



KACHINA CHAPTER 28
 PMB #428
 5025 N Central Avenue
 Phoenix AZ 85012

MINUTES

Executive Board Meeting
 IRWA Kachina Chapter 28
 August 3, 2011

Vision: The International Right of Way Association creates public awareness, trust and confidence in the right of way process, to build a better world.

Mission: The International Right of Way Association will be the central authority for Right of Way Professionals, providing members with the tools they need to build and advance in their careers.

Key Objectives: IRWA has identified the following major strategies to achieve our mission:

1. **Maintain a Vibrant Membership – Retaining and acquiring high quality members.**
2. **Provide Useful Tools – That help members build and advance in their careers.**
3. **Enhance Systems and Support– Empowering and positioning the organization for relevance and growth.**

Those in attendance included:

| | |
|----------------|---------------|
| Mary Smith | Rebekah Louis |
| Ray Warriner | Sharon Dyke |
| Lisa Amos | Sandi Foree |
| Karen Williams | Chris Banks |
| Ken Anderssohn | Robert Sachs |
| Jason Foster | |

CALL TO ORDER

The meeting was called to order on August 3, 2011, by President-Elect Jason Foster at Empire West Title Agency, 4808 N. 22nd Street, Suite 100, Phoenix, AZ 85016 at 4:30PM. He deemed that a quorum was present to properly conduct Chapter business.

- **Adoption of Agenda:**

Reviewed and Approved. First: Ken Anderssohn Second: Karen Williams

Comments or corrections: none

MINUTES AND REPORTS

- **Secretary's Report/July Meeting Minutes**

*Approved First: Ken Anderssohn Second: Karen Williams
Comments or corrections: Correction made to Education report. Remove one sentence referring to March courses.*

- **Treasurer's Report** – Ken Anderssohn July 1-31, 2011

*Approved First: Sandi Foree Second: Jason Foster
Comments or corrections: none*

- **Region 1 Business** - Fall Forum Oct 7-8, 2011, San Jose, CA.

Motion to send 1st and 2nd Year International Directors was proposed – discussion conclusion - no motion is necessary.

- **Old Business:**

- Audit Report – Vance Tuttle not present
- Course for Northern Arizona – Mary Smith and Karen Williams – Rob Sachs suggested 2 day course on eminent domain. Sandi would coordinate. Flagstaff would provide facility. Chapter would provide snacks beverages. Perhaps get CLE credits and ADRE credits could be available. Chapter would sponsor course. Jill Trumpeter would be contact (she works for City of Flagstaff).
- Posting of Secretary Report to be posted on website in Aug. 2011 for July 6, 2011 meeting after approved by Board tonight. We will post all committee reports except Treasurer's Report. We will add to bottom of Secretary Report: "Treasurer's report available upon request from Treasurer@irwachapter28.org."
- Change to By-Laws – This will be necessary to allow vote over phone/webinar. Need to contact Eric Finn. Mary Smith sent email to Eric and is waiting for response. Chapter in California changed their bylaws to allow this. Mary will contact them to get verbiage.
- Webinar meeting. Jason Foster said that APS will pay for webinars. He is setting up the first Seminar meeting next month as a webinar.

- **New Business:**

- 1st Seminar meeting - Jason Foster - Proposed date 3/19-3/22/2012 Jason suggests "Go with the Flow". He proposed we have everything in brown –T-shirts. Handouts, etc. and suggested courses 103 and 417. Discussion on miscellaneous issues involving potential courses and facilitators, giveaways, potential loss, booths,

Jason Foster –

Motion: We allow the chapter to spend up to \$8,000 on the seminar as net negative income. Second: Ken Anderssohn - approved

- Jason Foster will get speaker and speaker's bio for September luncheon.
- Luncheon/meeting dates and locations for 2011-2012. Sharon Dyke said dates are on the report.
- Marketing: Mary contacted HQ to inquire about marketing. Daniel Stekol wants a list of agencies we want to contact. The marketing service by Headquarters is provided for in our dues. Mary wanted know if we could negotiate fees and possible discounted memberships. Can we get new blood attending meetings and taking courses? Send incentives to membership. Suggestions - new member referrals – names and contact numbers will get a free lunch for referring members. Next month we should present a list of suggestions for incentives and a list of ways to give money back to the members.
Mary Smith suggested we give every member \$100 dues refund. Discussion followed and Jason Foster asked for ideas on how to give back. We will email ideas to him.
- Newsletter posting. Mary Smith had to do a lot of work but needs more articles, information and feedback. We need a publisher. Steven Warburton MCPA County Public Works suggested as publisher. Ken Anderssohn and Lisa Amos will follow up.
- Website motion. Mary Smith makes a motion that we hire someone to replace the logo on Chapter website at a cost not to exceed \$200." 2nd Lisa Amos.
- New Member transfer: Robert Sachs read report for Vance Tuttle. Doug Benson has transferred out of our Chapter.
Approved transfer First: Karen Williams Second: Sandi Foree
- **Committee Reports:** (Attached)
(The committees listed below submitted a report)
 - Education
 - Education Certification and Credits

