

MINUTES OF THE
IRWA BOARD OF DIRECTORS MEETING
DECATHLON CLUB
MARCH 16, 1994, 10:00 A.M.

MEMBERS PRESENT

Cary Weber	Patrick Cairns, SR/WA
Gary Ostrom, SR/WA	Larry Martin, SR/WA
Melissa Janssen	Craig Poorker
Douglas K. Johnson, SR/WA	Kaye Anderson
Carolyn Stark	Sandra Luegge
Michael Kelly	Ed Brunkhorst, SR/WA
Stuart "Bud" Storm, SR/WA	Matt Storm
James Anderson	William Rottschaefter
Lloyd Moosbrugger	

The meeting was called to order by President Martin.

APPROVAL OF PRIOR MINUTES

A motion to approve the Minutes from the January 19, 1994, Board Meeting was seconded and approved, with one correction of January 19, 1993 be corrected to read January 19, 1994.

TREASURER'S REPORT

Bill Rottschaefter gave his report and stated the total assets as of February 28, 1994 are \$15,394.45. This includes a checkbook balance of \$1,695.27 and Certificates of Deposit of \$13,699.18.

A motion was made to accept the Treasurer's Report as it stands. Motion was seconded and approved.

Bill stated there were two things that he needs to do and they are:

1. Find out outstanding bills to Decathlon.
2. Contact IRWA to see what is owed to them regarding 1993 courses.

Bill also proposed to close account at First Edina and open an account at Norwest Bank because of benefits. If this is done new signature cards will need to be signed with Bill Rottschaefter, as Treasurer and Sandra Luegge as Assistant Treasurer.

Bill stated that the two certificates:

- One at First Bank at 2.7%, and
- One at Investors at 4%

need to be looked at. One needs to be cashed in and the other put in a money market. It was decided to cash the one at First Bank and put the certificate at Investors into a money market. A certificate will need to be cashed due to the cash flow needed to put on the Environmental Seminar at the Hudson House on June 16th and 17th.

In regard to the Business card advertisement in the Communique, those having ads need to be billed for 1994 at \$100.00 for the year. Those advertising for 1993 also need to be billed since no invoices were sent in 1993. That payment is also \$100.00. When these invoices are sent out, ask the business for a new business card along with the payment.

It was suggested that the treasurer's report be sent to each Board member.

Kaye Anderson suggested that in the budget, use a separate line item for printing of the newsletter and another line item for postage for the newsletter, in that way we can keep track of that expense.

Any money spent in 1994 regarding the International Seminar in 1998 is attributable to the 1998 budget. Bill Rottschaefter and Mike Kelly need to look at the 1993 Budget items as to any monies spent in regard to the 1998 International Seminar.

Any monies expended for Pittsburgh for Lloyd Moosbrugger, Bud Storm and Kaye Anderson should be classified as a loan for the 1998 International Seminar.

AUDIT COMMITTEE

Treasurer's records contain no invoices for checks 1916 and 1924, although the checks were paid for reasonable and customary Chapter expenses.

1. Check #1916 payable to Lowell Inn, for meals for regular Chapter meeting. Mike Kelly to get back-up information.
2. Check #1924 payable to Kaye Anderson for travel expenses to Calgary International Seminar. Kaye Anderson to get back-up information. Kaye stated that check was for flight to Missouri, Fall Forum Expenses and newsletter printing, and postage.

This information to be reported back to the Audit Committee.

Gary Ostrom made the following motion in respect to the two savings accounts, namely #189959 at First Bank and #1-04-10112163 at Investors Savings Bank of Minneapolis. "At the end of each calendar year, the outgoing Chapter Treasurer should deliver said bank statements to the Chairman of the Chapter's Audit Committee for said year, who, in turn, should include said statements as part of the annual audit for said year. When said audit has been completed, said Chairman should deliver said bank statements to the Chapter Treasurer for the succeeding year." Motion seconded and passed.

The Audit Committee recommended that with respect to expenditures made throughout 1994 for the 1998 Educational Seminar, the Treasurer and Chair of the said Committee jointly review Committee's expenditures to determine that there are invoices supporting or explaining said expenditures.

Pat Cairns stated that the checking account reads "1998 IRWA Seminar" and that the Committee comes up with the budget. The Committee owns the money, not the Chapter.

Lloyd Moosbrugger stated that there is no Chapter liability, therefore the Audit Committee does not have to audit that Committee's budget.

It was suggested that we see how other Chapters set up their committees.

Lloyd Moosbrugger and Jim Anderson are to review committee's organization, audit procedure, and accountability, and if the money is a gift or a loan. It was said that International serves as audit committee and an extensive report has to be filed with them. Jim Anderson and Lloyd Moosbrugger are to answer before May meeting so we can approve the Chapter's 1994 Budget. The Assistant Treasurer is to be the liaison.

The EDUCATION COMMITTEE REPORT

Craig Poorker gave a report and made the following motion in regard to one-day courses: "Price for members is \$95.00 and should stay the same. Non-members should be raised from \$105.00 to \$125.00." Motion seconded and passed.

Matt Storm stated that Diane has seven people now and possibly two more for Course #101. This course is being held in April. There was discussion as to whether the course should take place and whether to send out more flyers. After some discussion, it was decided to continue on with the course and not to send out more flyers. It was suggested that Matt Storm make a pitch at the luncheon meeting since there are a lot of new members.

Craig is to mention at luncheon that Coordinators are needed for courses the Chapter is putting on.

The instructors seminar has been postponed until October 20th. We need one for the Relocation Course to be held in October. Lloyd Moosbrugger stated he would be the Coordinator for the Relocation Course and would look for an instructor. Craig has a list of instructors.

Craig stated he sends a FAX of updated courses to International all the time but they never get changed in the magazine International sends out.

MEMBERSHIP COMMITTEE REPORT

Melissa Janssen stated that we have three new members in the last two weeks and they are Dan Wilson, Dewey Day and P. J. Day.

WETLAND SEMINAR COMMITTEE REPORT

Gary Ostrom stated that the seminar is set for June 16th at the Hudson House in Hudson, Wisconsin. There will be three speakers and lunch. Need help with suggestions for special event in evening. There will be a boat ride down the St. Croix from Stillwater. On June 17th, the next day, there is a joint meeting with Wisconsin and a luncheon and the speakers topic is the St. Croix Bridge.

Gary stated there is concern with the mailing list as to people to target for seminar. Give thought to people to mail to, topic - theme Wetlands. Get in contact with Gary Ostrom with regard to these suggestions.

OTHER COMMITTEE REPORTS

Lloyd Moosbrugger asked that a list of those planning to attend the seminar in Pittsburgh be developed since the Hilton may upgrade some rooms to those attending.

Lloyd also asked that at the luncheon there be an announcement regarding CLE Credits. Attorneys are to be referred to Lloyd. Remind members whom to talk to.

