

IRWA Chapter 20
Board of Directors
January 19, 2005 Minutes

Attendance: Craig Knudsen, Sue Pariseau, Craig Poorker, Lisa Beckman,
Paul Gustafson, Mark Hudson, Joanie Miller

Called to Order at 10:15 with the approval of December minutes

Treasurer's report: \$4,361.38 checking account balance
\$5,397.15 CD

Audit is completed. Craig Knudsen will sign.
Accounts Signature Cards – Lisa will handle

Committee Reports:

Education: Sue discussed current problems with IRWA HQ. A "nasty-gram" was sent to Dennis Stork. February courses will be 501 and 215. April - Legal Aspects of Easements. HQ is offering the updated Uniform Relocation Act in Bloomington. Lisa Beckman will coordinate course 900.

Membership: Mark Hudson reported 4 new members and 1 pending member. He also had questions on membership issues: newsletter and directory advertising.

Spring Forum: Will be in April 2005 in Sioux Falls. Craig Poorker will forward Chapter 72's newsletter to the board and committee chairs for Spring Forum information.

Fall Forum: Will be Oct 14, 2005 at the Bloomington Holiday Inn Select. Course 602 will be offered in conjunction with the forum on Oct 13. Joanie Miller will coordinate. We will contact the members that received their environmental certifications for attendance to this class.

Installation Banquet: Misc. items needed – Mark Hudson will handle. All other details have been finalized.

Suggestions for upcoming speakers: Brad Gunn – follow up on Walser and possibly Larry Martin on another topic.

Duluth Meeting was discussed and possible locations. To be held in May. St. Louis County members will coordinate.

Final Chapter 20 Policy to be distributed at the next meeting by Sue Pariseau.
Review of Vonco I and II landfill sites case study to be held in April. Joanie will coordinate.

The Chapter 20 website to be discontinued.

Meeting adjourned at 11:30 a.m.

IRWA Chapter 20 Board of Directors Meeting
Midland Hills Country Club
March 16, 2005

Meeting called to order by Craig Knudsen at 10:00 a.m.

Attendance: Kaye Anderson, Sue Pariseau, Mark Hudson, Mike Kelly, Paul Gustafson, Craig Knudsen, Doug Johnson, Craig Poorker, John McKay, Marvin DeJear, Pam Johnson, Joanie Miller

Treasurer's Report: \$4,839.95 and a CD worth about \$5,400

Craig Knudsen signed the Audit in Kaye's presence.

Tax form should be done. Check with Lisa.

Region Dues: \$1 per member. Marvin paid Craig Poorker, Region 3 Treasurer, \$200 for this.

Course Income: \$1,900 in checking

Education Report:

No response to nasty gram sent by Sue to Dennis Stork.

Course 802 in April

Doubling up on classes within the region. Will be discussed at the forum.

Uniform Relocation Act Symposium to be held March 24th.

Kate with Evergreen to coordinate course 403. Doug Johnson will teach 403 in Sept.

Course 603 in October.

Education courses for 2006 discussed.

Membership: Mark Hudson reports 8 new members since the 1st with a total of 179 members. New membership directory is ready and will be emailed.

PDC: John McKay announced that Brad Weidenfeller from Xcel Energy received his SR/WA. John will ask Brad to submit a brief bio and picture for the newsletter. Also discussed were ideas for monitoring members' courses.

We voted for Judi Sorenson for Region 3 secretary. One vote by Paul as Director and two votes by Craig Knudsen as both President and Director.

Auction items discussed for the forum: Sue will donate pottery, Craig GRE stuff, Paul to get Spam items and Joanie to donate misc. St. Louis county guys may bring an item as well.

Spring Forum is April 15, 2005 with course 902 being presented on the 14th. Possibly 11 attending the Forum

Chapter 20 report form will be submitted to Nancy by Craig Knudsen.

Upcoming speakers: Lisa

Banquet attendance: Lisa will prepare a proposal for sponsors attending the banquet.

Golf Tournament: A motion was made by Kaye and Paul seconded for our chapter to donate \$300 to the IRWA Education Conference golf tournament in Toronto.

Conference auction item: Craig Poorker will ask Pat Cairns to order loons.

Board voting policy was discussed. It was unanimously suggested and agreed upon that all board and committee members are copied on outgoing emails that pertain to Chapter 20. (Chapter by-laws say that all elected officers and all Committee Chairs are voting officers).

Craig P to email chapter bylaws to board/committees for review and suggestions.

