



**Region 3 Fall Forum
Minutes
September 23,
2019, Drury Plaza
Hotel
355 Chesterfield Center East
Chesterfield, MO**

HOST: CHAPTER 37

Our Purpose: *We improve people's quality of life through infrastructure development.*

Mission: *We empower professionals by elevating ethics, learning, and a standard of excellence within the global infrastructure real estate community.*

Core Values:

- **Integrity:** *We are role models that embody the highest standard of ethical practice.*
- **Excellence:** *We constantly improve our products, our services and ourselves.*
- **Flexibility:** *We embrace our continually changing environment to adapt to the needs of our stakeholders.*
- **Collaboration:** *We engage our members, partners and other stakeholders to build a shared body of knowledge and experience.*
- **Leadership:** *We shape our future through courage, clarity and transparency.*

1) The meeting was called to order at 8:00 a.m., by Penny Rolf, SR/WA, RW/RAC, R/W NAC, Region Chair

2) Roll Call/Introduction of guests/first-time attendees.

Carrol McCracken, SR/WA, Region Secretary/Treasurer took roll call for the chapter directors in attendance:

Chapter 5 – Natalie Meighan, SR/WA

Chapter 20 – Mindy Leadholm, SR/WA and Ben Barker, SR/WA, R/W-NAC, R/W-RAC

Chapter 37 – Teresa McClure and Paula Priest

Chapter 41 – Jay Walton and Amanda Vande Voorde, RWA

Chapter 72 – Ray Barchenger, SR/WA

Chapter 78 – Joel Walker, SR/WA, and Jeremy Marlar

There were five or six first time attendees. Our guest from IRWA staff was Tim Drennan.

3) Housekeeping and Forum Events Review.....Roger Osthoff

- a. Roger welcomed everyone and talked about the Young Professionals event the night before where there were approximately 20 attendees. He also pointed out the housekeeping items for exits, lunch, and where the breakout sessions would be held. 50/50 drawing for RWIEF fundraising and the class the next day were also discussed.

4) IRWA Purpose.....Penny Rolf

- a. Tables had discussions on the purpose and mission of our organization. After discussions were held, each table provided examples. This could be a good activity for Chapter meetings

5) Safety Moment.....Dan Lesher, SR/WA, Region Vice Chair

- a. Discussed exit routes at the hotel. If there was an emergency, the hotel staff will contact us. Carrol was designated as the 911 contact.

6) Approval of Region Caucus Minutes.....Carrol McCracken, SR/WA

- a. Carrol mentioned the email of the Caucus minutes going out to Chapter leadership who should have forwarded them on to all members. There were no questions.
- b. There was a motion by Roger Osthoff to accept the minutes and a second by Joel Walker. There was no further discussion and the motion passed.

7) Treasurer's Report.....Carrol McCracken

- a. Carrol reported had emailed the ledger and a Profit and Loss Statement for the last fiscal year (June 30, 2018-July 31, 2019). The last fiscal year showed a loss of \$31.78.
- b. He had also emailed the ledger and a Profit and Loss Statement from July 1, 2019, to September 17, 2019. It shows a loss of \$999.79 which included one sponsorship for Young Professional to attend the IRWA Annual Education Conference.
- c. Current treasury funds stand at \$4,904.79, of which \$2685.36 is designated for Young Professionals.
- d. There were no questions. There was a motion by Ben Barker to accept the treasurer's report and a second by Ray Barchenger. There was no further discussion and the motion passed.

8) IGC Meeting – Chair/Vice Chair Reports.....Penny Rolf and Dan Lesher

Background: The International Governing Council and Region Vice Chairs met Friday, Sept. 13 and Saturday, Sept. 14, 2019, in Long Beach, CA.

Action: Provide a summary of topics discussed and vote(s) taken.