Bill Rottschaefer spoke to the alternative places to hold future meetings and luncheons. Of the list given to board members at a prior meeting the Holiday Inn North is out. They cannot accommodate us. The Holiday Inn Shoreview is available. After some discussion, it was suggested that the September meeting and luncheon be at the Holiday Inn Shoreview, also to have one at McGuire's. Put a survey in the newsletter for feedback from members as to how they liked the change. Let the members decide where they would like to go. Include the Decathlon as one of the choices.

SPRING FORUM

Pat Cairns gave a report on the Spring Forum as follows.

1. Two Chapters, #41 and #78, did not attend.
2. Membership is 9,700. It has dropped 200.
3. Not developing any new courses.
4. Those attending for certification needed to sign a form for each session.
5. Patrick Cairns was elected Vice Chair.
6. Vicki Turpin offered to continue to publish Region newsletter.

Pat is to submit a written report of Spring Forum for the May newsletter.

MAY MEMBERSHIP MEETING

David Johnson was not present to give this report. This meeting will be held in Duluth on May 23, 1994.

OTHER BUSINESS

There was no other business.

ADJOURN

A motion was made and seconded to adjourn the meeting. Motion approved.

**TREASURER'S REPORT
NORTHSTAR CHAPTER 20**

JANUARY 1, 1994 THROUGH FEBRUARY 28, 1994

1-1-94 Checkbook Balance	\$1,111.34
January Receipts.....	1,241.13
January Expenses.....	(347.98)
February Receipts.....	2.29
February Expenses.....	(311.51)
2-28-94 Checkbook Balance.....	\$1,695.27

CERTIFICATES OF DEPOSIT

First Bank (Matures 7-2-94 @ 2.78%)	\$ 5,949.02
Investors Bank (Matures 6-21-94 @ 4.00%) ..	7,750.16
Total Certificates of Deposit	\$13,699.18
TOTAL ASSETS 2-28-94	\$15,394.45

INTERNATIONAL RIGHT OF WAY, CHAPTER 20
STATEMENT OF RECEIPTS
1-1-94 TO 2-28-94

DATE	DESCRIPTION	AMOUNT	TOTAL
1-1-94	Balance forward		\$1,111.34
1-2-94	November Lunch Mtg.	\$ 552.00	
1-16-94	Membership Dues	280.75	
1-20-94	January Lunch Mtg.	406.00	
1-31-94	Interest	<u>2.18</u>	
	TOTAL JANUARY RECEIPTS		\$1,241.13
2-29-94	Interest	<u>2.29</u>	
	TOTAL FEBRUARY RECEIPTS		\$ 2.29

INTERNATIONAL NIGHT OF WAY, CHAPTER 20
STATEMENT OF EXPENSES
1-1-94 TO 2-28-94

CHECK #	DATE	PAYEE	EXPENSE	AMOUNT	TOTAL
1926	1-16-94	IRWA	Plaques	\$ 54.20	
1927	1-16-94	Carolyn Stark	Secretarial, Jan.	200.00	
1928	1-16-94	Carolyn Stark	Postage/ Mailing	80.00	
	1-20-94		Bank Charge	13.78	
TOTAL JANUARY EXPENSES					\$ 347.98
1929	2-13-94	Carolyn Stark	Secretarial, Feb.	200.00	
1930	2-13-94	Carolyn Stark	Postage	6.61	
1931	2-13-94	James H. Anderson	Awards	61.00	
	2-17-94		Bank Charge	18.90	
	2-20-94		Bank Debit - Replacement of Nov. Stmt.	25.00	
TOTAL FEBRUARY EXPENSES					\$ 311.51

1-19-94

PROPOSED 1994 BUDGET

<u>INCOME</u>	<u>1993 BUDGET</u>	<u>1993 ACTUAL</u>	<u>1994 BUDGET</u>
Members Dues	5,000	5,003	5,000
Meetings	3,000	4,147	4,500
Courses & Seminars	23,000	23,108	20,000
Newsletter Ads	600	0	500
Bank Interest	100	112	150
CD Interest	500	403	500
Misc	<u>200</u>	<u>140</u>	<u>200</u>
Total	32,400	32,913	30,850

EXPENSES

IES	3,000	2,505	3,000
Printing & Postage	2,800	1,350	1,500
Candidacy Fees	200	40	100
Meetings	4,000	4,503	5,000
Awards, Pens, Etc.	400	551	500
Secretarial	2,400	2,400	2,400
Fall & Spring Forum	1,000	1,093	1,000
Courses	15,000	16,823	15,000
IRWA Ed Found	200	200	200
Can. Ed Found	200	0	0
Region 3 Dues	100	188	200
Bank Charges	300	188	200
National Ed Seminar(Promo)	3,000	4,000	0
Misc.	<u>1,000</u>	<u>87</u>	<u>200</u>
Total	33,600	31,552	29300

MINUTES OF THE
IRWA BOARD OF DIRECTORS MEETING
DECATHLON CLUB

~~MARCH 16, 1994, 10:00 A.M.~~

April 29

MEMBERS PRESENT

Gary Ostrom, SR/WA
Ed Brunkhorst, SR/WA
James Anderson
William Rottschaefers
Carolyn Stark

Patrick Cairns, SR/WA
Larry Martin, SR/WA
Craig Poorker
Lloyd Moosbrugger

The meeting was called to order by President Martin.

APPROVAL OF PRIOR MINUTES

A motion to approve the Minutes from the March 16, 1994, Board Meeting was seconded and approved, with the following correction on the second page, second to the last paragraph, last sentence, "The chapter owns the money, not the Committee."

TREASURER REPORTS

Bill Rottschaefers gave his report. As of April 29, 1994 the checkbook balance is \$656.01 and total certificates of deposit are \$13,699.18. Total assets are \$14,355.19.

AUDIT COMMITTEE REPORT

This report is in regard to the 1998 Seminar. Total Deposits from 6/15/93 to 4/29/94 are: \$3,293.40. Checks were written for \$1,080.47 to bring the balance to \$2,212.93 as of April 29, 1994. Pat will put into computer all expenses.

Thank You's should be sent regarding donations. Check with Bud Storm and Kaye Anderson to see if that was done and if not send letters.

Come up with a statement of purpose of the committee. Set up treasurer and accounting system. Find resolution involving committee and setting up the committee. Things need to be done after the Pittsburgh seminar. Operate as committee entity. Liability is not an issue. International Education Committee giving money.

The following motion/resolution was formed:

Motion - Resolution:

1. With the exception of credits received from International Education Committee the seminar committee will not incur liabilities in excess of assets on hand without authority from the board.
2. Account Maintenance - the account will be maintained under the same rules with respect to recording income and expenses and audit procedures as normal accounts of the chapter.
3. Pat Cairns is appointed as Treasurer.
4. The committee will prepare an account budget.

The motion was seconded and approved.

After Pittsburgh the Audit Committee will look at the seminar's committee finances for 1993.

1994 BUDGET APPROVAL

The 1994 Budget was approved unanimously. See attached proposed 1994 budget that was approved.