- Membership
 - PDC
 - Luncheon
 - Treasurer's Report available upon request from Treasurer@irwachapter28.org.
-
- **Motion to adjourn**
Approved First: Ken Anderssohn Second: Mary Smith
Next meeting: September 7, 2011 at 4:30PM, Empire West Title Agency, 4808 N
22nd St, Ste. 100, Phoenix, AZ 85016 602-749-7000



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COMMITTEE REPORT

Date: 8/03/2011

Committee Chair: Sandi Foree and Mark Keller

Name of Committee: Education Certification and Credits

Board Meeting Date: August 3, 2011

Report: Update on Real Estate Credits

As of July 26, 2011, Course 802-Legal Aspects of Easements, was submitted for renewal and approved until 8/31/2015. Sandi Foree is working on her application to ADRE for School Administrator. We received the Educational Credits' box of records from Kathie Sholly on July 12, 2011. Sandy St. Arnauld is working on her renewal for course instructor. Lastly, ADRE course certificates for 901 and 902 were prepared. Upcoming courses 200 and 203 are approved for ADRE credits.



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COMMITTEE REPORT

Date: July 27, 2011
Committee Chair: Karen Williams
Name of Committee: Education
Board Meeting Date: August 3, 2011

Report:

Tentative 2012 Classes:

March – C103 Ethics and the R/W Profession
C417 The Valuation of Environmentally Contaminated Real Estate

May – C205 Bargaining Negotiations

July – C304 When Public Agencies Collide

September – C501 Residential Relocation Assistance
C503 Mobile Home Relocation

November – C402 Introduction to the Income Capitalization Approach

Course Coordinator Update from Heather Morris 7/12/2011:

“Re-certification: Everyone’s status as a Certified Course Coordinator currently stands, regardless of the technical date of expiration, until such time as the official, interactive training program is made available. We will be sure to make an announcement once the official training program is launched, which will include details on re-certification.”



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COMMITTEE REPORT

Date: 08/01/2011

Committee Chair: Sharon Dyke

Name of Committee Luncheon Membership Meeting

Board Meeting Date: 08/03/2011

Report: I now have the last 3 2011 Meetings as follows:

DATE: September 13, 2011

NAME: 101 Asian Buffet

LOCATED: 20400 N. 27th Avenue

Phoenix, AZ 85027

Phone #623 581 6888

MENU: Sushi, Chinese, Various other menu items including salad and desert.

COST: \$10.00 We may be little over. The cost for the buffet is \$7.98 and drinks and tip will be extra.

Spoke to manager Benson Wong when I set up the reservation

We will have a separate room which can hold up to 60 people. This is the former Stuart Anderson Restaurant at the Deer Valley location of 101 and I 17.

DATE: November 8, 2011

NAME: Jumbo Buffet

LOCATED: 3414 W. Southern Avenue #168, Phoenix,

Phone #602 243 3383

MENU: Sushi, Chinese, Various other menu items including salad and desert.

COST: \$10.00

This has the room to the side with only a divider.

Spoke to Yin to make reservations.

DATE: December 13, 2011

NAME: Desert Willow Conference Center

LOCATED: 4340 E. Cotton Center Blvd #100, Phoenix, AZ 85040, Phone #602 431 0001

MENU: To be determined by November

COST: \$27.00 per person with 19% staffing charge and sales tax.

Reservation made with Susan Armentrout.

A separate room will be assigned to us.

Our July 12, 2011 meeting had 48 people in attendance and we collected \$480.00. Our bill was \$556.16 and we paid \$100.00 for tip for total cost of \$656.16.

Sharon Dyke
Committee Chair



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Memorandum

Writer's Phone: 602-604-8118
Writer's Fax: 602-604-9515
E-mail Address: vtuttle@ufsaz.com

August 3, 2011

There is an applicant to be read for **consideration** at the August 3, 2011 Chapter 28 Executive Board Meeting.

1. Kevin C. Kottmer
Maricopa County
602.506.4897
2801 W. Durango
Phoenix, AZ 85009
Email Address: Kevinkottmer@mail.maricopa.gov
IRWA Membership # 7906466

The following applicant was read for consideration at the May 4, 2011 IRWA Chapter 28 Executive Board Meeting and are now being read for approval.

1. Kim Romero
Maricopa County
602.506.4639
2801 W. Durango
Phoenix, AZ 85009
Email Address: Kimberlyromero@mail.maricopa.gov
IRWA Membership # 7890866

The following notice of Membership Transfer was received from International Headquarters:

Doug Benson
Universal Field Services, Inc.
918.494.7600
6666 S. Sheridan
Suite 230
Tulsa, OK 74133
Email Address: dbenson@ufsrw.com
IRWA Membership # 7901029



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COMMITTEE REPORT

Date: August 1, 2011

Committee Chair: Rebekah Louis

Name of Committee: Professional Development

Board Meeting Date: August 3, 2011

Report:

SR/WA Re-Certification

Matt Streeper with SRP

New SR/WA:

Ken Anderssohn with Maricopa County, awarded July 1st. Plaque and pin forthcoming.

Challenged Courses:

Michael King from Maricopa County Public Works successfully challenged Courses 200, Principles of Real Estate Negotiation & 213, Conflict Management

Gordon McDaniel and Gary Green with SRP have requested to challenge Course 900. Chris Banks will proctor the exams.