

Draft ☐ Amended & Approved ☒

MEETING MINUTES			
Meeting: Regular, Scheduled		Chapter 36 Board Meeting	
Date:		May 8, 2018	
Time:		10:10am	
Location:		Texas Star, 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Newsletter Chair	Andrew Cox	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Programs Co-Chair	John Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Programs Co-Chair	Leighton Gambill	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
PDC - 2 Year	Sarah Riebe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PDC - 3 Year	Jace Whatley	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Guests: N/A			
Others Members in Attendance: N/A			



CHAPTER 36
Meeting of the Board of Directors
Tuesday, May 8, 2018

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

Motion: Motion to approve April 2017 Meeting Minutes by Margaret Lein
Second: Lora Gunter

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

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

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

Motion: Motion to accept and approve April 2018 financial report by Marcus Boyd
Second: Sarah Riebe

President Bennett called for a discussion or questions then called for a vote to approve the March 2018 financial report, including an ending balance of **\$55,611.89**.

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

- V. Membership Chair, Denise Lopez presented no (0) new members for Board approval [handout]. This month's estimated membership total is 441. There were no transfers.

Motion: Motion to approved by TJ Smith
Second: Juan Salazar

Vice President Bennett called for a discussion. None held.

Vote: Motion unanimously carries



VI. Announcements

- A. Spring Seminar wrap up - Kristen Bennett reported the Spring Seminar sponsorship, coordination and golf tournament went well. Tents for golf sponsors was an additional, unexpected cost. Despite the cancellation of the last speaker, the seminar was well received. TREC continuing education credits are increasingly difficult to get because of TREC's changing requirements for instructors. The course number for TALCB credit is now on the website and will be in the newsletter. There were many people who volunteered and helped make the event a success.
- B. Star Chapter roll-out timeline – TJ Smith. All they need is a member roster. The website transfer will begin over the Summer and the new site should launch by the Fall. Several board and committee members will be trained to use it. Lora Gunter has an option for storing historical records outside the Star Chapter site.
- C. Donald Sherwood Scholarship – Jimmy Thomas for Karen Stearman. The committee recommended eleven (11) awardees. Nine (9) are recommended for \$1,000 scholarships and two (2) for \$500 scholarships. Next year, merit-based scholarships should be given more consideration and the budget should be adhered to.
 - a. Moved: Marcus Boyd
 - b. Second: Kristen Bennett
 - c. Motion passed unanimously.
- D. IRWA Edmonton, AB Conference – Leadership Session Wed., June 27, 8am–11am. The Chapter is paying for board members to be there so they are expected to attend leadership events.

I. Discussion Items

- E. Job Postings and RFP postings in newsletter – Discuss parameters. Brief descriptions will be accommodate. Long posts will be condensed.
- F. Credit card pay at the door – Lora Gunter provided feedback from taking digital payment at the door at the last meeting and Spring Seminar and it is working well.



- G. Bylaws Revisions – Leighton Gambill for Dorrien Himes. President Hiebert discussed the need to sign the bylaws and Policies and Procedures. Approval will be tabled until June.
- H. Discuss today’s General Membership election process. Andrew Cox will be officiating the election.
- I. The topic of new nametags will be tabled until the June Meeting until Denise Lopez can bring in samples.
- I. Committee Reports
 - A. Vice President (Kristen Bennett). A new social media committee member will likely be added next year.
 - B. Treasurer (Lora Gunter). Not present.
 - C. Secretary (Dalton Vann). Nothing to report.
 - D. Director – 1 Year (Karen Stearman). Not present.
 - E. Director – 2 Year (Marcus Boyd). Mr. Boyd encouraged the board to voice concerns when we find problems with the International website and when we do not receive the service we need. The intent is to help the organization to improve. These concerns will be voiced to Tim Drennan at the June meeting.
 - F. PDC Chair (Michael Hale). Not present. Sarah Riebe reported there will be several people who have earned certifications.
 - G. Education Chair (Jimmy Thomas). 501 is the only class left this fiscal year. The education is currently running a profit for the year. The education committee recommends John Bennett for the three-year education committee position. The board agrees that he has been an active and valuable Chapter member and is deserving of the position on his own merit.
 - H. Membership Chair (Denise Lopez). Nothing to report.
 - I. Programs Co-Chairs (Leighton Gambill & John Bennett). The speaker for the next monthly meeting is in progress.
 - J. Web Site Chair (TJ Smith). Star Chapter charges an initial setup fee of \$899 and \$100 per month. This will be cheaper in the long run compared to our current service.
 - K. Advertising & Marketing Committee (Margaret Lein & Sherry Smith). Nothing to report
 - L. Newsletter (Andy Cox). Nothing to report.



- M. YP Chair (Juan Salazar). Not present.
- II. Other/New Business –
 - a. None.
- III. Adjournment – Vice President Bennett adjourned the meeting at 11:39 a.m.

Meeting minutes recorded by:
Dalton Vann on 5/8/18
Chapter 36
International Right of Way Association

A handwritten signature in blue ink, appearing to be "Dalton Vann", with a long horizontal flourish extending to the right.

Dalton Vann, Secretary