EDUCATION COMMITTEE REPORT

Craig Poorker gave his report and stated that courses are lined up for the remainder of 1994 and 1995. He is looking for course coordinators. Working to make sure the courses are listed in the IRWA National Magazine. 1994 courses are: June - Environmental Seminar, September - #801, Land Titles, November - #902, Property Descriptions, and 1995 courses are: January - #301, Leadership Skills for R/W Professionals, March - #101L, Principles of Acquisition (Law), #101E, Principles of Acquisition (Engineering), May - #600, Environmental Assistance.

WETLAND SEMINAR REPORT

Gary Ostrom gave his report. To breakeven we need: 30 attendees for the seminar, 80 attendees for the boat trip, and 76 attendees for the joint meeting. Information/mailers are being sent to private companies, city and county departments, etc.

MEMBERSHIP COMMITTEE REPORT

Since Melissa Janssen could not be at the meeting, Bill Rottschaefter gave her report. There was some confusions as to what applications had been sent to International. It is now under control and the membership applications are now into International and International will bill Chapter 20 for new members.

SEPTEMBER 1994 MEMBERSHIP MEETING

This meeting is on September 21st at the Holiday Inn Shoreview. The program needs to be set and information given to the secretary for the September newsletter.

OTHER COMMITTEE REPORTS

No other committee reports.

OTHER BUSINESS

No other business.

ADJOURN

A motion was made and seconded to adjourn the meeting. Motion approved.

PROPOSED 1994 BUDGET

<u>INCOME</u>	<u>1993</u> <u>BUDGET</u>	<u>1993</u> <u>ACTUAL</u>	<u>1994</u> <u>BUDGET</u>
Members Dues	5,000	5,003	5,000
Meetings	3,000	4,147	4,500
Courses & Seminars	23,000	23,108	20,000
Newsletter Ads	600	0	500
Bank Interest	100	112	150
CD Interest	500	403	500
Misc	<u>200</u>	<u>140</u>	<u>200</u>
Total	32,400	32,913	30,850

EXPENSES

IES	3,000	2,505	3,000
Printing & Postage	2,800	1,350	1,500 **
Candidacy Fees	200	40	100
Meetings	4,000	4,503	5,000
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Courses	15,000	16,823	15,000
IRWA Ed Found	200	200	200
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Region 3 Dues	100	188	200
Bank Charges	300	188	200
National Ed Seminar(Promo)	3,000	4,000	0
Misc.	<u>1,000</u>	<u>87</u>	<u>200</u>
Total	33,600	31,552	29300

** Printing - newsletter \$600.00
 Postage - newsletter 600.00
 Printing/postage-misc. 300.00

Deposits

6/15/93	Chp 20	1,000	Transfer
	KE Chp 5	200	Donation
	Chp 37	500	Donation
	Watson App	25	Shirts
		\$1,725	

9/14/93	Gary Ostrom	25.	Shirts
	Robt Dahlgren	25.	"
	D. A. Jennessey	25.	"
	North Star Land	25.	"
	Martin Zuehlke	12.50	"
	Ellie Crisman	25.	"
	Wurtz - Phoenix	25.	"
	Renilda Howard	25	"
	Wilma Bodurick	25	"
	Don Dobrowski	25	"
	Marilyn Labuck	25	"
	Kender Appraisal	25	"
	N-SD Chp 72	220. -	Donation
		\$507.50	

9-22-93	Chapter 20	\$1,000	Transfer
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10-8-93	Dave Swanson	60.90	Refrunds unused expenses (from \$400 advance)
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	\$3,293.40	Total deposits 6-15-93 to 4-29-94
1080.47	- 1,080.47	Checks to " "
	\$2,212.93	Balance 4/29/94

Dispersments

<u>Date</u>	<u>Check No</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
7-7-93	Bank debit	1 st Am. Bank	Deposit Stamp	* 18.55
9-14-93	1001	Stuart B. Storm	Seminar Promoter Exp.	* 329.34
10-22-93	1002	Amtholua Transport Ltd	- Shipping Duty - GST	676.90
10-26-93	1003	Pat Cairns	Duty 35.84 Projector 19.84	<u>55.68</u>

Total amt of checks June 1993 to 4/29/94 \$1,080.47

FIRST AMERICAN RICE BRANCH
 1100 W ST GERMAIN PO BOX 847
 ST CLOUD MN 56302-0847



PHONE: 612-393-2600

Member Bremer Financial Corporation

IRWA 1998 SEMINAR		30-0
J P CAIRNS	S	0
PO BOX 65		0
RICE MN 56367-0065		<T>

BUSINESS CKG
 ACCOUNT: 8303588

03/01/94 THRU 03/31/94
 DOCUMENT COUNT: 0
 PAGE 1

EFFECTIVE APRIL 1, 1994, IF PAYMENTS MADE FROM YOUR BUSINESS CHECKING ACCOUNT EXCEED THE COLLECTED BALANCE IN THAT ACCOUNT AT THE END OF THE BUSINESS DAY, A CHARGE WILL BE ASSESSED FOR THE USE OF UNCOLLECTED FUNDS. THIS CHARGE IS BASED ON NEW YORK PRIME RATE + 3%.

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BUSINESS CKG ACCOUNT 8303588

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			02/28/94	2,212.93
BALANCE THIS STATEMENT			03/31/94	2,212.93
TOTAL CREDITS (0)	.00		AVG AVAILABLE BALANCE	2,212.93
TOTAL DEBITS (0)	.00		AVERAGE BALANCE	2,212.93
TAX ID NUMBER	41-0409830			

**MINUTES OF THE
IRWA BOARD OF DIRECTORS MEETING
SHOREVIEW PLAZA
SEPTEMBER 21, 1994, 10:00 A.M.**

MEMBERS PRESENT

Larry Martin, SR/WA
Gary Ostrom, SR/WA
Douglas Johnson
William Rottschaefter
Sandra Luegge
Carolyn Stark

Patrick Cairns, SR/WA
Craig Poorker
Melissa Janssen
Cary Weber
Bud Storm
Lloyd Moosbrugger

APPROVAL OF PRIOR MINUTES

A motion to approve the Minutes from the April 29, 1994, Board Meeting was seconded and approved. The Secretary noted her corrections by pen.

TREASURER'S REPORT

Bill Rottschaefter gave the following report.

Check book balance is \$16,643.57
Total Certificate of Deposit is \$7,750.16
Total Assets as of September 19, 1994 - \$25,203.69 24,393.73

One Certificate has been cashed.

There was a discussion in regard to changing banks. Bill has authority to make the change. Have Articles of Corporation drawn up next year so that a business account as a corporation can be set up.

It was moved and seconded to ignore bills from International to libraries. Passed.

A summary of courses was given. See attached.

AUDIT COMMITTEE REPORT

Pat Cairns said there was a 1998 Seminar meeting a month ago. The committee was provided with a current bank statement showing \$2,212.93. It was decided that the seminar committee should report to the board each meeting. After some discussion the following resolution was passed. "When the chapter books are audited for 1993 and 1994, the 1998 Seminar books will be audited for 1993 and 1994."