- a. **IGC Action Items** – List of items from the June IGC meeting in Portland drafted by International President Aimie Mims, SR/WA,

- i. Policy and Procedures manual updates: To review the Policies and Procedures and provide recommendations on areas that need to be updated (initial item was to remove the IEC from needing approval for the Members at Large for the Committees). The goal is to end up in one master manual rather than multiple pieces, so we all operate in the same manner.
- ii. Incentive Proposal – this will be discussed later in this meeting. The goal is to develop a new incentive proposal for the IGC to review at the September 2019 IGC meeting based on the three options presented at the IGC meeting and from comments received.
- iii. Revisions to Policies and Procedures Manual concerns by International Nominations and Elections Committee. The goal is to have a copy of the redlined INEC Manual provided and sent to the IGC and to have the INEC Committee Chair come and present to the IGC during the September Meeting.
- iv. Staff to investigate how many different pathways have members ready for these designations and work with staff to develop the new artwork and pins and will report back to the IGC during the September IGC Meeting. There are four different IRWA designations (oil and gas, transportation, general, and electric and utility which do not have pins designed for those areas. Approved pins for those designations and 100 of each will be ordered for \$1,750.
- v. There is a 100-day plan being used by Aimie Mims, SR/WA. International President, and Daniel Stekol, Interim CEO, going over action items with the departure of Mark Rieck. Daniel and Aimie will meet bi-weekly to go through action items.
- vi. Finalize a new Course Survey Form to be used at the end of each course. This is a two-part component to look at scope and cost and will have this ready to present at the September IGC Meeting, and this will be added to the 100-Day plan Daniel is creating will coordinate with Fred Easton to complete. **This has been completed and is in use.
- vii. Develop a formal process within the Policies and Procedures to move more into a digital environment for all communication and delivery of data. This also is to be added to the 100-Day plan the Daniel is creating and will organize this effort with Rakhshan Mazarei, Chief Financial Officer, on how best to move into a digital environment and report back to the IGC with both recommendations along with a scope and cost estimate at the September IGC Meeting.
- viii. Complete updated IRWA Expense Form to help categorize alcohol spending and that all reimbursement forms/claims are to go to Rakhshan, Daniel or Courtney Piscitelli, Assistant Controller, and they will be able to route them appropriately. This form to be ready on July 1, 2019. From July 1, 2019, to June 30, 2020, they will be tracking alcohol expenditures to make decisions on whether they will make any reimbursement
- ix. February 2020 there will be another IGC face-to-face meeting to work on recommendations from the Governance Task Force which can be voted on at the IRWA International Education

Conference in June 2020. It will be a \$56,000 expense that was not in the budget. This is expected to be a one-time meeting. It seems like there are some positive discussion and momentum within the IGC.

- b. Recertification Process for CLIMB Instructors** – There is a change coming on how you will recertify. A total of 40 credits will be required. You must instruct at least two courses within a five-year period. Two courses can total up to 16 hours, three could total up to 24 hours. If you do not teach at least two courses, any other credits you have will not count. Other options to get credits are the completion of a future Climb course, Climb Learning and Action at the annual conference, an instructor refresher course, and Course 219 and Course 102. This information will be available on the website.
- c. IRWA Financial Audit/Finance Committee** –
- i. During the IGC meeting, there was a report on an audit and updated financial reports. The audit results were good.
 - ii. Brett Farner, Finance Committee member, spoke about the finance meeting held this September as a group and looked at the last fiscal years P&L Statement and where money was and was not spent. Started last year with Jake Farrell, SR/WA, International Vice President, and the finance committee paying more attention to the budget. It isn't just HQ; it is all levels where there is poor financial management. It isn't bad, but we need to watch what is budgeted versus expended. Nothing said today dealt with Region 3
 - Some items had overspending
 - Other areas showed Communities of Practice having a budget of \$12,000 and they spent \$600. Did they even know they had any funds?
 - Some Chapters had signators on their checking accounts who were past leaders. Please check with your bank to ensure this is updated annually.
 - Regions also have a budget for travel for leadership to their Chapter meetings and for going to the Annual Conference and IGC meetings.
- d. Policy and Procedures update** – Judy Jones, SR/WA, International Secretary, is working with Counsel on changes. It has been a lot of work and some changes affect others. We want to make sure what we are doing is what is allowed in the Policy and Procedures.
- e. Strategic Plans – Reviewed/Quarterly Updates** – President Mims has asked each Committee and Community of Practice to keep updated strategic plans and ensure they are updated at least quarterly. It will be nice to have a record of the goals and direction of each of these groups. Roger Osthoff, who is the Region representative on the International Transportation Community of Practice mentioned this COP has been asked to develop a program to provide direction for assistance with finding speakers for presentations at Region and Chapter meetings.
- f. Pathway Scheduling Process** – HQ has been putting together a bank of courses that may be able to be offered at a discount to assist people to get to their designation. Dan will discuss it later.
- g. CEO Search/HR Firm** – With Mark Rieck being gone, Daniel Stekol is

