



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

MINUTES

Executive Board Meeting
 IRWA Kachina Chapter 28
 September 7, 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
Vance Tuttle	Sharon Dyke
Roger Ottaway	Jason Foster
Karen Williams	Robert Sachs
Ken Anderssohn	

CALL TO ORDER

The meeting was called to order by President Mary Smith at Empire West Title Agency, 4808 N 22nd St, Ste. 100, Phoenix, AZ 85016 at 4:30P.M. She deemed that a quorum was present to properly conduct Chapter business.

ADOPTION OF AGENDA:

Agenda

Motion to accept First: Mary Smith Second: Roger Ottaway

Comments or corrections: none

Approved

MINUTES AND REPORTS

Secretary's Report/ August 3 2011 Meeting Minutes
Motion to accept First: Ken Anderssohn Second: Karen Williams
Comments or corrections: none
Approved

Treasurer's Report – Ken Anderssohn August 1-31, 2011
Motion to accept First: Jason Foster Second: Rob Sachs
Comments or corrections: none
Approved

Region 1 Business – No report

OLD BUSINESS

Audit Report – Vance Tuttle
Audit Committee to receive class roster from Education Chair in order to reconcile the classes.

Course for Northern Arizona – Kaye Bockmann – Course 803
Mary spoke to Kaye about holding this class in Flagstaff. Jill Trumpeter assured Mary there would be enough people taking this class. People from Yavapai and Coconino Counties would be interested in the class.

Change to By-Laws – Mary Smith
Discussed language regarding amending Chapter 28 By-Laws.

MOTION

The Board approves of the #1 Amendment to Chapter 28 By-Laws as stated below and will read the proposed Amendment #1 on September 13, 2011 at the regular member meeting. The Amendment will be posted via electronic media to the Members on October 25, 2011 The Amendment will be voted on by active members present at the member regular meeting November 8, 2011 and adopted by a two-thirds vote.

IRWA Chapter 28 shall amend and adopt Article 3 - Meetings, of our Bylaws by adding Section 7 as follows:

Section 7: Use of Electronic Means

Any meetings as described in Article 3 may be held and business may be conducted by electronic means.

First Mary Smith, Second Jason Foster Approved.

Website update - Mary

Membership list updated and website banner is now static. The picture on the website banner has the updated IRWA logo and does not change anymore.

1ST Webinar Meeting – Jason Foster

Jason will be sending out a meeting notice for the 1st meeting.

NEW BUSINESS

Membership Report - Vance Tuttle

Sheryl Rendon, APS, Rob Price, SRP, and Duane Kilzer, SRP, read for consideration

Membership dues – Mary Smith

Discussion was held regarding membership goals, retention of existing members and recruiting new members. International dues in October will not include the \$25 application fee. Discussion was on various ways or incentives to renew or increase membership.

MOTION:

Kachina Chapter 28 will not charge any Chapter dues for annual dues for the 2012 year.

First: Jason Foster Second: Ken Anderssohn Approved

Chapter Goals – Mary Smith

The Chairs from the PDC, Education, Membership, and Communications and Marketing need to get their reports in by 9/29 to Mary for the Fall Forum.

New member application forms –Vance Tuttle

Print copies for next meeting to have on hand if we have non-members at luncheon.

Newsletter Publisher - Steven Warburton – Published quarterly now:

Sept. 10 - Summer over

Dec. 10 - Before Holiday meeting

Mar. 10 - Before Seminar

June 10 - After officers installed Mary Smith

Hard Drive for Executive Board and PDC – Rob Sachs

This would be for storage of chapter records.

MOTION:

The Board authorizes the purchase of two external hard drives for the PDC and Executive Board. The authorized cost is not to exceed \$300.

First: Jason Foster Second: Rob Sachs Approved

Seminar Classes – Jason Foster

It is proposed that the prices for the Seminar courses be \$129 for the 1-day and \$199 for the 2-day course.

Chapter Reserves – Rob Sachs

Discussion – when will the chapter stop giving money back to membership? Mary stated that according to International, Chapter should have a 6-month operating budget and the chapter should have only 50% of annual operating budget in reserve. The Chapter has over this amount (publication of minutes prohibits disclosure of actual amount).

