



Draft ☐

Amended & Approved ☒

MEETING MINUTES

Meeting: Regular, Scheduled	Chapter 36 Board Meeting		
Date:	November 11, 2019		
Time:	10:01 am		
Location:	BlueJeans Virtual/Telephone Conference Meeting		
Officers – 2019-2020		In Attendance	Absent
President	Lora Gunter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice-President	Dalton Vann	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasurer Spring Seminar Co-Chair	Jennifer Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary	Sarah Riebe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director-1 Year	Kimberly Hiebert	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director-2 Year	Kristen Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PDC Chair	Denise Lopez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Committee Chairs		In Attendance	Absent
Education Chair	Will Snider	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Young Professional (Chair)	TJ Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Programs Co-Chair	Christi Glendinning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Programs Co-Chair	Juan Salazar	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Website	Darrin Ruot	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Media	Gina Phalen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newsletter Chair	Andrew Cox	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Relations & Marketing	Tommy Matthews	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Historian	Clara Castaneda	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Membership Chair Spring Forum Co-Chair	Leighton Gambill	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Registration Co-Chair	Darlene Snow	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registration Co-Chair	Ana Salazar	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Committee Members		In Attendance	Absent
Education - 2 Year	John Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education - 3 Year	Dorrien Himes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Education Coordinator	Lauren McCarthy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PDC - 2 Year	Matt Lance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PDC - 3 Year	Jeremy Duskin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ITC Liaison	Miriam Salazar	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Membership Committee	Budd Rodgers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Attendees: none			



CHAPTER 36
Meeting of the Board of Directors
Tuesday, November 11, 2019
BlueJeans Virtual/Telephone Conference Meeting

- I. 10:01 a.m. – President Gunter called the meeting to order.
- II. Secretary - Roll Call - quorum confirmed with Director Bennett.
- III. POY/EOY/YPOY Committee Chair, Greg Cook recommended the following members for the– Chapter 36 2019 *Employer of the Year* and *Professional/YP of the Year* awards. President Gunter called for discussion or questions and then for a vote of the recommendations.

Employer of the Year Recommendation: O'Brien Realty Advisors

Motion to approve by Greg Cook. Second by Jennifer Hall. Vote: Unanimously carries to approve.

Young Professional of the Year Recommendation: Will Snider

Motion to approve by Greg Cook. Second by Dalton Vann. Vote: Unanimously carries to approve.

Professional of the Year Recommendation: Kristen Bennett

Motion to approve by Greg Cook. Second by Kim Hiebert. Vote: 6 to approve, 1 abstained

- IV. Approval of Board Meeting Minutes – October 2019

Motion: Motion to approve October 2019 Meeting Minutes by Kristen Bennett.

Second: Sarah Riebe

President Gunter called for a discussion or questions then called for a vote to approve Minutes.

Vote: Motion unanimously carries to approve the October 2019 Meeting Minutes.

- V. Approval of Financial reports – October 2019

Motion: Motion to approve October 2019 financial reports by Sarah Riebe.

Second: Kristen Bennett

President Gunter called for a discussion or questions then called for a vote to approve the October 2019 financial report, including an ending balance of \$59,705.16.

Vote: Motion unanimously carries to approve the October 2019 financial report.

- VI. Membership Chair, Leighton Gambill was not present to recommend approval of new members.
- VII. President Gunter recognized our Veterans and stated the Boards appreciation for their service.



VIII. Discussion / Action Items

- A. VP Dalton Vann/Region 2 Forum Committee– Region 2 Spring Forum/Spring Seminar
 - a. Venue/Date Update – Vice President Vann reported that Houseman has finalized the contract with Texas Motor Speedway. The dates are April 1, 2020 is the Golf Tournament and Region reception; April 2, 2020 is the Spring Seminar and reception; April 3, 2020 is the Region 2 Forum.
 - b. Discussion of revising budget to cover the additional Region 2 Forum and receptions costs. It was decided that a proposed revised budget would be presented at the December meeting.
- B. President Gunter announced the New Member Acquisition Campaign was held in October. This was a joint meeting with the YP's. 22 were in attendance and we had new members join.
- C. Juan Salazar/Christi Glendinning– End of Year event update
 - a. Mr. Salazar reported that an announcement would be made as a reminder of the event and the security requirements the venue will be.
 - b. Discussed having a table decorating contest. Programs will coordinate and make announcement.
 - c. Auction Items are still needed. Ana Salazar will lead organization on all items received.