filling in as interim CEO. The search firm has put out a request for CEO candidates. An HR firm has also been hired to help with policies and reviews. Moral has been down at HQ. There is \$125,000 budgeted for these items and they hope to have a new CEO in place by the next Annual Conference.

- h. Conflict of Interest Forms** - These are due by July 1 each year from every officer or committee person. Region 3 forms have all been completed and turned in, but the process overall is not organized. At next year's caucus at the International Conference, conflict of interest forms will be circulated for signatures. An explanation of the form's purpose and the need was provided. It can be mailed or emailed. Dan and Penny will send out the new form. Please feel free to copy Tim Drennan on any form submittals.
- i. Membership Renewals** – You can renew online, and a paperless option is available for the magazine.
- j. RWIEF –**
 - i. POTY** – Over the last 5 years, the \$500 award for this recognition as Region Professional of the Year has only been used by about ½ of the recipients. Please use it for your benefit.
 - ii. 20/20 scholarships** – Craig Poorker, SR/WA, will discuss later
 - iii. Monday night event** - \$30,000 profit
- k. IGC Mtg for Chairs and Vice Chairs** – A meeting has been scheduled for Feb. 28-29, 2020, in California. This was to provide an additional opportunity to act on items proposed in the Governance Task Force report.
- l. IGC/Vice Chair Meeting in 2020** – An IGC Vice Chair meeting has been approved for Thursday morning after the International Conference. This provides an opportunity to gather and get to know other members and some education on issues and work rather than starting with a conference call.
- m. IGC Vice Chair Dan Lesher.**
 There was the IGC meeting on September 13-14 in California. As a Vice Chair, he is there to listen to the issues but doesn't have a voice or vote. Vice Chairs are on varying terms. Valuable time to learn and get to know other Vice Chairs, understand their challenges, share ideas, offer ideas towards solutions, and promote education. Jake is the representative and he chaired a breakout session with a discussion on improvements and goals for the next year. Education is key at the Region level.
 - i. Communication is key as we aren't all local**
 - Penny has regular conference calls with the regions
 - Dan encourages Chapter Presidents to include their Education Chairs join on these calls and have Education Chairs attend the Region Forums to build momentum in the organization.
 - Will have bi-monthly Vice Chair calls to share ideas
 - ii. The goal will be to have a seamless transition to Carrol as incoming Vice Chair**

9) Education Update.....Dan Lesher

- a. Goal to have training for how to hold and the benefits for classes.**
 There will be a call on October 3 for Education/Membership Chair training. Tim Drennan gave a brief of the time and what will be

discussed. This call will be recorded for sharing and for later review. Dan will also be attending this call. If an Education Chair cannot attend, hopefully, the Chapter can have another Chapter officer on the call. There will also be a President and Treasurer call on October 2.

