**2019 November Board Meeting**

Monday, November 11, 2019, 4:00PM-6:00PM – Columbus Marriott Northwest



Columbus Room, 5605 Blazer Parkway, Dublin, OH 43017

## OFFICERS PRESENT

|  |  |  |
| --- | --- | --- |
| **President** | **Cynthia W. Schaffer** | X |
| **President Elect** | **Kevin M. Jennings, RWA** | X |
| **Vice President** | **Natalie R. Hess, RWA** | X |
| **Secretary** | **John C. Harrison, SR/WA** | X |
| **Assistant Secretary** | **Vacant** |  |
| **Treasurer** | **Jennifer D. Murray, SR/WA** | X - by phone |
| **Assistant Treasurer** | **Tracy M. Jones** | X |
| **International Director 1st Year** | **Drew Gilmore** | X |
| **International Director 2nd Year** | **Michelle M. Agostinelli, RWA** | X |
| **Membership Chair** | **Courtney J. Willis, RWP** |  |
| **Professional Development Chair** | **Shirley A. Oney, SR/WA, R/W-NAC** |  |
| **Education Chair** | **Beckie Shaw, RWA** | X - by phone |
| **Advisory Board (past President)** | **Kristina L. Breeding, SR/WA** |  |
| **Advisory Board (past President)** | **Mark R. Edgington** | X |
| **Advisory Board (past President)** | **Christine Deacon** | X |
| **Advisory Board (past President)** | **Rick Nichols** | X |

**Additional Attendees:** Dan Bucan, SR/WA, Caitlynn Nagle, Ryan Turner, Angie Pick

**Call to Order:** Cynthia Schaffer **Date:** 11/11/2019 **Time:** 4:05 pm

**Finance Report** – Provided during meeting (separate document)

Checking - $3,383.18

 Savings - $15,802.56

 Assets - $2,209.80

**New Business**

* Website update
	+ Website Chair still needed. Website has not been updated
	+ Chapter President, Cynthia Schaffer emailed Flairdocs President, Dheeraj Kulshrestha who previously expressed a desire to have someone from Flairdocs assist. No response as of meeting.
	+ Chapter 10 rolled out a new site through WIX, developed by Greg Mathias, believed to be $262/year
		- Pricing vs. functionality
		- Board openly discussed the issue being ongoing site maintenance, not the actual building of site.
	+ Chapter President Elect, Kevin Jennings volunteered to take the lead in new website development.
		- Chapter Treasurer, Jennifer Murray volunteered to assist.

 **Motion:** To approve the spending of $500 to update/create new Chapter website

 **Cynthia Schaffer**, second – **Kevin Jennings**, **All** in favor, **0** opposed, **Motion Passes**

* Assistant Secretary Position: Vacant due to Kim Pasquariello’s stepping down
	+ Albano Mahilaj is now with DLZ and back in the Chapter.
	+ Chapter President, Cynthia Schaffer to discuss position with Bano at tomorrow’s Seminar
* IRWA Call for Awards - 2/1/2020 – Chapter Awards submittal deadline
	+ Employer of the Year
		- ODOT barely missed last year.
		- Board discussed submitting again with more details
	+ Chapter of the Year
		- If won, it would help with advertising for CLE2022
		- Dan Bucan to take lead on campaign efforts for Chapter and Employer of the Year and will distribute information for board to review/comment on before submitting.
	+ Young Professional of the Year
		- Under 30 with less than five (5) years in association
		- No plans to submit
	+ Website of the Year
		- Won a few years back. No plans to submit

## International Director Report:

Michelle Agostinelli & Rick Nichols -
Chapter to make recommendation to Region on:

1. Improving communications
2. Give international chapters a voice on the IGC, at Forum, they should form their on region
3. One (1) year term, evaluate…
4. Competency based leadership

Otto expected a response from chapter leadership, with commits to recommendations. Rick Nichols to take lead on consolidating recommendations, developing a “priority matrix”, and routing for board comments.

C**leveland 2022 Action Plan**

* See Below

**Reports & Updates**

## Committees and members:

* Professional Development (2) Chair: Shirley Oney oneys@bceo.org

Member:

Member:

Action Items/Comments:



* Cleveland 2022

Co-Chairs: Dan Bucan and Kristina Breeding

Action Items/Comments:

 - Need final determination on what’s chapter vs international

 - Currently, 800 rooms already blocked. Looking into adding an additional 400-600 rooms to block

 - Letter to be sent to Drew Carey’s representatives in December requesting he speak for free.

