

**MINUTES OF THE
IRWA BOARD OF DIRECTORS MEETING
MINNEAPOIS HILTON HOTEL
JANUARY 17, 1995**

MEMBERS PRESENT

Gary Ostrum, SR/WA
Patrick Cairns, SR/WA
Craig Poorker
Douglas K. Johnson
William Rottschaefer

Sandra Luegge
Kaye N. Anderson
Melissa Janssen
Michael Kelly
Stuart (Bud) Storm, SR/WA

APPROVAL OF PRIOR MINUTES

No motion to approve the Minutes from the November 15, 1995, Board Meeting as minutes had not been completed. Minutes from November 15, 1995, meeting to be approved at the March Board meeting.

TREASURER'S REPORT

Sandra Luegge gave the following report:

As of December 31, 1995.
Check book balance is \$3,920.21.
First Bank savings account balance is \$1,013.34.
Treasury Note balance is \$14,827.04.

Total assets as of December 31, 1995 are \$19,760.59.

There was a discussion on course losses - need to advertise in trade magazines, possibility of transferring courses to International if loss expected.

A motion to approve the Treasurer's Report was made, seconded and approved.

EDUCATION COMMITTEE REPORT

Craig Poorker handed out the updated list of courses to be presented by Chapter 20.

Craig stated that there are 20 students attending Course #205, Bargaining Negotiations.

Sandra Luegge asked for clarification ~~was~~ as to which #200 series courses were going to be dropped by International. Pat Cairns stated that International is looking to drop ~~all~~ *some* the 200 series courses and that there is considerable opposition. Sandra suggested that we as Chapter write letter to International opposing dropping the courses. Craig to mail list of courses being dropped to Board members - Board to make recommendation and then fax letter to Connie Williford and Richard Wurtz. Craig to talk with Deborah Gaut regarding why some of these courses are being eliminated.

Mike Kelly stated that he and Bill are looking at putting on a Contaminated Land seminar sometime in the fall of 1996.

Per Douglas Johnson and Sandra Luegge they informed the board that they must team teach their respective courses before they can teach them on their own.

All course coordinators need to get instructors bio and course layout to Matt, Doug and Lloyd ahead of course time in order to get recertification credits. Craig to talk with International to see if they could add recertification credits on brochures.

Pat Cairns talked about the 101 course - Lloyd Patterson IEC getting new procedures for 5 day course out in March.

OTHER COMMITTEE REPORTS

Membership

Melissa Janssen stated that there are presently 203 members.

OLD BUSINESS

Seminar and Forum Reimbursement Policies - Pat Cairns to make a recommendation to the board at March meeting.

Chapter 20's Director's Policy - Pat Cairns and Jim Anderson to review by-laws make a recommendation/motion to the board at the March board meeting and have vote by chapter members also at March meeting.

NEW BUSINESS

1996 Audit Committee - Chair Kaye Anderson, Douglas K. Johnson and Melissa Janssen to meet in February and report to Board at the March meeting.

1996 Budget - A Motion to approve the 1996 Budget was made, seconded and approved.

Copy of Budget will be published in March communiqué.

1996 Officers of the Board

Mike Kelly to send list of 1996 Officers to Kaye N. Anderson and will publish in March Communiqué.

Gary Ostrum and Melissa Janssen put together an IR/WA Policies and Procedures booklet - good job.

1998 International Education Seminar - overview by Bud storm.

Appraisal Institute - Melissa talked about shared endorsement of courses between Appraisal Institute and IRWA. Agreed to by board. Appraisal Institute also interested in co-hosting a joint meeting with our Chapter.

Meeting Adjourned

**MINUTES OF THE
IRWA BOARD OF DIRECTORS MEETING
HAMPTON INN, SHOREVIEW, MN.
MARCH 20, 1996 - 10:00 A.M.**

MEMBERS PRESENT

Gary Ostrom, SR/WA
Michael Kelly
Lloyd Moosbrugger
Stuart "Bud" Storm, SR/WA
Carolyn Stark

Craig Poorker
Pat Cairns, SR/WA
William Rottschaefter
Kaye Anderson

APPROVAL OF PRIOR MINUTES

A motion to approve the Minutes from the November 15, 1995, Board Meeting was seconded and unanimously approved.

A motion to approve the January 17, 1996 Board Minutes was seconded and approved as amended; i.e., heading date should be January 17, 1996 instead of 1995, and under Education Committee, third paragraph, end of second line the word "all" should be "some" then the word "of" should be added after "some".

TREASURER'S REPORT

Check book balance as of March 18, 1996 - \$13,650.70.
First Bank Savings Account Balance as of January 31, 1996 - \$1,010.94.
Certificate of Deposit as of January 31, 1996 - \$15,036.96.