Sue to update chapter policy by next board meeting so these books may be handed out to each board member.

Send Region 3 newsletter to Doug Johnson to be forwarded to Chapter 20 members.

Adjourned at 11:20

**North Star Chapter 20
Board of Directors Meeting
MOA
May 18, 2005**

Attendees:

Craig Knudsen
Lisa Beckman
Marvin DeJear
John McKay

Joanie Miller
Craig Poorker
Sue Pariseau
Kaye Anderson

March minutes approved by Lisa and Sue.

40+ members/guests signed up for luncheon and LRT

Treasurer's report:

\$3,456.67

CD balance: \$5,430.44

Discussed pre-approval by the board needed on all payments before checks are cut.

Course Income:

Course 501 – Profit \$832.72

Course 215 – Profit \$1,894.60

Course 802 not computed as of mtg.

Education Report by Sue Pariseau:

Course 403 September

Course 603 October

Course 900, to be determined

Course 902 February 2006

Membership Report by Mark Hudson:

183 Members

Misc Items:

International Conference:

Auction items/loon

IEC chapter vote: Juan Zaragosa and Sandy Griggs

Fall Forum: Possible auction or game, need goodie bag items. Sue Pariseau will finalize details for forum. Course 603, Understanding Environmental Contamination in Real Estate will be offered. Forum and class will be held at the Holiday Inn Select in Bloomington.

Upcoming speakers will be determined at a later date by Lisa Beckman. Possible locations; Duluth or St. Cloud.

Chapter 20's Banquet Commitment

2000, 2001, 2002 & 2003	\$5,000 each year, Hilton, Hilton, Old Milwaukee Road Milleneum
2004	\$3,000 Christos
2005	\$2,500 Forepaughs or another place.

Donations have risen over the years beginning with around \$2,000 and topping off last year at nearly \$4,000. However, we can not "assume" we will receive x amount of dollars.

2000 & 2002	The first two years were free with the average attendance between 90-100.
2003	3 rd year \$10 charge with around 80 attendees.
2004	4 th year \$20 charge with around 60 attendees
2005	5 th year \$10 charge with over 80 attendees.
2006	6 th year \$10 charge....

There is a strong interest from our members for this banquet and continued financial support.

Daytime meetings don't work for everyone; some cannot leave work.

We would not purchase gifts for attendees.

Drinks are the responsibility of attendees.

Free parking

Depending on the amount of donations, the chapter's obligation could be less than the requested \$2,500. However, it is not the responsibility of our sponsors to foot the entire bill. There must be some Chapter 20 involvement.

Plaques will come out of the awards budget as budgeted for on a yearly basis.

High End	\$50 per person
80 Attendees	\$4,000
\$10 each	-\$800
Food cost	\$3,200 minus donations
Mid Level	\$40 per person
80 Attendees	\$3,200
\$10 each	-\$800
Food Cost	\$2,400 minus donations

Invitations to be printed @ GRE



**NORTH STAR CHAPTER 20
Board of Directors
Meeting Minutes
September 21, 2005**

Call to order: Craig Knudsen, President

Attendees:

Craig Knudsen	Mark Hudson
Lisa Beckman	Paul Gustafson
Craig Poorker	Sue Pariseau
Marvin DeJear	Doug Johnson
Kaye Anderson	Joanie Miller

Approval of Minutes for the Joanie Miller, Secretary
May 2005 Meeting:

Motion by Kaye, 2nd by Lisa

Treasurer's Reports:

1. Account Balance	Marvin DeJear, Treasurer
	\$8,401.35
	\$5,430.44 cd
2. Course Income (Sue)	Course 403, 20 paid attendees
	Course 802-Made \$3,101.84

Committee Reports:

1. Education Report-Sue Pariseau
Course 603 – October 13, 900 October 25-26, Course 902 2006 - Mike Kelly to coordinate
2. Valuation Committee-Julie Jeffery-Schwartz
3. Membership Report-Mark Hudson
161 Members and 5 new members pending
Mark is mailing pins and framed certificates to the new members.

Other Business:

1. Professional of the Year
Submit nominations to Craig K. Nominations will be voted on by Sept 30.
Nomination made for Doug Johnson and all approved via email.
2. Employer of the Year (SRF nominated by Sue & St. Louis County nominated by Joanie) Mark Hudson will check with David T Johnson and supervisors regarding this nomination.
3. Fall Forum 2005 (Sue)
Course 603 October 13, Forum October 14 in Bloomington at the Holiday Inn Select.