 Getting D. Carey to speak is a stretch, but still obtainable

 - International’s budget contribution - $60K

 - Exploring possibilities of backup speakers now. City Mayor is scheduled to speak

 - Goals/Deadlines:

 Sponsorships by May 2020

 Schedule of opportunities by Minnesota to solicite Conference sponsorships

 Saturday (prior to conference) event (concert?)

 International has no say in Saturday’s event/activities

 - Fall Forum 2021 – Regions 4 & 5 joint forum, city to take us on tours, each region needs two (2) hours to conduct region meetings.

* Education (3)

Chair: Beckie Shaw rshaw@nisource.com

Member: Andy Glassmeyer andrew.glassmeyer@duke‐energy.com

Member: Gerald Tout gtout@martin-woodappraisal.com

Member: Kate Mensi kmensi@nisource.com

Upcoming Events:

* Beckie reported that the classed scheduled for Tues-Wed-Thurs (same week) are final of 2019
* 2020 is currently a blank slate, to be developed based on recommendations and needs
* The potential for obtaining CEUs for classes was discussed.
* Membership & Public Relations (2)

Chair: Courtney Willis courtneywillis@nisource.com

Member: Christine Deacon cdeacon@opc-ohio.com

Action Items/Comments: New Membership applications not available/provided by Courtney prior to meeting as she recently had a baby. Christine has not seen anything.

* Public Relations

Chair: Tom Schaffer tschaffer@aep.com

Action Items/Comments: no update

* Special Awards (Vice President)

Chair: Natalie Hess Natalie.Hess@duke-energy.com

Action Items/Comments: Natalie to get with Kevin Jennings on awards coming up

* Meeting Arrangements and Registrations (Assistant Treasurer)

Chair: Jennifer Murray jennmurraysrwa@gmail.com

Member: Christine Handyside christine.handyside@percheronllc.com

Action Items/Comments:

* 88 registered, but several walk-ins expected
* All 2020 Chapter Seminars already scheduled
* 251/Subscribers
* Social Media

Chair: Jennifer Murray jennmurraysrwa@gmail.com

Action Items/Comments:

* Jennifer shared she’s been posting pictures, updates, etc. on social media publicizing chapter

seminars/classes/etc.

* Surveying

 Chair: Rick Nichols rickn@mspdesign.com

 Member:

Member: Mike Schutz mschutz@metroca.net

Action Items/Comments: no update

* Utilities

Chair: Eslie Shaw Eslie.Shaw@duke-energy.com

Member: Richie McNally rmcnally@orcolan.com

Action Items/Comments:

* Chapter member, Ryan Turner (rturner@orcolan.com) helping out moving forward
* Continuing Education

Chair: Natalie Hess Natalie.Hess@duke-energy.com

Member:

Member:

Action Items/Comments:

* CE credits all set, sign-in sheet ready (motion – previously)
* Tomorrow seminar is a potential, big money maker with year-end continue education credits
* CE – last month we were hit with late fees, hopefully not this seminar

 Natalie to follow-up with Cynthia to see what late fees were and how to avoid again

* Valuation

Chair: Gerald Tout gtout@martin‐woodappraisal.com

Member:

Member:

Action Items/Comments:

* Website…*see* **New Business** *notes*

Chair: Tyler LaSusa tyler.lasusa@flairdocs.com

Member: Angie Pick angie.pick@percheronllc.com Member: Mike Schutz mschutz@metroca.net Member: Jason Taylor jason.resource@gmail.com

Action Items/Comments:

**Meetings and Seminars**

 January 14, 2020 – Utility Day – Eslie is working on it

 March 10, 2020 – ODOT Day

 April 24, 2020/TBD - Region 5 Spring Forum, Green Bay, WI

 May 12, 2020 – Appraisal Day

 June 21 – 24 International Education Conference, Minneapolis, MN

 Other Chapter Christmas Parties

* Dec. 2nd – WV/Charleston
* Dec. 5th or 6th - IL
* Dec. 6th – Kentucky
* Dec. 11th or 12th – Madison, Wisc.
* Dec. 14th – Indy

**Motion:** To reorder Chapter Tumblers

 **Christine Deacon**, second – **Mark Edgington**, **All** in favor, **0** opposed, **Motion Passes**

**Meeting Adjourned** by Cynthia Schaffer, 5:35 PM