- b.** Dan would like to see an educational component at each Fall Forum where the Vice Chair can give a presentation on putting on a course, or where the Region is for putting on courses.
- c.** Looking for a 10% increase in courses offered attendance in our region and across the entire Association. Dan will be emailing the Chapter Education Chairs to work towards this goal.
- d.** Dan showed a PowerPoint slide showing Education Chairs and Climb certified instructors for our Region. It was mentioned a column could be added showing what courses each instructor is certified to teach. Information is also available elsewhere on the website.
- e.** There was a discussion on the Winter \$300 Incentive to hold any course.
- f.** Showed what New Orleans did for course promotion working in conjunction with IRWA HQ and how it has benefited other Chapters. Chapters are offering packages of 4 courses, pay for and attend there and then the fourth one is free. The Region and HQ are willing to help with holding and promoting courses.
- g.** If Chapters have less than \$10,000, there are ways to assist financially. Contact Tim Drennan if you are interested in the Back Stop Program.
- h.** Brett Farner mentioned a plan Rahkshan put together where a Chapter or Region could hold courses that would guide members toward certification. Certifications haven't been growing. Maybe Region 3 could work towards this plan. Discussion on the existing 3-year calendar which may work members towards certification and re-certification. Some people may not be working toward certification but take courses important to their work. Certification versus training.
- i.** More discussion on time required to get certification before courses would expire. Past plans had different rules, but now it is 5 years before expiration

10) Governance Task Force Update.....Penny Rolf/Carrol McCracken

- a.** Everyone should have the full report emailed by Penny Rolf and a Summary document by Carrol
- b.** The GTF spent a good amount of time reviewing history, which was important for some to have a foundation on why people wanted change in the first place.
- c.** In Portland, the GTF finished the review and worked on recommendations. The next few months were spent building and finalizing the report which was accepted by IGC on September 13.
- d.** The group did two surveys, one which didn't get a lot of responses, along with the input from Region Forums. The last survey received about a 12% response from the membership.
- e.** The first recommendation, which was accepted, was to cancel the governance project. Only 16% of the last survey respondents felt any need for governance changes. If there were changes desired in

Chapters and Region boundaries, it was felt these would better come from grassroots efforts rather than top-down.

- f.** Communications improvement was recognized. Need guidelines for timely communication and responses. People are now flooded with communications, but it is good information.
- g.** Transparency was a desire of the membership. There will be items that can be transparent, but there will always be discussions and issues that need to stay confidential as well.
- h.** Full and Fair Representation: There has been a recommendation for the IGC to work on a way to implement International Chapters to have representation on the IGC. There are bylaw restrictions in our current documents where a Region must consist of 3 chapters within a geographic area. There was a discussion on an option where one International chapter could be on the IGC on a rotating basis.
- i.** Representation on the IGC by COP's and Committees has been desired. Right now, they are providing quarterly updates to President Mims and the recommendation was to continue with this to see if this works.
- j.** The number of Directors/Size of IGC.
 - i.** The GTF has recommended there could be discussions on Past Presidents being on the Advisory Council. Current Past Presidents are on for life, but an option was mentioned that existing Advisory Council members stay on, but future Past Presidents have a five-year term.
 - ii.** For financial reasons, some small chapters struggle with getting directors and other leadership, let alone funding for travel expenses and registration fees. This will also be discussed at the IGC level.
- k.** There was a recommendation for competency-based leadership training. Some of the leadership videos disappeared from the IRWA website that Carrol found beneficial. He mentioned the checklist for transitions for Chapter Presidents. Along with this, there should be some review of leadership training materials and building effective volunteer training. Please read through this information on the Member Network
- l.** There will be a few revisions and a final report to be distributed. It will have a new cover page, some of the actions, and additional survey responses from Region 2 which were too late for the report to the IGC. The GTF will be on a conference call, possibly in November to debrief. That will be the end of the GTF unless the IGC assigns other duties.
- m.** There was a question on how the final phase of the governance project was different than the recommendation of the GTF. The final phase of the governance project didn't appear in Edmonton had incomplete communication and there wasn't an option to keep our existing model. Some of the changes are options we could consider, but it was felt the Governance Project (at least by this name) was doomed because of the past actions. Penny added the recommendations from the GTF will be