EDUCATION COMMITTEE REPORT

Craig Poorker reported that the last two courses to be held in 1994 are:

COURSE 101 (Appraisal and Negotiations)

April 4-8, 1994

INCOME:

Tuition Deposit	5-09-94	\$7,340.00
Tuition Deposit	8-29-94 1	<u>620.00</u>

\$7,960.00*

EXPENSES:

IRWA Fee (Partial)	3,110.00
Instructor Fees (Appraisal) (Gene Foote)	1,500.00
Instructor Expense (Appraisal)	343.03
Instructor Fee (Neg) (Jim Graham)	1,000.00
Instructor Expense (Negotiation)	370.18
Classroom & Refreshments (Mariot)	894.25
Mailing/Promotion	----
Cont. Education Expense	<u>300.00</u>

7,517.46

NET PROFIT

442.54

NOTE: (1) IRWA Charge is Only Partial

(2) Future Tuition credits Owed for L/E/ Portions for Some Students

COURSE 802

May 12, 1994

INCOME:

Tuition Deposit	5-31-94	\$2,380.00
Tuition Deposit	8-29-94	1,785.00
Owed		<u>105.00</u>

\$4,270.00

EXPENSES:

IRWA Fee -	2,155.00
Instructor Fee (W. Rottschaefter)	300.00
Instructor Expenses	279.62
Classroom & Refreshments	206.80
Mailing/Promotion	346.84
Continuing Education	<u>-----</u>

3,288.26

NET PROFIT

981.74

INCOME & EXPENSE STATEMENT
SEMINAR, CRUISE & JOINT MEETING
HUDSON HOUSE JUNE 16 & 17

Income

Total Receipts (Seminar, Cruise, & Jt. Mtg.):

June 3 Deposits.....	\$5,965.00
June 17 Deposits.....	\$6,970.00
Late Payment (Thayer).....	\$105.00
Refund (Sensible Land Use Coalition).....	\$49.95
Total Receipts.....	\$13,089.95

Expenses

Expenses:

Mailing Labels.....	\$127.24
Postage.....	\$928.00
Newsletter Ad. (APA).....	\$26.85
Printing.....	\$716.75
Andiamo.....	\$1,234.44
Hudson House (food, refreshments, etc.).....	\$1,578.00
Refund (Lowell Enerson).....	\$125.00
Document Prep, Brochure, Manual, Misc.....	\$150.00
Appraisal Credit (cost)	\$60.00
R.E. Credits (cost).....	\$140.00
Total Expenses.....	\$5,086.28

Net Income.....\$8,003.67

**MINUTES OF THE
IRWA BOARD OF DIRECTORS MEETING
DECATHLON CLUB
NOVEMBER 16, 1994, 10:00 A.M.**

MEMBERS PRESENT

Larry Martin, SR/WA
Gary Ostrom, SR/WA
Kaye Anderson
William Rottschaefter
Ed Brunkhorst
Carolyn Stark

David T. Johnson
Craig Poorker
Sandra Luegge
Michael Kelly
Douglas Johnson

APPROVAL OF PRIOR MINUTES

A motion to approve the Minutes from the November 16, 1994, Board Meeting was seconded and approved.

TREASURER'S REPORT

Bill Rottschaefter gave the following report.

Check book balance is \$1,789.55
Total Certificate of Deposit is \$7,750.16
Money Market Savings Balance as of September 30, 1994 is \$15,037.04
Total Assets as of November 19, 1994 - \$24,576.75

A motion to approve the Treasurer's report was seconded and approved.

Bill Rottschaefter is to solve the Tax ID Number mystery. Chapter 20 shows two numbers.

Corporate status is amending articles/by-laws. Check with Ralph Towler to see how we participate in those by-laws.

NOMINATING COMMITTEE REPORT

It was announced that Douglas Johnson has been nominated as the new Assistant Treasurer.

The IRWA Chapter 20 1995 officers that will be sworn in at the January 18, 1995 Chapter meeting are as follows:

President:	Gary N. Ostrom, SR/WA
President Elect:	Michael R. Kelly
Vice President:	William F. Rottschaefter
Treasurer:	Sandra G. Luegge
Assistant Treasurer:	Douglas K. Johnson
Director Two Years:	Larry D. Martin
Director One Year:	Kaye N. Anderson

Page 2

EDUCATION COMMITTEE REPORT

Craig Poorker handed out a new list of 1995 Courses, a copy of which is attached.

Craig stated that Course # 902, Property Descriptions, had 22 students and grossed roughly \$2,300.00 with expenses of approximately \$1,300.00 leaving a net of \$1,000.00.

There was discussion regarding a metrics course.

There was a motion not to have a General meeting in October and to have a Board meeting at the option of the President. Seconded. After much discussion the motion was rescinded.

There was discussion as to what could be done in regard to meetings, such as a social meeting in the summer, holiday party in January, etc.

It was stated that there was a discussion with Debra about an Instructors Clinic in October in conjunction with the Fall Forum. The Education Committee should handle this and the Clinic should be held close to the airport. A letter should be sent from the Region, Chapter and Education Committee to International regarding this.

Chapter 20 has the choice as to what date the Fall Form will be held in October.

They are looking at November for Course #501.

In the past there was no October meeting. Sometimes there was a social event.

The last time Chapter 20 hosted the Fall Forum, they had an evening meeting.

The days and dates of Fall Forum, social event and region meeting will be handled by Craig Poorker and Mike Kelly.

Course # 301 is coming up in January. Annette Simmons is coordinating this course and it is being held at Metro State University.

Course entitled "Leadership Skills" is being instructed by John Wilson.

Craig to send Carolyn list of people who attended Course #902 who are not members of Chapter 20 so the January Communique can be sent to them. He is also to give me another updated list of courses.

MEMBERSHIP COMMITTEE REPORT

Melissa Janssen was not available to give a report.

David T. Johnson stated the International membership was 9,148 on October 31, 1994 compared to 9,293 on October 31, 1995.

David handed out Exhibit A regarding Regina Affiliate -- Chapter 66A Installation and Exhibit B entitled "International Right of Way Association - International Membership Committee - Membership Guidelines", Revised October 1994, see attached.

Page 3

He also stated that Membership Certificates are available at headquarters. Certificates are sent out in the Spring.

Retirement Membership Fees are \$10.00 and if you want the IRWA Magazine they are \$12.00.

If dues are not paid by April 15th, you can lose your IRWA Status.

The Chapter needs to send articles in for the magazine. Could have fewer meetings with more quality to each meeting.

The Buddy-up Program is almost dead on the vine.

Dave also stated that he would be happy to pitch in and help where needed.

OTHER COMMITTEE REPORTS

Sandra Luegge handed out Exhibit C entitled "IRWA Region 3 Meeting - October 7, 1994" and gave a review of the report. See attached.

The January 18, 1995 meeting and Installation of Officers will be held at the Shorewood Plaza Hotel at I-694 & Lexington Avenue.