Estimated cost \$3,500. Need goodies from various companies for goodie bags by the first week in October.

4. Approval of Rita Rasmussen's Hotel Room for the Forum

Craig to check with Region board.

5. MNDOT Conference-Booth Volunteers-Item Added, **Chapter 20 booth will be located between SRF and Evergreen. Leftover APWA items to be distributed at the booth. Booth to be returned to hq immediately as another chapter has requested it. Craig P. to make course copies for distribution. Chapter 20 will host social hour and St. Louis Cty guys to perform after dinner.**

6. *APWA Conference Volunteer free lunch.* **It was agreed upon that Mark, Paul, Marvin and Joanie receive a free lunch for volunteering their time at APWA.**

7. Upcoming Speakers (Lisa) **GRE in September, Steve and Scott in November with a relocation topic.**

8. 2006 Incoming Officer/Committee. **Bill Rottschaefter, Kaye Anderson and Paul Gustafson**

9. 2006 Installation Banquet – **Various suggestions were made: Strengthen treasury for a year, evening social with cash bar and appetizers at Midland, Kaye will look into the costs, play games/bring gift, give the sponsors a break for a year if we do something scaled down. Tabled until October meeting.**

New Business:

1. As presented by the board & membership

Pat Cairns requested \$100 for Region Forum attendance. Denied.

Doug Johnson to continue with newsletter another year but article and information MUST be sent to him on time.

Membership meetings cost \$500 above the amount paid by attendees.

Lisa applied for bank card but never received it, Marvin to follow up.

Adjourn to Luncheon:

Motion made by Lisa to adjourn.



**NORTH STAR CHAPTER 20
Board of Directors Minutes
Midland Hills
October 19, 2005**

Call to order: Craig Knudsen, President
Kaye presented gavel to Craig K

Roll Call: Joanie Miller, Secretary
John Foster Craig Knudsen
Debbie Tyler Pam Johnson
Lisa Beckman Craig Poorker
Mike Kelly Marvin DeJear
Kaye Anderson Mark Hudson
Joanie Miller Paul Gustafson

Approval of Minutes for the Joanie Miller, Secretary
September 2005 Meeting: **Paul motion, Kaye 2nd, carried**

Treasurer's Reports:
1. Account Balance Marvin DeJear, Treasurer
Account Balance: \$6,032.67
CD Balance: \$5,430.44
Paul motion to approve Treasurer's report, Craig P 2nd, carried
Craig P suggested a listing of checks paid and deposits made. Discussion about Quickbook program available on IRWA website.
2. Course Income (Sue) Sue Pariseau, Education Chair

Committee Reports:
1. Education Report Sue Pariseau, Education Chair
Course 900 next week – 14 or 15 currently signed up.
Mike Kelly suggested offering "Overlapping Easements", a chapter-sponsored presentation by Larry Martin & Bill Rottschaefter. Mike will create an outline for this class and present to the board.
We also discussed offering an "archaeological" course. Lisa will follow up with Courtney & Beth.
A suggestion was made to brochure Winnipeg for our courses.
Lisa would like to offer Course 400 in early 2006. Lisa will speak with Sue.

- Education Cost Reductions Craig Poorker

Discussed possible ways to save money on the Spring/Fall Forum courses. Craig P suggested offering the next forum course at another location, away from the host

hotel, if we have a class the day before at all. Craig also discussed using local companies' equipment instead of paying the high fees to rent it. Lisa said SRF has equipment available as does GRE.

Joanie mentioned that only one person came from other Region 3 chapters for Course 603. All other attendees were local or came from WI. For the next forum, three years from now, Mark Hudson suggested the Thunderbird since they do not charge for misc. equip if the class is under 20 people. Mark said we can bring our own food in.

Mark will also look into the appraisal credits for Course 501 as this course has been changed from a 3 day to 2 day course. Cost is \$150 to acquire the credits for this class.

2. Membership Report

Mark Hudson, Membership Chair

167 members with 4 new members

Old Business:

1. Professional of the Year (Doug Johnson)
2. Employer of the Year St. Louis County
3. Upcoming Speakers (Lisa)

Evergreen will present a trailer court relocation project on Nov 16. No speakers yet for Jan. 18, and March 15 meetings. Jennifer Wolff has offered to present "A Virtual Tour of Contamination" for a luncheon. Marvin to call her.