discussed at the upcoming IGC meeting in February. If the IGC gets to a point where they can make recommendations, they will be presented at the 2020 Annual Conference. Carrol added the original goal of the Governance Project was to discuss bringing on representation from the International Chapters into the IGC, and that purpose and focus morphed into something else including a realignment of the United States and Canada. The focus may now be back to the original goal. Penny added that everyone is still open for comments and suggestions. Carrol mentioned 84% of the membership in a survey with 1,200 people responding seemed to tell us what our membership wanted/or didn't want.

11) Officer Position/Duties.....Penny Rolf

- a. There are descriptions for Officer duties on the Chapter Tool Kit website. If you are an incoming officer, please review the information on this website.
- b. Presidents, please share this information with your officers.
- c. There is training at all the Annual Conferences
- d. Transition planning is always good for all officers, especially the Treasurer.
- e. There is a hope we can provide some leadership training at the next Fall Forum.

12) Updates: ChP Program and Member Incentives.....Tim Drennan

- a. The upcoming \$300 per course incentive that is being offered this winter was mentioned again. If you have more than one course, it applies to every course, not one.
- b. Tim explained the Association's 4Rs of Membership: Recruitment, Renewals, Retention, and Reinstatement.
- c. New membership campaign starting in October. Two Chapters with Region 3 are working with this program.
 - i. Set up an event that is a stand-alone, new member-driven.
 - ii. Give HQ the details, they will provide marketing materials and swag.
 - iii. Collect a roster of attendees, which you provide to HQ for follow up with an application
 - iv. A chapter can receive up to \$300 event reimbursement for food, etc.
 - v. The applicant will have \$25 application fee waived
- d. For Chapter income, Education chairs work at holding courses.
- e. For Retention and Renewal – went over retention rules and renewal process IRWA should follow.
- f. Courses should go through the Pathway schedule and provided examples from New Orleans, Salt Lake City, and Las Vegas.

- g.** HQ can help with the dissolution or start of a new Chapter. Tim went over the process.
- h.** Showed a sponsorship plan from Chapter 20 and discussed how they can benefit a Chapter or Region.
- i.** A lot of improvements and projects are going on at IRWA for member benefit.
 - i.** Member ID added to the Member Profile page
 - ii.** Access to your last 20 invoices on Member Profile page
 - iii.** Choose Digital or Print ROW Magazine
 - iv.** New registration link on the bottom of each course page
 - v.** Removal of Chapter officer contact info from the website (decrease spam)
 - vi.** Website's Education tab fixed
- j.** There was a discussion on possible ways to get one article out of an electronic version of Right of Way Magazine.
- k.** There was also a discussion on the use of credit cards for holding venues and other advance expenses. The policy says we are not supposed to have credit cards, but some governing staff has them. Some chapters have debit cards, but not credit cards. Obviously we don't want a revolving set of officers to have access to a line of credit. Standard practice right now is to have people hold expenses with a personal credit card.
- l.** A new Chapter Incentive Plan was just established last week and presented. This detailed cash incentives for membership growth, classroom courses, online courses, and increases in classroom participant count.
 - i.** The new plan will begin on January 1, 2020.
 - ii.** Membership Growth, Renewal, and Compliance goals have not changed.
 - iii.** If someone from a Chapter takes an online course even though the same course is held by their Chapter in a classroom setting, the Chapter will receive \$150.
 - iv.** A Chapter will receive \$10 for any of their Chapter members taking an online course (cannot be combined with the previous item).
 - v.** If classroom participant count increases by 10%, the Chapter Education Chair will receive up to \$500 assistance to attend the Fall Forum. This will be a reimbursement for money spent. If the Education Chair is already funded by other monies, it can still be used for another Chapter leader.
 - vi.** It cannot be used at this time for the Annual Conference. The feeling was it would be better to get training at your own Region level, plus it would cover more of the cost than the Conference.