ADJOURN

It was moved, seconded, and passed that the meeting be adjourned.

IRWA CHAPTER 20 EDUCATION CALENDAR - 1995

COURSE: 301: Leadership Skills for R/W Professionals
WHEN: January 24-26, 1995
WHERE: Minneapolis
INSTRUCTOR: Dr. John Wilson
COORDINATOR: Annette Simmons (612) 724-8898
COST: Member - \$349.00 Non-member - \$457.00

COURSE: 101: Principles of Acquisition - Law
WHEN: March 6-7, 1995
WHERE: Roseville
INSTRUCTOR: Bill Rottschaefer
COORDINATOR: Marge Stich
COST: Member - \$180.00* Non-member - \$235.00*

COURSE: 101: Principles of Acquisition - Engineering
WHEN: March 8-10, 1995
WHERE: Roseville
INSTRUCTOR: Craig Poorker
COORDINATOR: Sandra Luegge
COST: Member - \$240.00* Non-member - \$315.00*

COURSE: 103: Ethics and the Right of Way Profession
WHEN: April 11, 1995 (1 day)
WHERE: ?
INSTRUCTOR: ?
COORDINATOR: ?
COST: Member - \$95.00 Non-member - \$125.00

COURSE: 600: Environmental Awareness
WHEN: May 18, 1995
WHERE: Duluth
INSTRUCTOR: ?
COORDINATOR: ?
COST: Member - \$95.00 Non-member - \$125.00

COURSE: 802: Legal Aspects of Easements
WHEN: September, 1995 (1 day)
WHERE: ?
INSTRUCTOR: Bill Rottschaefer
COORDINATOR:
COST: Member - \$95.00 Non-member - \$125.00

**If you attend all four segments of Course 101 (law, engineering, appraisal, negotiations), the price for all four segments is as follows: Members - \$640.00, Non-members - \$835.00*



EXHIBIT IT

(Carolyn Stark)

International Right of Way Association

David T. Johnson, SR/WA
Right of Way Agent
St. Louis County Public
Works Department
227 W. 1st St. #240
Duluth, MN 55802-1913
218/722-0702
218/722-8168 (FAX)

DATE: NOVEMBER 15, 1994

FROM: DAVID T. JOHNSON, SR/WA
Chair - International Membership Committee

TO: DONNA B. CROSBY, SR/WA
International President

RE: REGINA AFFILIATE -- CHAPTER 66A INSTALLATION

Sometime after the Calgary International Seminar, an interesting scenario developed in Saskatchewan, Canada. It seems that the dozen or so IRWA members in the entire province weren't completely sure whether they were part of Calgary or Winnipeg. Both Chapters had sponsored educational courses in Regina. Officially, the IRWA'ers belonged to Chapter 66 in Winnipeg. It is ironic that these faithful few had fallen between the cracks. In order to better serve the members, and perhaps recruit additional members, the possibility of forming an affiliate chapter was discussed at both the Region 10 Fall (1993) and Spring (1994) Forums. If Saskatchewan could muster approximately 30 members and show potential for growth, then the Region and International President John W. Benson, SR/WA, would support the affiliate. Since there were only three other affiliates in the Association, not every step and hoop was easy. The Winnipeg Executive, Chapter President Debbie McTaggart, SR/WA, and a dedicated committee in Regina and worked overtime to prepare the affiliate application for consideration by the IEC in Pittsburgh. There is a rumor that Art Aston spent part of his first Friday night in Pittsburgh drafting a letter to the IEC on a laptop. Every duck was lined up and the affiliate approved.

Donna B. Crosby, SR/WA, International President, was invited to Regina to install the affiliate officers at their October 21, 1994, dinner meeting. As Chair of the International Membership Committee, I was also invited to facilitate a membership workshop prior to the installation. Thirteen very enthusiastic Chapter 66 and 66A executive members participated and discussed IRWA organization and membership issues. They were inundated with handouts to bring with them and share with others who were not able to attend. Minutes of this meeting are attached.

CROSBY

Page 2

It was a great learning experience for me to prepare for this installation. Our IMC had distributed new membership guidelines at Pittsburgh. The purpose of these guidelines was to condense information from many IRWA sources into a list that Chapter officers would find useful. As I re-read them and talked to Headquarters and Chapter 66, it became apparent to me that many details were often overlooked, or an assumption made that everyone knew everything. It was a coincidence that at the same time, I was receiving many other membership questions from different Chapters. This together with the fact that I really wasn't sure how affiliates functioned, caused me to re-revise the membership guidelines and talk to my neighbors in Wisconsin about how their affiliate worked. I think that the guidelines (enclosed) now have more everyday, step by step, information than before. They will be revised when necessary and mailed to the new Chapter Presidents and Membership Coordinators every year.

Since an affiliate essentially operates as a committee, the affiliate chair serves on the Chapter executive board. Affiliate members are Chapter members first and affiliate second. A potential problem develops when information routinely sent to Chapter Presidents, Membership Coordinators, Education Coordinators, etc., may not be forwarded to the affiliate. Also, our Directory does not list affiliate officers. This even presented a problem when I wanted to talk to someone in Wisconsin. Because of this situation, I am requesting Headquarters to create a separate mailing list for affiliates. Also, our Directory needs to identify the affiliate boundaries and list its' officers. As Chapter 66 President and IMC member, Debbie McTaggart will be working with Headquarters to prepare guidelines, with examples, and perhaps revise the bylaws on affiliates. This is an excellent time for these additions and changes. Next time it will be easier for someone else.

At the installation dinner President Crosby introduced the 1995 Chapter 66A officers:

Chair	-- Barbara Addie
Vice Chair	-- Kenneth Zahariuk
Secretary	-- Morley W. Meyers
Treasurer	-- Larry Boyko
Education Coordinator	-- Greg MacDonald
Membership Coordinator	-- George Stutt
Professional Development Chair	-- Richard K. Jeworski, SR/WA

I was very pleased to have been part of the Affiliate Chapter 66A installation. The enthusiasm of their officers, members, and potential members who attended should be noted by all of us. New is exciting; how can we make retention a positive challenge to the membership?

xc: International Executive Committee
International Membership Committee
Headquarters
Chapters 66 and 66A

MINUTES OF INTERNATIONAL RIGHT-OF-WAY ASSOCIATION

MEETING - 1994 OCTOBER 21ST

**LOCATION - SASKENERGY BUILDING, 1945 HAMILTON STREET
15TH FLOOR BOARD ROOM**

Present were - Morley Meyers, Debbie McTaggart, Barb Addie, Bill Johnstone, Gary Minkus, Wes Shewchuk, Bernie F. McMullan, Bob Senyk, Donna Crosby, George Stutt, Richard Jeworski, Ken Zahariuk, Len Morgan, Greg MacDonald and David T. Johnson.