IX. Officer / Committee Reports

- A. Vice President (Dalton Vann) – nothing further.
- B. Treasurer (Jennifer Hall) – nothing further.
- C. Secretary (Sarah Riebe) – nothing further.
- D. Director – 1 Year (Kim Hiebert) – nothing further.
- E. Director – 2 Year (Kristen Bennett) – nothing further.
- F. PDC Chair (Denise Lopez) – nothing further.
- G. YP Chair (T.J. Smith) – Planning the White Elephant Gift Exchange party – details to follow.
- H. Education Chair (Will Snider) – Course 421 had 26 attendees and showed a great profit.
- I. Membership Chair (Leighton Gambill) – not in attendance.
- J. Programs Co-Chairs (Juan Salazar & Christi Glendinning) – 2020 luncheons are booked with the exception of 2 months.
- K. Region 2 Forum Co-Chairs (Jennifer Hall & Leighton Gambill) – nothing further.
- L. Website Chair (Darrin Ruot) – Asks that members verify information on the website.



- M. Advertising & Marketing Committee (Tommy Matthews) – Will be sending an e-blast on upcoming courses.
- N. Newsletter (Andy Cox) – not in attendance
- O. Social Media (Gina Phalen) – nothing further.
- P. ITC Liaison (Miriam Salazar) – nothing further.
- Q. Historian (Clara Castaneda) – Coordinate publishing to social media with Gina Phalen.
- R. Registration Co-Chairs (Darlene Snow & Ana Salazar) – nothing further.
- X. Adjournment - goal to adjourn at 11:20 a.m.

Meeting minutes recorded by:
Sarah Riebe, SR/WA, R/W-NAC on 11/11/19
Chapter 36
International Right of Way Association

Sarah Riebe, SR/WA, R/W-NAC, Secretary

Chapter 36

1001 Checking - B of A, Period Ending 10/31/2019

RECONCILIATION REPORT

Reconciled on: 11/08/2019

Reconciled by: Jennifer Hall

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	56,037.96
Checks and payments cleared (4).....	-544.52
Deposits and other credits cleared (11).....	4,211.72
Statement ending balance.....	<u>59,705.16</u>

Uncleared transactions as of 10/31/2019.....	-3,006.89
Register balance as of 10/31/2019.....	56,698.27
Cleared transactions after 10/31/2019.....	0.00
Uncleared transactions after 10/31/2019.....	-3,728.41
Register balance as of 11/08/2019.....	52,969.86

Details

Checks and payments cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/04/2019	Check	2816	Johnny Rivera	-29.32
10/05/2019	Expense		StarChapter	-100.00
10/07/2019	Expense	2817	Lora Gunter	-390.22
10/11/2019	Check	2818	Trophy Arts	-24.98

Total -544.52

Deposits and other credits cleared (11)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/24/2019	Deposit		Commercial Appraisal Assoc.	40.00
10/24/2019	Deposit		Paragon Partners	400.00
10/28/2019	Deposit			1,671.24
10/29/2019	Deposit		Paramount Valuation Services...	300.00
10/29/2019	Deposit		Texas Appraisal Team	300.00
10/29/2019	Deposit		Donald J. Sherwood LLC	300.00
10/29/2019	Deposit		Heritage Brokerage Services ...	300.00
10/29/2019	Deposit		Sendero Appraisals, LP	300.00
10/29/2019	Deposit		Daniel Wright	300.00
10/29/2019	Deposit		OBrien Realty Advisors, LLC	300.00
10/31/2019	Deposit		Bank of America	0.48

Total 4,211.72

Additional Information

Uncleared checks and payments as of 10/31/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/24/2019	Check	2819	Paragon Partners	-501.11
10/28/2019	Check	2820	Brookhaven Country Club	-2,505.78

Total -3,006.89

Uncleared checks and payments after 10/31/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/05/2019	Expense		StarChapter	-100.00
11/05/2019	Check	2821	City Club of Fort Worth	-3,628.41

Total	-3,728.41
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Chapter 36

BALANCE SHEET

As of October 31, 2019

TOTAL	
ASSETS	
Current Assets	
Bank Accounts	
10 CASH & BANK - DO NOT USE	
1000 Petty Cash / Cash in Hand	0.00
1001 Checking - B of A	56,698.27
Total 10 CASH & BANK - DO NOT USE	56,698.27
Total Bank Accounts	\$56,698.27
Total Current Assets	\$56,698.27
Fixed Assets	
1908 Equipment	356.14
1909 Accum Depr - Equipment	-83.10
Total Fixed Assets	\$273.04
TOTAL ASSETS	\$56,971.31
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
3500 Retained Earnings	53,259.77
Net Income	3,711.54
Total Equity	\$56,971.31
TOTAL LIABILITIES AND EQUITY	\$56,971.31