Note from the Treasurer: Outstanding bills for Courses 101 and 401 to be coming soon and will be paid out of checking account

A motion was made, seconded, and unanimously approved to accept the March 18, 1996 Treasurer's Report.

The state offices would like to be billed for the courses their employees attend. The coordinator of the course should contact the Treasurer and then should send out an invoice for payment.

EDUCATION COMMITTEE REPORT

Craig handed out the attached Education Calendar for IRWA Chapter 20 1996-1997 courses.

Craig stated Course #401 made \$1,300.00.

Course 101 - US West sent 14 to the Negotiation and Appraisal session of this course, which helped make it a success. According to the instructor rating sheet handed out to attendees of the course, they were not pleased with the instructor for negotiations.

There was discussion as to the chapter trying to recruit more people to become instructors. The brochures are out on Courses 501 and 801. The dates for #501 have been changed to May 5 through 7, Sunday through Tuesday. Sandy Luegge, Coordinator of #501, has contacted MnDot regarding the course and will charge their attendees member cost.

Discussion regarding other courses took place and the Duluth meeting.

OTHER COMMITTEE REPORTS

Membership Committee Report

Melissa Janssen was not at the meeting, therefore, no report was given.

Professional Development Committee

Pat Cairns stated that Carol L. Johnson became a new SR/WA and her plaque and pin has been mailed out by International. She should be presented with her plaque and pin at the May, 1996, meeting. Carol submitted her candidacy directly to International and paid the \$20.00 fee. Chapter 20 pays that fee so Carol should be reimbursed. No motion is needed to reimburse her.

Pat also stated that they need an alternate on the International Utility Committee.

OLD BUSINESS.

1996 Audit Committee.

Kaye Anderson stated that Douglas Johnson, Melissa Janssen and she met and everything was approved.

1996 Budget.

The 1996 Budget was approved at the January 17, 1996, Board of Directors meeting.

Seminar and Forum reimbursement policy.

There was some discussion and the following options were suggested. Everyone who has a suggestion/position should jot down there ideas and then they can be debated.

- Ideas:
- Set dollar amount to cover costs.
 - All three people paid some amount.
 - Specify incoming Director attend certain events and pay actual expenses. i.e. travel, room and registration.
 - Accumulative costs, get away from doing that. See they are not set at a limit, but reviewed every year.
 - President elect subject to all three - travel, lodging and registration.
 - Incoming President be Director if someone else cannot go.

Chapter 20's Director's policy.

This policy does not require by-laws. Have the President serve as a Director at the same time and for a two year term. Presidents are not able to vote at regional and international functions. This way they would be able to and also become more active in meetings. Elections are in November, 1996. Agreed for next year. No by-law change required.

NEW BUSINESS

None.

OTHER BUSINESS

Schedule of Meetings.

There was discussion regarding luncheon meetings and where to have them. Kaye Anderson stated she understood that we would go back and forth (north and south) for meetings. She said she belongs to the Midland Hills Country Club in St. Paul and that she is looking into our next chapter meeting being there.

The State of the Art Training site was also suggested.

ADJOURNED

EDUCATION CALENDAR

IRWA CHAPTER 20 1996 - 1997

COURSE: 501: Relocation Assistance
WHEN: April 21-23, 1996 (3 days)
WHERE: Holiday Inn Express - Bloomington, MN
INSTRUCTOR: Ceci Melanson, SR/WA
COORDINATOR: Sandy Luegge 612-566-1036
COST: Member - \$275 Non-member - \$390

COURSE: 801: Land Titles
WHEN: April 24-25, 1996 (2 days)
WHERE: Holiday Inn Express - Bloomington, MN
INSTRUCTOR: Bill Rottschaefer
COORDINATOR: Mary Maki 612-330-7811
COST: Member - \$215 Non-member - \$300

COURSE: 403: Easement Valuation
WHEN: May 20, 1996
WHERE: Rochester, MN
INSTRUCTOR: Douglas K. Johnson, SR/WA
COORDINATOR: Lisa Beckman 507-281-6198
COST: Member - \$105 Non-member - \$125

COURSE: 902: Property Descriptions
WHEN: September 12, 1996 - *Oct 10 meeting on*
WHERE: Duluth/Superior *Oct. 11th*
INSTRUCTOR: Craig Poorker
COORDINATOR: Dianna Petersen 1-218-722-2641, #3508
COST: Member - \$105 Non-member - \$125

COURSE: 101: Principles of Acquisition
WHEN: March, 1997
WHERE: Twin Cities, MN
INSTRUCTOR: ?
COORDINATOR: ?
COST: Member - \$? Non-member - \$?

WE NEED COURSE COORDINATORS!!! Course Coordinators are needed for upcoming IR/WA 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. Without course coordinators, we have no courses.

Craig Poorker
Chapter 20 Education Chair
612-241-2367