- The day began by round table introductions.
- Debbie McTaggart welcomed the Winnipeg and Regina members as well as our two guests from International.
- Debbie distributed the following information:
 - (a) Executive meeting minutes and membership roster for Chapter 66.
 - (b) Minutes from Region 10 Meeting - 1994 September 24.
- Debbie introduced David Johnson, IRWA Membership Chairman.

Dave presented an overview of IRWA and provided the following handouts:

- (a) IRWA organization chart, staff list, committee list and a list of chapters by region
- (b) committee list for the International Membership Committee
- (c) membership Committee Quarterly Report
- (d) summary of Membership Retention Programs
- (e) sample letters sent to new members
- (f) sample letters used for exiting members
- (g) sample Certificates of Appreciation
- (h) membership guidelines

The meeting ended with Donna Crosby expanding on a number of points raised by Dave Johnson, welcoming Affiliate Chapter 66A and providing some general words of encouragement to the membership present.

**INTERNATIONAL RIGHT OF WAY ASSOCIATION
INTERNATIONAL MEMBERSHIP COMMITTEE
MEMBERSHIP GUIDELINES**

1. MEMBERSHIP FUNCTION:

The membership committee function should be responsible for three key areas of responsibility: Membership Recruitment, Membership Retention, and Service to the Members. These three separate emphases will require continuous and equal attention. The success of these respective areas will be apparent in the membership trends of your Chapter.

2. SELECTION OF CHAPTER MEMBERSHIP COORDINATORS:

Chapter Membership Committee Chair is appointed each year by the Executive Officers of the Chapter. Please notify IRWA Headquarters of the newly appointed Membership Committee Chairperson (Coordinator). Headquarters and the International Membership Committee are valuable sources of assistance and information to the Coordinator.

3. RECRUITMENT METHODS:

Methods of recruiting new members will vary from Chapter to Chapter. They should be tailored to the community and to the individual being contacted. The personal approach, calling prospective members when a program of special interest is planned, may be the only effective method.

When a new educational course is released, or a Chapter or Regional Seminar is planned, a "you may be interested" kind of note or personal telephone call will be appreciated by the non-member. If the educational course or seminar is one in which the non-member would be interested, a reminder that members receive a substantial registration discount might provide the extra incentive needed.

Aside from these specifics mentioned above, a good recruiting program should include these four elements:

- (1) Mail information and invitation--Use the membership packet available from IRWA Headquarters and include or mail separately a Chapter newsletter.*
- (2) Personal or telephone contact--To answer questions and encourage attendance at a Chapter program.*

- (3) *Attendance at a Chapter meeting, course or special event--Every prospective member should be urged to attend at least one Chapter meeting. Recognize guests at Chapter functions.*
- (4) *IRWA Headquarters Employer Awareness Program--Includes congratulatory letters to a new member and their employer.*

4. *EVERY GUEST A FUTURE MEMBER:*

The primary source for new members is from guests who have attended a Chapter meeting, special event or educational course. The Chapter Membership Coordinator, without fail, should contact the guest a second time about two or three weeks after the guest has attended the meeting, special event or educational course. You should send a cover letter and membership packet to the guest for them to have the opportunity to read it over. This second contact is a must.

Methods of recruiting new members will vary from Chapter to Chapter. The personal approach is really the only effective method. A method you may use is to invite a local allied association to one of your Chapter meetings or special events. Both of these ideas are designed to make every guest a future member.

5. *MEMBERSHIP RETENTION:*

Membership Retention starts the day a new member joins. The Membership Coordinator or an individual member should be assigned to a new member (Buddy-Up) and should be responsible for that new member until he or she feels at home.

Methods of retention of members will vary from Chapter to Chapter. The personal approach is really the only effective method.

A good retention program could include these three elements:

- (1) *A "Buddy-Up" program to provide the orientation that is needed for that new member, and do what is necessary to make them feel at ease. Headquarters and/or the International Membership Committee can provide information about this program. The Membership Coordinator and Chapter President should provide their Regional Chairman and Vice-Chair with a quarterly report on this program in order to track the effectiveness of the program.*
- (2) *Follow-up on delinquent members at the time their dues become delinquent.*

(3) *Recognize Chapter members:*

- a. *Membership milestones are recognized in five (5) year increments with an automatic congratulatory letter from the Executive Vice President. Headquarters is responsible for this letter.*
- b. *An IRWA certificate to recognize members who have held continuous membership for twenty five (25) years. Headquarters will offer to send 25 year certificates to the Chapters at no charge.*
- c. *Vintage Member Program: The International Membership Committee sponsors this program to recognize long-term IRWA members. An article in the R/W magazine outlines the member's career and accomplishments and also features a picture. Consider using this "spotlight" feature in your Chapter newsletter.*
- d. *Chapters may request Certificates of Appreciation at a nominal cost from Headquarters. Recognize individual effort -- consider having it framed!*

6. *MEMBERSHIP APPLICATION APPROVAL:*

Chapter Membership Coordinators can receive IRWA membership application approval by contacting each Chapter Executive Board member by phone or fax. Approving a membership application by the use of the phone or fax will fast track the application and will avoid a delay between the date applied and the Chapter's approval. DO NOT HOLD APPLICATIONS! Headquarters cannot process an application that it has not received, and a person is not an IRWA member until the application has been approved by the Chapter and processed at Headquarters. After Headquarters receives the application, the new member's name is added to the database. Headquarters will mail the new member a packet including: Congratulatory letter from the Executive Vice President, membership card, International Directory, R/W Magazine, and list of Chapter Officers. Headquarters will then bill the Chapter.

7. *INITIAL PAYMENT:*

When a new member joins the Association, the application for membership must be accompanied by a check or money order in an amount sufficient to cover the Chapter initiation fee and International dues prorated for balance of the calendar year. Upon expiration of the initial dues payment, the new member will be phased into the annual billing cycle in November of the same year.

8. ANNUAL BILLING PROCEDURE:

A notice of membership dues is mailed by IRWA Headquarters on November 1 of each year. Members should be reminded that it is important to them, and to the Association, to have all information contained on this invoice completed and up-to-date. Any changes in address can also be made. Those who do not respond to the original invoice will receive a second bill and invoice from IRWA Headquarters. Membership Coordinators should also send a letter to these members as a reminder. Members who have not paid by the end of March will appear as "DELINQUENT" on the Chapter roster. (Final billing is March 1).

9. Credit Card Payment for Dues:

Effective July 1, 1994, International Headquarters was equipped to accept VISA and MasterCard payment for dues. Dues renewal notices for 1995 will include instructions for this method of payment.

Payments for new applicants being submitted to International Headquarters using these credit cards will need to include the following information with the completed membership application:

- ◆ *VISA or MC*
- ◆ *Card Number*
- ◆ *Expiration Date of card*
- ◆ *Amount of payment*
- ◆ *Signature*

VISA and MasterCard may also be used to pay for subscriptions and promotional items. A program for credit card payment of courses is being developed, and will be announced at a future time.