Chapter 36

PROFIT AND LOSS

October 2019

	TOTAL
Income	
4020 Interest & Dividend Income	0.48
4667 Advertising Income	2,500.00
47 SEMINARS & CONFERENCES INCOME	
9750 Other Conventions & Meetings	1,775.00
Total 47 SEMINARS & CONFERENCES INCOME	1,775.00
Total Income	\$4,275.48
GROSS PROFIT	\$4,275.48
Expenses	
501 COURSE EXPENSES	530.43
60 SEMINARS & CONFERENCES EXPENSES	
5085 Spring Seminar Expense	24.98
6500 Other Conventions and Meetings Expense	2,896.00
Total 60 SEMINARS & CONFERENCES EXPENSES	2,920.98
80 ADMINISTRATIVE EXPENSES	
7100 Bank Charges & Credit Card Fees	63.76
7990 Website Expense	100.00
Total 80 ADMINISTRATIVE EXPENSES	163.76
Total Expenses	\$3,615.17
NET OPERATING INCOME	\$660.31
NET INCOME	\$660.31

IRWA CHAPTER 36 MARKETING COMMITTEE REPORT
November 11, 2019

NAME	INVOICE DATE	AMOUNT	DATE OF CHECK	CHECK #	AMOUNT RECEIVED	SUBMITTED TO TREASURY	LOGO ON WEB/N wsltr	Notes
CBRE Valuation & Advisory Services	10/09/19	\$300.00						
Blackbird Right of Way LLC	10/09/19	\$300.00						
Baker Moran	10/09/19	\$300.00	10/25/19	4571	\$300.00	11/11/19		
Charles Stearman	10/09/19	\$300.00	10/26/19	2729	\$300.00	11/11/19		
Commercial Appraisal Associates	10/09/19	\$300.00	0/11/2001	2708	\$400.00	11/11/19		
Donald J. Sherwood, LLC	10/09/19	\$300.00	10/17/19	1102	\$300.00	10/24/19		
O'Brien Realty Advisors, LLC	10/09/19	\$300.00	10/19/19	37692903	\$300.00	10/24/19		
HBS Real Estate	10/09/19	\$300.00	10/22/19	2135	\$300.00	10/24/19		
Paramount Valuation Services	10/09/19	\$300.00	10/12/19	2303	\$300.00	10/24/19		
JLL Valuation & Advisory Services	10/09/19	\$300.00						Waiting on current W-9 - (Sent 10/25/2019)
Oncor Electric Delivery Co.	10/09/19	\$300.00						
Overland, Pacific & Cutler, LLC	10/09/19	\$300.00						
Sendero Acquisitions, LP	10/09/19	\$300.00	10/19/19	3911	\$300.00	10/24/19		
Texas Appraisal Team	10/09/19	\$300.00	10/18/19	2769	\$300.00	10/24/19		
Sendero Appraisals, LP	10/09/19	\$300.00						
Dan Wright (DW Appraisal)	10/09/19	\$300.00	10/18/19	7265	\$300.00	10/24/19		New Logo
WFG National Title Company	10/09/19	\$300.00	11/04/19	1307149	\$300.00	11/11/19		
Paragon Partners	10/10/19	\$300.00			\$400.00	11/01/19		Check was sent directly to Jennifer.
DFW Advisors	10/11/19	\$300.00						
HDR, Inc	10/11/19	\$300.00						Need IRWA Invoice (Sent 10/25/2019)
		\$0.00						
		\$0.00						
		\$0.00						
		\$0.00						
		\$0.00						
		\$0.00						
		\$0.00						
		\$0.00						
TOTAL INVOICED		\$6,000.00						
TOTAL RECEIVED					\$3,800.00			

Westwood Multi-Disciplined Surveying & Engineering

Cancelled

Education Profit
IRWA Chapter 36
Fiscal Year 2019-2020

Date	Course #	# of Students	Course Name	Profit	CHiP
7/10/2019	501	13	Residential Relocation Assistance	(\$310.25)	\$130.00
9/5/2019	502	12	Non-Residential Relocation Assistance	\$1,220.00	\$120.00
9/23/2019	105	13	Uniform Act Executive Summary	\$660.93	\$130.00
10/9/2019	801	8	US Land Titles	\$481.00	\$80.00
11/5/2019	421	26	The Valuation of Partial Acquisitions	\$2,561.60	\$260.00
12/4/2019	218	8*	Right of Way Acquisition for Electrical Transmission Projects		
1/23/2020	703	1*	Real Property/Asset Management		
2/10/2020	803		Eminent Domain Law Basics		
Mar-20	901		Engineering Plan Development and Application		
Mar-20	902		Property Descriptions		
Mar-20	100		Principles of Right of Way Acquisition		
Apr-20	203		Alternative Dispute Resolution		
Apr-20	SR/WA		SR/WA Study Session		
Total Profit Fiscal Year				\$4,613.28	\$720.00
	12	72			
		14.4			



Check From HQ