4. 2006 Nomination Committee- **Kaye, Paul & Bill nominated John Foster. Elections Nov 16.**

5. 2006 Installation Banquet

Banquet to be held Friday, Jan. 20, 2006 at Midland Hills. Appetizers and cash bar. Kaye will coordinate and Lisa will help. Joanie to do centerpieces. \$10 a person. Motion by Lisa to contribute \$1,500 from checking. 2nd by Joanie, carried.

6. Rita Rasmussen's Region Forum Hotel Cost.

Motion by Marvin to pay Rita's hotel bill for attending Region Forum. Lisa 2nd, carried.

7. Marvin was to look into the Bank Card the Chapter applied for last year.

He has one but needed to present personal information to get it activated. It was decided that it may not be that necessary to have one.

New Business:

1. Jennifer Wolff – DPRA; Instructors Clinic Reimbursement

All agreed but needs to be in the form of a loan. Will wait to see what DPRA will pay. Gene Hoffman, Dan Wilson and Kurt Hartner were other suggested potential instructors for our chapter/region.

2. As presented by the board & membership

Craig K suggested Chapter 20 make a contribution to Nancy Halvorson's IEC Campaign. Will discuss details at a later date.

Adjourn to Luncheon:

Motion by Lisa, 2nd by Marvin



**NORTH STAR CHAPTER 20
Board of Directors
Meeting Agenda
November 16, 2005**

Call to order: Craig Knudsen, President

Roll Call:
Craig Knudsen Joanie Miller, Secretary
Sue Pariseau **Marvin DeJear**
Pam Johnson **Kaye Anderson**
Craig Poorker **Lisa Beckman**
John Foster **Paul Gustafson**
Joanie Miller

Approval of Minutes for the Joanie Miller, Secretary
October 2005 Meeting:

Motion – Sue, Paul 2nd, Carried

Treasurer's Reports:

1. Account Balance Marvin DeJear, Treasurer
\$8,042.45 (About \$1,000 in checks to be written today for various bills)
CD Balance \$5,484.9. Motion – Paul, Lisa 2nd carried.

2. Course Income (Sue) Sue Pariseau, Education Chair
Course 603 made about \$500 and Course 900 about \$1,000. Sue is stilling waiting for the invoices from headquarters.

Committee Reports:

1. Education Report Sue Pariseau, Education Chair
Course 902 – Jan/Feb (Mike Kelly), Course 400 Feb (Pam Johnson), Course 502 (Kaye Anderson) discussion on instructor. Craig recommended Sara Hernandez or Ashleigh Robison. Course 200 (Penny Rolf)

Craig Poorker mentioned the Instructor's clinic and the deadline. Only a few days left to register. Jennifer Wolf needs two letters of recommendation: One from the chapter president (Craig K will handle) and one from a chapter member (Joanie will handle). (Not discussed at meeting but was requested by Jennifer Wolf prior to the meeting)

2. Membership Report Mark Hudson, Membership Chair
Mark could not be here. Craig K reported many new members.

Old Business:

1. Upcoming Speakers (Lisa)
Jennifer Wolf in January and Evergreen Land Services in March. May meeting in St.

Cloud and Greg Cooley will handle speaker.

2. 2006 Nomination Committee Update if any- Kaye, Paul, Bill

John Foster was nominated by the committee and has accepted.

3. 2006 Installation Banquet Update-Kaye, Lisa

Invitations to go out in December

4. Awards for the banquet

Doug Johnson (Professional of the Year), St. Louis County (Employer of the Year)

New Business:

1. 2006 Budget

Marvin DeJear, Treasurer

Marvin is working on the budget and will email it to the board for approval when completed. Sue suggested we lower our projected income from courses.

2. Other year end business

Lisa suggested someone write an article for the newsletter reminding members that guest lunches are not free. I don't believe a person was appointed for this.

Paul mentioned appraisal credit issues for our members when taking courses in another state. In each newsletter under the education calendar, Doug places a brief article on the cancellation policy and course attendee continuing education. Maybe Doug can "bold" the course attendee article so it stands out. Joanie will check with Doug.

3. Luncheon Price/Cost

Joanie Miller

Joanie discussed the cost of lunch at Midland and suggested possibly raising it. She mentioned that lunches in 1994 were \$10-\$15 depending on location.

Membership/education survey to be emailed to the board and then distributed by Mark Hudson. Included in this survey is a question regarding the cost of lunches.

4. As presented by the board & membership

Audit Committee: Kaye, Lisa and Joanie.

Adjourn to Luncheon:

Motion – Marvin, Paul 2nd, Carried