- vii. There may be a handout drafted for Region and Chapter use.

- 13) Awards and Voting Directors.....Michelle MacMillan, SR/WA**
- a. **Region Professional of the Year** –Nominations to Reg. Chair by 12-31-19. Last year the three region officers reviewed them and came up with their own scoring. The numbers are then given to Penny for consolidation and then averaged for final scores.
 - b. **IEC Candidacy** – The deadline to declare candidacy is December 1, 2019. If someone decides to run after the deadline, they will be running from the floor. If doing so, please contact Michelle to ensure the person meeting qualifications.
 - c. **Other Awards** – Deadline of Feb. 1, 2020
 - d. **Voting Director Form** – Deadline is May 1, 2020. This is another reason to ensure your leadership form is completed so the INEC knows who to contact as Voting Directors. Send in proxy forms by this same deadline if a director cannot attend.
 - e. **Region Chair/Vice Chair** – Dan Leshar will be running for Chair, Carrol McCracken, Vice Chair. This will be voted on at the Annual Conference. We still need a candidate for Secretary/Treasurer.
- 14) Upcoming Conference Calls.** Penny Rolf mentioned the two upcoming conference calls:
- a. Oct. 2 – 11 AM - President/Treasurer
 - b. Oct. 3 – 11 AM - Membership/Education
- 15) Region Secretary/Treasurer** - There was a call for Secretary/Treasurer Candidates if they wished to do a presentation or introduction by Penny Rolf. No one came forward. Everyone attending was encouraged to submit their name or that of a potential candidate from their Chapter. The website shows the duties. Penny, Dan, and Carrol are open to discussions for anyone who would be interested to give details on the work and time involved.
- 16) RWIEF Update.....Craig Poorker, SR/WA**
- Craig gave an update on Right of Way Education Foundation
- a. 501(c)3 non-profit, so donations could be tax-deductible
 - b. Can accept grants if someone would be interested
 - c. Thanked everyone who attended and sponsored the Portland Monday Night Event and provided details on the event.
 - d. Golf classic fundraiser at the Annual Conference was mentioned and thanked all the sponsors.
 - e. Mentioned the Harley Davidson ride by Steve Grandon as a fundraiser. A few people were off by only 4-5 miles. The actual distance was 1812.4. The winner was from Chapter 37.
 - f. Conference by the Numbers:
 - i. The conference had a little over 1,200 attendees

- ii. The Monday Night event had over 700 attendees with about \$30,000 in proceeds.
- iii. At the Golf Event, there were 108 golfers, with room for 144. It netted about \$20,000.
- iv. There was about \$49,000 raised at the Board of Directors meeting.
- v. Just short of \$100,000 in funds raised in total.
- g. 20/20 Vision Scholarship
 - i. The goal is for use by individuals going after their RWA and RWP certifications. (newer individuals to the profession)
 - ii. There will be 2 recipients from each Region, chosen by the Region leadership.
 - iii. Will fund this starting July 1, 2020
 - iv. RWIEF expects to spend about \$92,500
 - v. There will be more information in Right of Way Magazine
- h. Live and Silent Auction at the Annual Conference
 - i. Handbid will be used again for silent bids for the 2020 Annual Conference.
 - ii. Bids will open June 1, 2020
 - iii. Need items for the auctions.
 - iv. Take pictures of any items and get them to Craig or any RWIEF Trustee for the Handbid app.
 - v. The live auction will be at the Monday night event. Usually 5-6 larger items
 - vi. Check with Craig on where to ship items. Shipping will be between the buyer and the seller.
- i. 2020 Monday night event may be about a half block from the hotel.
- j. Funds from today's 50/50 drawing will go to RWIEF.

