board approval [handout]. This month's reconciled membership total is 425 after consideration of five (5) transfers in.

Motion: Motion to approved by Sarah Riebe

Second: Juan Salazar

President Hiebert called for a discussion. None held.



Vote: Motion unanimously carries

VI. Announcements

- A. Chapter 35 (Midland) is going to a satellite status. Chapter 35 members to join Chapter 36 are Bryant Coon, Justin Thomas, Jodi Traugott, Carissa Welch and Budd Rogers, SRWA

VII. Discussion Items

- A. VP Kristen Bennett – Marketing for the Spring Seminar is moving forward. Course 102 will be held in conjunction with the Seminar. Sponsorship is going well. A meeting will be held with Walnut Creek next week to finalize. Scott Moran will be the emcee. The Spring Seminar committee met last week and all plans are on track.
- B. Credit card pay option – Lora Gunter has investigated the cost and logistics of accepting credit card payments for registration at meetings. The ability to accept payments at the door is a convenience benefit to members that people are coming to expect from organizations. Ms. Gunter is proposing to accept credit card payments through a PayPal service, utilizing their device on a trial basis. An iPad or iPad mini is proposed to attach the Paypal device to, which would be owned by the Chapter and be a secure method of accepting payments.
 - a. Kristen Bennett moved for the purchase of an iPad-like device and PayPal-like card reader to be entrusted to the Treasurer.
 - b. Dorrien Himes, second.
 - c. The motion was unanimously approved.
- C. Bylaws Revisions – Dorrien Himes. All board and committee members should have comments to Policies and Procedures Manual so they can be approved at the April meeting. Discussion was held that the historian and secretary should work together to maintain an updated copy of the document with dates that it was revised. The Policies and Procedures have also been revised to a point that there is a conflict with the By-Laws and should be reconciled.
- D. Donald Sherwood Scholarship – On behalf of Director Stearman, Jim Thomas discussed that inquiries are being made into the scholarship, asking if the applicants must study a field related to the right-of-way industry. The board reiterated that applicants can study any field.
- E. Board vote on a member for the Nominating Committee – Director Boyd announced that Margaret Lien has agreed to be a member of the nominations committee as appointed by the board. Nominations from the floor shall be



accepted at the meeting today for the membership-appointed committee member.

a. Lora Gunter moved to select Margaret Lien as the board-appointed member of the nominations committee for the upcoming round of nominations

b. Kristen Bennett, second

c. Motion carries unanimously

F. Membership Renewals update - Denise Lopez reported that we have a number of unpaid membership renewals and board members agreed to contact those members by phone to encourage them to renew. April 15 is the time at which members will be dropped from the rolls and they will lose designations and certifications.

G. Attendees for Reg 2 Forum in San Antonio – April 4 - 6, 2018

H. Attendees for IRWA Conference in Edmonton, AB, Canada – Jim Thomas to take the open spot left by Director Stearman. Lora Gunter encouraged attendees to send check requests quickly to her for reimbursements.

I. Certification and SR/WA presentation at luncheon: Sarah Riebe will present an SR/WA recipient at the meeting.

I. Committee Reports

A. Vice President (Kristen Bennett). Nothing to report.

B. Treasurer (Lora Gunter). Nothing to report.

C. Secretary (Dalton Vann). Nothing to report.

D. Director – 1 Year (Karen Stearman). Not present.

E. Director – 2 Year (Marcus Boyd). Nothing to report.

F. PDC Chair (Michael Hale). Nothing to report.

G. Education Chair (Jimmy Thomas). Several upcoming classes are either full or well attended.

H. Membership Chair (Denise Lopez). Nothing to report.

I. Programs Co-Chairs (Leighton Gambill & John Bennett). The next meeting will be at the Fort Worth Petroleum Club.

J. Web Site Chair (TJ Smith). Investigation of new website hosting is ongoing. Star Chapter and Austin Web and Design are the two companies currently under



consideration. TJ will provide a side-by-side comparison of the two services at the April meeting.

K. Advertising & Marketing Committee (Margaret Lein & Sherry Smith). Twenty-two (22) advertisers have paid their invoices. \$6,300 has been received so far.

L. Newsletter (Andy Cox). Nothing to report.

M. YP Chair (Juan Salazar). A March event is in the planning phase.

II. Other/New Business –

a. None.

III. Adjournment – President Hiebert adjourned the meeting at 11:39 a.m.

Meeting minutes recorded by:
Dalton Vann on 3/13/18
Chapter 36
International Right of Way Association

Dalton Vann, Secretary