

**MINUTES OF THE
IRWA BOARD OF DIRECTORS MEETING
MAJESTIC OAKS COUNTRY CLUB
NOVEMBER 15, 1995, 2:00 P.M.**

MEMBERS PRESENT

Gary Ostrom, SR/WA
Michael Kelly
Melissa Janssen
James Anderson
David T. Johnson, SR/WA
Carolyn Stark
William Rottschaefter
Kaye Anderson

Craig Poorker
Larry Martin, SR/WA
Lloyd Moosbrugger
Cary Weber, SR/WA
Stuart "Bud" Storm, SR/WA
Douglas K. Johnson, SR/WA
Sandra Luegge

APPROVAL OF PRIOR MINUTES

A motion to approve the Minutes from the October 12, 1995, Board Meeting was seconded and unanimously approved as amended, "that Matt Storm will coordinate Course #205."

TREASURER'S REPORT

Sandra Luegge gave the following report.

Check book balance is \$4,606.06.
First Bank Savings Account Balance is \$1,008.98.
Treasury Note Balance is \$14,600.00.
Total Assets as of November 15, 1995 are \$20,215.04.

Note from the Treasurer: Outstanding receivables are \$725.00. Course 600 (held in October) IRWA fee and room charges are not included in the above figures; income from tuition and instructor fee expense are included.

An accounting of 1995 IRWA Course Income/Expenses through September 1995 was presented. See attachment.

A motion was made, seconded, and unanimously approved to accept the November 15, 1995 Treasurer's Report.

EDUCATION COMMITTEE REPORT

Craig handed out the attached Education Calendar for IRWA Chapter 20 1995-1996 courses. He stated that he needs another instructor along with Larry Martin for Course #401.

Information has been given to Bruce Sanders on our courses for publication. All of our education courses have been approved through the assessors organization.

Course #101 is under revision by International. This is currently a four part course over a two week period. Starting in 1997 it will be a revised five day course. Notify applicants that the course is being revised and that this is the last offering of Course #101 as we know it.

We lost money on one-day Ethics courses. Need to watch expenses closer.

We are to leave it up to the Education Chair to set the price for one-day courses.

Remind new members that Chapter fees are waived for the first year.

Ethics Course #103 is not approved by other agencies since it is specific to the IRWA.

Craig is checking on International policy regulations regarding reimbursement for courses.

MEMBERSHIP COMMITTEE REPORT

Membership is growing. We are constantly adding new members.

OLD BUSINESS

Seminar and Forum Reimbursement Policy

There was discussion regarding expense allocation for International seminars and forums. Further discussion to take place at upcoming meeting.

NEW BUSINESS

Region 3 Seminar Report

Gary Ostrom stated that the seminar was interesting. There will be changes in Course #101. President of Region 3 is now eligible to serve for two years. The Region 3 treasury reported to be \$800.00.

1998 Seminar Report

The International Executive Board approved hiring a consultant to handle advertising, donations, and exhibits.

MnDot is going to arrange for Super Tuesday to be a day on transportation issues at the seminar.

1996 Board and Chapter Meetings and Special Events

Mike Kelly handed out a Preliminary 1996 IRWA Chapter 20 Calendar of Events that he put together. He suggested that the Board get together in Hinckley and go over the events calendar and update it.

1996 Chapter Officers

Mike Kelly stated he will send the list of Chapter Officers and Board for 1996 to International.

1996 Audit Committee

Gary stated that the Audit Committee consists of Douglas Johnson, Kaye Anderson, and Melissa Janssen. They are to report to the Board at the March 1996 meeting regarding their findings.

1996 Budget

The 1996 Preliminary Budget was handed out. Sandy Luegge, Mike Kelly and Gary Ostrom put the budget together.

It was suggested that the 1998 Seminar (promotion) line item be increased from \$1,000.00 to \$1,500.00. That another line item be added for 1998 Seminar Promotions for \$250.00.

Bud suggested that the Budget be acted upon at the January 1996 meeting.