10. DELINQUENT DATE FOR MEMBERSHIP DUES:

Under the annual billing program, all Active, Retired and Associate Members who have not paid their dues by March 1 are delinquent. Any delinquent member who has not paid dues prior to April 15 will be removed from the membership rolls. IRWA Headquarters regularly sends the names of delinquent members to the Chapter Secretary.

11. NON-PAYMENT OF DUES - SR/WA DESIGNATION:

Membership dues shall be paid no later than 90 days after January 15 -- non-payment will cancel your membership, and any senior who fails to pay the annual renewal fee within the said period will lose their SR/WA designation. If membership dues are not paid by April 15, you will lose your SR/WA designation. There is no provision for reinstatement. You must start again as a candidate just as if you had never held the designation.

12. MEMBERSHIP APPLICATION IN FOURTH QUARTER OF THE YEAR:

New members that apply in the fourth quarter (October, November and December) of a year must also include the upcoming year's dues.

13. CHAPTER DUES:

New members must pay Chapter dues when they pay their International membership dues. Be sure you know the amount your Chapter receives.

14. MEMBERSHIP PACKETS:

Chapter Membership Coordinators can contact IRWA Headquarters to receive 10 free membership packets each year by contacting:

*International Headquarters
13650 S. Gramercy Place
Gardena, CA 90249
Attention: Ms. Bonnie Gray
Membership Coordinator*

15. MEMBERSHIP PACKETS ENHANCED:

Basic membership packets can be enhanced by adding the following information:

- A. Chapter Membership Chairperson's name and address on a self-addressed stamped envelope attached to the IRWA Application form.*
- B. Current Roster of Chapter Officers and Committee Chairs, including name, address, phone number and fax, if available.*
- C. Current IRWA membership fee schedule, including your Chapter dues.*
- D. Chapter educational courses for the current and upcoming years.*
- E. Chapter Newsletter.*

- F. *Code of Ethics.*
- G. *Professional Development Committee Chairperson for the SR/WA Designation Program.*
- H. *Chapter meeting dates and special events for the year.*

16. *NEW MEMBER IN CHAPTER:*

Chapters vary in their procedure as to how the new member is introduced into the Chapter organization. At the minimum, the Chapter must recognize the new member by sending a letter of welcome and/or a newsletter item, and the "Buddy-Up" program.

The "Buddy-Up" program is assigning an individual to invite the new member to all of the Chapter meetings and to be responsible for that new member until he or she feels at home.

17. *CHANGE OF ADDRESS:*

Change of Address procedure:

- A) *Call Bonnie Gray, Membership Coordinator, at IRWA Headquarters (310) 538-0233*

or

- B) *Write or fax Bonnie Gray, Membership Coordinator, at
IRWA Headquarters
13650 S. Gramercy Place
Gardena, CA 90249
FAX: (310) 538-1471*

18. *MEMBERSHIP PINS AND CERTIFICATES:*

Upon acceptance to membership, each new member should receive from the Chapter an IRWA pin and IRWA certificate. The pins and certificates are available through IRWA Headquarters: Blank membership certificates are free and IRWA pins are available at a nominal cost. The Chapter Membership Coordinator should maintain a supply of both. A Chapter member may be able to donate the printing or calligraphy. Consider framing the new member's certificate. Membership pins and certificates may be given to the new member after application is approved and dues are paid. The Chapter should send a welcome letter to the new member announcing that a membership certificate and pin will be awarded at the next scheduled meeting (add date, time & place). Senior Member (SR/WA) pins and plaques are sent to the Chapter Professional Development Chair at no charge. Headquarters will automatically send the new Senior a congratulatory letter and also send letters to the member's Chapter and employer. Press releases are also available from Headquarters.

19. TRANSFERRING MEMBERSHIP IN CHAPTERS:

In order for a member to change from one Chapter to another Chapter, the member must fill out a transfer form (available at Headquarters), sign it and return to:

*IRWA Headquarters
13650 S. Gramercy Place
Gardena, CA 90249*

20. IRWA RECOGNITION CERTIFICATES:

IRWA Headquarters has IRWA recognition plaques (Member of the Year, Speaker, etc.) and certificates available to Chapters at a nominal cost. Past President plaques and Past President pins are also available.

21. MEMBERSHIP MANUALS:

Chapter Membership Coordinators can request from IRWA Headquarters the following membership manuals:

*Membership Guideline Program
Membership Recruitment and Retention
Programs, Videos and Ideas for IRWA Chapters
Growth - A Two Point Program*

These membership manuals must be forwarded to any new Membership Coordinator when there is a change in personnel.

22. INTERNATIONAL MEMBERSHIP COMMITTEE REPRESENTATIVE:

As Chapter Membership Coordinator, become familiar with the International Membership Committee representative assigned to your Region.

23. IRWA PROMOTIONAL GIFTS:

IRWA promotional gifts are available through IRWA Headquarters and should be utilized by Chapter Membership Coordinators for membership recognition. IRWA Headquarters has a brochure with cost of items available upon request.

24. MEMBERSHIP REPORTS:

Membership Reports are available through IRWA Headquarters. These Reports give the date (anniversary date) of when a member or members joined the Association, the number of members currently in your Chapter and Region, and Internationally, and also a summary of educational courses completed by Chapter members.

25. ELECTION OF INTERNATIONAL EXECUTIVE COMMITTEE AND INTERNATIONAL COMMITTEE CHAIR AND VICE-CHAIR:

International Executive Officers, International Committee Chairs and Vice-Chairs, and Regional Chairs and Vice-Chairs are installed each year in June at the Annual International Education Seminar. Chapter Officers, however, serve on a calendar year basis.

26. REDUCED COST ON IRWA COURSE FOR NEW SR/WA CANDIDATES:

A member who has been approved as a candidate for SR/WA will receive a certificate good for a 10% discount on the cost of the IRWA educational course of their choice.

27. INTERNATIONAL DIRECTORY:

Some Chapter members may still have questions regarding who to contact on committees and which officers should be contacted on various matters. The Right of Way magazine is mailed to all persons appearing on the Chapter roster. To answer these concerns, become familiar with the Directory (located in the front of the magazine) which lists the name, address and phone number of the International Headquarters staff, International Executive Committee, International Committee Chairs, International Regional Chairs and Vice-Chairs, and Trustee to the Appraisal Foundation. The International Directory is sent annually to all members, and also to new members, at no charge from Headquarters.

28. CHAPTER MEMBERSHIP COMMITTEE BUDGET:

Chapter Membership Coordinators need to submit a budget request, as early as possible, to the Chapter President for their committee's annual cost of awards, pins, certificates, and any other membership related expenses.

29. TYPES OF MEMBERSHIP:

ACTIVE

*Dues \$103.00 USA (plus Chapter dues; plus \$10.00 initiation fee for new members).
Dues \$123.19 CANADA (plus Chapter dues; plus \$10.00 initiation fee for new members).*

ASSOCIATE

International dues and associate Chapter dues. Elected to membership in another Chapter, and in good standing. Entitled to all rights of Active members, except right to vote and hold office.