COMMITTEE REPORTS attached:

Education Certification

Membership

Luncheon

PDC

Treasurer and Audit report available upon request from

Treasurer@irwachapter28.org.

Announcements**Next Executive Board meeting:**

October 5, 2011 at 4:30PM,

Empire West Title Agency, (Free parking) (SR 51 between Highland/Campbell)

4808 N 22nd St, Ste. 100,

Phoenix, AZ 85016 602-749-7000

Motion to adjourn – 6:30PM

First: Ken Anderssohn

Second: Karen Williams Approved



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COMMITTEE REPORT

Date: 9/07/2011

Committee Chair: Sandi Foree and Mark Keller

Name of Committee: Education Certification and Credits

Board Meeting Date: September 7, 2011

Report: Update on Real Estate Credits

As of August 30, 2011, we submitted the renewal application for Sandy St. Arnauld. It was received and confirmed by ADRE on 8/30/2011. Sandi Foree is working on her application to ADRE for School Administrator. Sandi has completed all the fingerprints and is waiting on the clearance. We will file the application in late September as Sandi is out of the country. Upcoming Courses 200 and 203 are approved for ADRE credits and approximately ten participants are signed-up for each course as of 9/07/2011. FYI, if anyone is taking an appraisal course that is certified in another state, this course may qualify for continuing education in Arizona. An e-mail requesting SR/WA continuing education credits for the upcoming Condemnation Summit to be held in Phoenix on October 21, 2011 was submitted to Francis Vicente on 8/22/2011. We have received approval from Francis at IRWA. Lastly, we received confirmation from Mary Smith to pursue said SR/WA credits for said condemnation summit.



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Memorandum

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

September 1, 2011

There is an applicant **to be read for consideration** at the September 6, 2011 Chapter 28 Executive Board Meeting.

Sheryl M. Rendon
3741 W. Joan de Arc Avenue
Phoenix, AZ 85029
602.571.7153 (h)
602.371.5623 (f)
Sheryl.rendon@aps.com

The following applicant was read for consideration at the August 3, 2011 IRWA Chapter 28 Executive Board Meeting and is **now being read for approval**.

Other:

Stan Siegel is about to retire from the City of Scottsdale (mid September). He would like to retain membership in the IR/WA as a retired member, attend a few luncheon meetings a year and the annual international conferences. He has asked what, if any, membership dues the chapter would charge him as a "retired" member. He has the information from International, but wants to know what the due would be to the Chapter.

Douglas Benson has transferred his membership from Chapter 28 to Chapter 33, in connection with his job transfer.



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COMMITTEE REPORT

Date: 09/07/2011

Committee Chair: Sharon Dyke

Name of Committee: Luncheon Membership Meeting

Board Meeting Date: 09/07/2011

Report: We have 41 people attending as of today. I did have a problem last week in getting into the Lunch Announcement website, however it has been resolved. I will send another announcement out tomorrow morning. We have 1 reservation for December.

DATE: September 13, 2011

NAME: 101 Asian Buffet

LOCATED: 20400 N. 27th Avenue, Phoenix, AZ 85027
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.

Sharon Dyke
Committee Chair



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COMMITTEE REPORT

Date: September 7, 2011

Committee Chair: Rebekah Louis

Name of Committee: Professional Development

Board Meeting Date: September 7, 2011

Report:

SR/WA Candidacy:

Sandy McGeorge with the Town of Queen Creek

New SR/WA:

Ken Anderssohn with Maricopa County will be presented with his plaque and pin at the September luncheon.

Challenged Courses:

Michael King from Maricopa County Public Works has requested to challenge Course 400, Principles of Real Estate Appraisal. Kathy Pettigrew, SR/WA will proctor the exam.

Certifications/Specialties Candidacy:

Sandy McGeorge with the Town of Queen Creek – R/W-NAC

Note: Effective January 1, 2012 the SR/WA Comprehensive Exam will contain more questions and shorter time to complete the test. Currently the test is 200 questions and candidates have 4 hours to complete the test. This new change only affects the comprehensive exam, not the individual exams. Candidates have till November to request the current exam if they want to take the test without attending the SR/WA Study Session.