17) 2020 ROW Conference Update...Dan Leshner/Mindy Leadholm, SR/WA/Michelle MacMillan

- a. Keynote and Plenary speakers are being arranged. They will be added to the website after contracts are signed.
- b. Website is not shown on the IRWA pages yet, but it is at <https://eweb.irwaonline.org/eweb/StartPage.aspx?Site=mpls20>
- c. Daniel and Jade Meador, Director of Events, will be helping and will be in Minneapolis in October.
- d. Hilton hotel is the venue for the Spring Forum and the Conference. If you can come to the Spring Forum, it will help you at the Conference.
- e. Chapters hosting conferences are responsible for planning the Fun Run. They have a good route in mind. If there are any designers, they would appreciate help with the event shirt. They need them by the end of the year.
- f. Registration may open on November 1, 2019. \$575 for the entire

conference. May be \$225 for an individual day. Chapter 20 may buy some individual discounted one day passes from HQ for their use within the Chapter. It probably isn't useful for other Chapters.

- g.** Michelle will be the Volunteer Coordinator for the 2020 Annual Conference.
 - i.** Estimating the need for 120-150 volunteers.
 - ii.** Will use SignUpGenius.
 - Create an account so when Michelle (through Penny) emails Chapter Presidents, you will be ready to go and sign up for dates and times. Make sure you use your cell phone number and input shirt gender and size. You must sign up as a volunteer by May 1 to ensure shirt orders. Shirts are expected to cost Chapter 20 about \$7,000-8,000, so we hope everyone does their best to keep their schedules.
 - The software will let you add, swap, or drop shifts, and will remind you of your shifts. Michelle will provide instructions. Try to change things yourself prior to contacting Michelle.
 - You don't have to be attending the conference to volunteer. Spouses, significant others or other family members may even be volunteers.
 - HQ is reviewing time slots and volunteer needs.
 - Sign up for and attend the volunteer training session. If you are volunteering, you may want to arrive on Friday before the conference. There may be incentives for attendance like a free membership or conference attendance.
 - If you want to volunteer for session sign changing, you should volunteer all day for consistency.
 - Members should promote this at their Chapters for attendance and volunteering.

18) IEC Update

- a.** Jake Farrell called in with an update on the IEC. He couldn't attend due to significant flooding around his company's power plants.
- b.** Working at number one priority of getting a CEO, and all the members should have seen the posting if they are on social media. A firm that specializes in non-profit CEO recruiting named Sterling Search has been retained. Reports are there is a lot of interest. Looking mainly at the US or Canada candidates, but could still go with an international candidate. Interviews have been set up in November and some finalizing in February.
- c.** As Vice President, he is tasked with working with the Vice Chairs for Education and establishing plans through strategic IRWA goals. Met at a recent IGC meeting to develop Region goals. We will be setting up a bi-monthly meeting schedule. We will be having another IGC meeting in February to prepare for the rest of the year up to the

Annual Conference.

- 19) **Upcoming Spring Forum.... Ben Barker, SR/WA, R/W NAC, R/W RAC**
 - a. Spring Forum will be hosted by Chapter 20, March 15-17, 2020, in Minneapolis.
 - b. It will be hosted at the Hilton which is also being used for the Annual Conference. There will be a tour of the hotel as well as walking around Minneapolis, so we know what is available prior to the Conference.
 - c. A flyer is available.
 - d. Hotel room blocks are open for registration at \$153 per night. The initial block is small, but it can be increased. The room block deadline is February 14.
 - e. Still working on the YP event, Monday night event and which course to offer.
 - f. Please see Ben with any questions or suggestions.

- 20) **IEC Candidates:** Fred Easton spoke about his candidacy for IEC Secretary.

- 21) **Chapter, Community of Practice and Service Committee Updates.** We ran out of time and were not able to provide Chapter, Community of Practice or Service Committee Updates.

- 22) **ADJOURNED.** There was a motion and a second to adjourn. Motion carried and the meeting adjourned at approximately 12:00.

Attendance List: Name then email address

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