RETIRED

Dues \$10.00 International, any retired dues assessed by Chapter, does not include R/W magazine.

Dues \$22.00 International, any retired dues assessed by Chapter, including R/W magazine.

Retired from regular employment and in good standing.

SENIOR CANDIDATE

Dues \$5.00 (in addition to active member dues; plus a one time \$20.00 candidacy application fee).

A member who is a candidate for the SR/WA designation.

SENIOR MEMBER (SR/WA designation)

Dues \$10.00 (in addition to active member dues; plus a one time \$40.00 senior membership application fee).

A member who has gained approval as a Senior Member (SR/WA) of the International Right of Way Association.

LIFE

Dues paid by the Chapter.

HONORARY

Dues None (except \$12.00 charge for R/W magazine).

Persons of prominence involved in activities compatible with other classes of membership. Elected by unanimous vote of the Chapter Executive Board and approved by the International Executive Committee.

AT LARGE

Dues \$103.00 USA (No Chapter dues, R/W magazine included).

Dues \$123.19 CANADA (No Chapter dues, R/W magazine included).

Those who meet the membership criteria but are not located in the area served by a Chapter of the Association. Elected by the International Right of Way Committee. No voting rights or holding an office permitted.

30. THE RETIRED MEMBER:

The category of "Retired Member" for those individuals who qualify is also important to every Chapter's healthy life and growth. To be eligible, the member must be in good standing and not gainfully employed. Having met these conditions, the member can request retired status.

Requests for retired status must be sent to the attention of Membership Coordinator at Headquarters after affirmative action has been taken by the Chapter Executive Board.

There are two types of retired members: Those who wish to continue to receive the Right of Way Magazine and those who do not. A retired member (including an SR/WA) pays \$10.00 International dues and any retired dues assessed by the Chapter. Additionally, if he or she wishes to receive the Right of Way magazine, there is an annual charge of \$12.00.

Headquarters must be advised whether a retired member wishes to receive the magazine; otherwise he or she will not be billed the additional \$12.00 and will be deleted from the mailing list for the magazine.

Retired status is an option that is often overlooked. As members prepare to retire, the Coordinator should contact them and encourage continued Chapter involvement. Retirees may have the extra time to be valuable Chapter resources.

EXHIBIT "C"

IRWA REGION 3 MEETING October 7, 1994

Attached is the agenda for the 1994 Fall Forum of Region 3, held October 7, 1994 in St. Louis, Missouri.

Attending the meeting from Chapter 20 were Pat Cairns and Sandra Luegge. The meeting followed the agenda, with Chairman Don Dombrowski presiding and Woody Pemberton, International Treasurer, presenting information from headquarters. There were also several topics of special discussion which will be briefly described herein.

The Spring Region 3 meeting will be held in Omaha either the last weekend in March or one of the first two weekends in April, 1995.

The 1995 Fall Forum will be held in Minneapolis, and an instructor's clinic will be given in conjunction with that meeting, per headquarter's (Debbie Galt's) request.

Nominations for 1995-1996 Region 3 officers was held as follows: Pat Cairns, Chairman; Jack Jensen, Vice-Chairman; Jack Borgmeier, Secretary-Treasurer; Craig Bennett, Secretary-Treasurer. Voting will be held at the Spring region meeting in Omaha.

Woody Pemberton's Report:

Revisions to corporate by-laws should be sent out soon. Due statements will also be sent out soon, with members having the capability to pay by credit card. IRWA now has a credit card available for all membership.

IEC has talked to the Education Foundation requesting funds for development of new courses and revision of existing outdated courses. There is approximately \$500,000.00 in the Foundation fund, and IEC has asked for \$125,000.00 of that amount. Also, IEC is requesting Chapter input for ideas on how to raise funds, possibly voluntary contributions rather than require or assess payments to help with these educational needs. A "Renaissance Project" was discussed, whereby chapters or regions would set a pledge or goal to donate a certain percent of reserves to the educational fundraising, and challenge other chapters/regions to match their pledge. Pat Cairns reviewed this concept and suggested that chapters discuss the idea and bring a consensus back to the Spring meeting for a decision.

Woody also requested that Sandra Luegge convey his thanks and appreciation to Chapter 20 for sponsoring the Survey Association Meeting. A great job was done.

**1994 FALL FORUM
REGION THREE
OCTOBER 7
ST LOUIS, MISSOURI
BUSINESS MEETING AGENDA**

- ✓1. Call meeting to order 8:30 AM
- ✓2. Roll Call
 - a. Chapter 5 ²
 - b. Chapter 20 ²
 - c. Chapter 37 ³
 - d. Chapter 41 ⁰
 - e. Chapter 72 ¹
 - f. Chapter 78 ¹
- ✓3. Approval of 1994 Spring Forum Minutes as printed in the Region 3 Newsletter
- ✓4. Approval of the Treasurer's Report
- ✓5. Chapter Reports
 - a. Chapter 5
 - b. Chapter 20
 - c. Chaptae 37
 - d. Chapter 41
 - e. Chapter 72
 - f. Chapter 78
- ✓6. Remarks from Woody Pemberton, International Treasurer
- ✓7. Committee Reports
 - a. Environmental Committee
 - b. Liaison Committee
 - c. Local Public Agency
 - d. Membership Committee
 - e. Pipeline Committee
 - f. Professional Resources Committee
 - g. Property Management Committee
 - h. Relocation Assistance Committee
 - i. Transportation Committee
 - j. Utilities Committee
 - k. Valuation Committee
 - l. Survey Committee

8. 1995 Spring Forum will be hosted by Chapter 78 in Omaha -----Program ? -----Date ?
9. 1995 Fall Forum Minneapolis (with instructors clinic) 1996 Spring Forum @ DeMoines
10. Thanks to Vicky for Region 3 Newsletter
11. Report on September 16-17 Chair/Vice Chair Meeting--Pat Cairns
12. Nomination for Regional Officers--election at Spring Forum
13. 1998 Seminar @ Minneapolis, Minnesota
14. Consideration for Proposed Resolutions at Louisville?
15. Forum fees--Forum dues--International billings
16. Committees--transportation survey--new appointment
17. Consideration for Balfour nominations & newsletter submittals
18. Old Business
19. New Business
20. Adjournment

**IRWA REGION THREE
TREASURER'S REPORT
OCTOBER 7, 1994**

Balance as of March 1, 1994 **\$500.66**

Deposits

July 8, 1994 Chapter 20 & 72 Voluntary assessments	\$235.00
September 6, 1994 Chapter 41 & 78 Voluntary assessments	\$100.00
September 26, 1994 Chapter 5 & 37 Voluntary assessments	<u>\$160.00</u>

Total amount of deposits **\$495.00**

Expenses

August 30, 1994 Vickie Harrison for printing of newsletter and postage	\$193.16
October 5, 1994 Vickie Harrison for printing of program handouts for fall forum	\$141.59

Total expenses **\$334.75**

Balance as of October 7, 1994 **\$660.91**