ADJOURNED

1995 IRWA COURSE INCOME/EXPENSES
(Courses Held through September, 1995)
Northstar Chapter 20

Course 801
(held in 1994)
 Income = \$901.59

Course 902
(held in 1994)
 Income = \$540.00
 Expenses = (\$1,270) IRWA Fee

Course 101 E & L
(held in March, 1995)
 Income = \$ 9,680.00
 Expenses = (\$ 1,500.00) Instructors
 (5,348.00) IRWA Fee
 (1,106.66) Mtg Room
 (80.00) Reimbursements
 Net \$ 1,645.34

Course 104
(held in May, 1995)
 Income = \$1,050.00
 Expenses = (\$ 589.58) Instructor/Exp
 (1,060.00) IRWA Fee
 (65.00) Refreshments
 (136.89) Postage
 (210.00) Cont. Ed. Fee
 Net (\$1,011.57)

September Mini-Course
 Income = \$1,550.00
 Expenses = (\$ 841.09) Mtg Room/Food
 (17.09) Printing
 (140.80) Postage
 (110.00) Cont Ed. Approval
 (40.00) Reimbursement
 Net \$ 401.02

Course 802
(held in September, 1995)
 Income = \$2,265.00
 Receivable = 625.00
 Expenses = (\$ 461.67) Instructor/Exp
 (1,440.00) IRWA Fee
 (35.00) Mtg Room
 (461.72) Refreshments
 (734.04) Print/Postage
 Net (\$ 242.43)

EDUCATION CALENDAR

IRWA CHAPTER 20 1995 - 1996

COURSE: 103: Ethics and the Right of Way Profession
WHEN: Tuesday, December 5, 1995 (1 day)
WHERE: Holiday Inn Express - Bloomington, MN
INSTRUCTOR: Lloyd Moosbrugger
COORDINATOR: Melissa Janssen 612-525-0000
COST: \$50 (IRWA members only)

COURSE: 205: Bargaining Negotiations
WHEN: January 10-11, 1996 (2 days)
WHERE: Holiday Inn Express - Bloomington, MN
INSTRUCTOR: Dr. John Wilson
COORDINATOR: Matt Storm 612-566-1036
COST: Member - \$215 Non-member - \$300

COURSE: 401: Appraisal of Partial Acquisitions
WHEN: January 29 - February 2, 1996 (5 days)
WHERE: Holiday Inn Express - Bloomington, MN
INSTRUCTOR: Larry Martin
COORDINATOR: Karen Adams 612-494-4715
COST: Member - \$400 Non-member - \$570

COURSE: 101: Principles of Acquisition (Negotiation and Appraisal)
WHEN: March 4-5, 1996 (Negotiation)
March 6-8, 1996 (Appraisal)
WHERE: Twin Cities, MN
INSTRUCTORS: ?
COORDINATOR: ?
COST: Negotiation: Member - \$180 Non-member - \$255
Appraisal: Member - \$240 Non-member - \$345

**Course 103 is a requirement for registration and recertification as an SR/WA, and the retaking and completion every five years is needed for retention of the SR/WA designation.*

Dates and places of courses are subject to change to accommodate schedules of coordinators and instructors.

**EDUCATION SCHEDULE
IR/WA CHAPTER 20**

DATE	COURSE #	TITLE	LENGTH
January 24-26, 1995	301	Leadership Skills for R/W Professionals	3 days
March 6-7, 1995	101L	Principles of Acquisition (Law)	2 days
March 8-10, 1995	101E	Principles of Acquisition (Engineering)	3 days
April 11, 1995	103*	Ethics & the R/W Profession	1 day
May 18, 1995	600	Environmental Awareness	1 day
September, 1995	802	Legal Aspects of Easements	1 day
November, 1995	501	Relocation Assistance	3 days
January, 1996	602	Project Development and the Environmental Process	3 days

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WE NEED COURSE COORDINATORS!!! Course Coordinators are needed for upcoming IR/WA Chapter 20 courses. If you are planning to attend one of the above courses, and you want to attend free of charge, please give me a call.

Craig Poorker
Education Chair
(612) 257-5708

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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*