



**NORTH STAR CHAPTER 20  
Board of Directors  
Meeting Agenda  
January 18, 2006**

Call to order: Lisa Beckman, President

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

Approval of Minutes for the John Foster, Secretary  
November 2005 Meeting: **Motion – Lisa, Craig K.2<sup>nd</sup>, Carried**

Treasurer's Reports:

1. Account Balance Marvin DeJear, Treasurer  
**Balance 12/31/05 \$7,635.95, includes deposit of tuition \$712.05 & Membership dues \$357.50**
2. Course Income (Sue) Sue Pariseau, Education Chair

Committee Reports:

1. Education Report Sue Pariseau **Course 902 –Feb (Mike Kelly), Course 400 April (Pam Johnson), Course 502 (Kaye Anderson) discussion on instructor. Course 502 April (kaye Anderson) Course 200 July (Penny Rolf) Course clarification: Non Members pay Member rate only when course is held at sponsors location. MDOT RW Conference Oct 4-5-6, Possibility of course day before conference.**
2. Membership Report Mark Hudson-Not Available
3. PDC Report John McKay
4. Newsletter Report Doug Johnson-Not Available, Possible Deb Tyler will assume the duties of the newsletter.
5. Pipeline Report Marvin DeJear-Classes are being renamed
6. Program Report Marvin DeJear- Nothing new
7. Relocation Chair Kaye Anderson- Nothing new
8. Utilities Chair Cary Weber-Not Available
9. Awards Chair Jim Anderson-Not Available

Old Business:

1. Upcoming Speakers – Marvin, May-St.Cloud- Relocation
2. 2006 Audit Committee – Lisa, Kaye & Joanie. Signature card with be obtained from bank.
3. 2006 Budget. Marvin is working on Budget

4. Article regarding guest lunches not being free.
5. Membership and Education survey responses. Mark Hudson has received 20-30 responses, encourage others to respond.

New Business:

1. Financial contribution to Nancy Halvorson's IEC campaign. **\$500, with the possibility of additional money in future. Motion – Craig K, Marvin 2<sup>nd</sup>, Carried**
2. Newsletter Editor. **Debbie Tyler is named new editor. Deadlines needed for submission of articles by 1<sup>st</sup> of month.**
3. PDC committee needs 3 members that are all SR/WA's. **Chapter by laws requires 3 members. Joanie Miller is stepping down. Craig K has accepted.**
4. Pass along duties/information etc to successor. **Joanie & Craig provided very detailed 3-ring binders outlining duties for board members.**
5. Other year end business (Marvin to do 1099's) **1099 no longer needed, National pays instructors and takes care of 1099's**
6. Region 3 Spring Forum attendees. **April 20 & 21, 2006 Omaha Nebraska. 4- commitments & 4- unshures**
7. As presented by the board & membership. **Team needs to work together and ask for assistance if needed.**
8. **Make announcement about having survey turned in to Mark Hudson.**
9. **Craig Knudsen–Utilities Chair, Paul Gustafson-Valuation Chair**

Adjourn to Luncheon Motion – Lisa, Craig K 2<sup>nd</sup>, Carried



**NORTH STAR CHAPTER 20**  
**Board of Directors**  
**Meeting Minutes**  
**March 15, 2006**

Call to order: Lisa Beckman, President

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

Approval of Minutes for the John Foster, Secretary  
January 2006 Meeting: **Motion – Lisa, Kaye.2<sup>nd</sup>, Carried**

Treasurer's Reports:

1. Account Balance Marvin DeJear, Former Treasurer  
(Account balances to the penny)
2. 2006 Audit Committee Lisa, Kaye & Joanie  
(The audit – all okay)
3. 2006 Budget Marvin  
(2006 budget is modified to reflect changes in  
National \$, for course & seminar income.  
Budget revisions)
4. Course Income (Sue) Sue Pariseau, Education Chair  
(Course income on target)

Committee Reports:

1. Education Report Sue Pariseau (Course 902-22 students,  
course 400 upcoming-Pam to send email reminder, still talk about Breezy Pt class)
2. Membership Report Mark Hudson ( 14 new members since January,  
200+/- members)
3. PDC Report John McKay (Not Available)
4. Newsletter Report Debbie Tyler (Newsletter in good shape, Deb  
will add email address to newsletter)
5. Pipeline Report Marvin DeJear (Vegas in January, Taxes on  
title work may be in the future)
6. Program Report Marvin DeJear (May- St. Cloud Meeting, lunch  
buffet @12:00)
7. Relocation Chair Kaye Anderson (Nothing New)
8. Utilities Chair Craig Knudsen (Nothing New)
9. Awards Chair Jim Anderson (Nothing New)

10. Environmental Chair

Carole Schmidt, Curt Proud,  
Jennifer Wolff (Nothing New)

11. Survey Chair

Jamie McIntyre (Nothing New)

12. Transportation Chair

Greg Cooley (Nothing New)

13. Valuation Chair

Paul Gustafson (Nothing New)

Old Business:

1. Upcoming Speakers – Marvin (St. Cloud in May – ready to go) (September-Motor vehicle sales tax, Oct & Nov still open for suggestions)
2. Membership and Education survey responses (Keep the surveys coming)
3. Financial contribution to Nancy Halvorson's IEC campaign (\$500) (continued)
4. PDC committee needs 3 members that are all SR/WA's (Craig K, Craig P, John McKay)
5. Pass along duties/information etc to successor (Duties have been passed in 3 ring binder)
6. Other year end business (nothing)

New Business:

1. Region 3 Spring Forum (Lisa, Craig, Joanie, Craig K)
2. Communiqué review (Send to Lisa, Craig P & Joanie for punctuation & spelling review) Hot Topics/Editorial. Hunters & Seekers area to be added.
3. International Seminar in Denver (2 bylaws amendments to vote on 1.Dues increase & 2.Restructuring. 2 directors to vote. Lisa, Craig P, Joanie, Craig K, maybe Paul G to attend.
4. Advertising Income (\$375.00)
5. The Minnesota Department of Transportation's Right of Way Division has been selected as winner of the 2006 FHWA Excellence in Right-of-Way Award for Right-of-Way Stewardship. (Good Training Session, goes in newsletter)
6. Chapter dues - need to pay at Spring Forum. (\$1.00 per member)
7. Region Assistance Program. (No assistance because we have made money on all classes.)
8. As presented by the board & membership. Doug Johnson- current membership list, Name tags for meetings.

**Adjourn to Luncheon By 11:45!**

Transaction - YTD

1/1/2006 through 5/4/2006

5/4/2006

Date	Num	Description	Memo	Category	Amount
<b>BALANCE 12/31/2005</b>					
1/1/2006	I	Opening Balance		[IRWA Chapter 20]	7,635.98
1/18/2006	I 3189	Minnesota Dept Of Commerce	Coord Renewal Fee	534-Misc	-10.00
1/18/2006	I 3190	Minnesota Dept Of Commerce	Coord Renewal Fee	534-Misc	-10.00
2/13/2006	I 3191	Midland Hills Country Club	Membership Meeting	511-Member Meetings	-1,999.93
2/17/2006	I 3192	IRWA Region 3	Nancy Halvorson IEC Campaign	530-Contributions	-500.00
3/15/2006	I 3193	IRWA Region 3		533-Region Dues	-200.00
3/21/2006	I 3194	Craig Poorker	Quicken Software and Name tags	524-Misc Administrative	-90.50
3/22/2006	I DEP	Chapter 20	Principles of RW Book	340-Misc	50.00
3/22/2006	I DEP	Chapter 20		331-Newsletter & Directory Ads	375.00
3/22/2006	I DEP	Chapter 20	March Meeting income	312-Member Meetings	540.00
3/23/2006	I DEP	Chapter 20	Course 902	301-Courses	1,300.00
3/29/2006	I 3195	Jim Anderson		532-Awards, Pins, Plaques	-52.38
4/3/2006	I 3196	IRWA Headquarters		532-Awards, Pins, Plaques	-288.00
4/13/2006	I 3197	Midland Hills Country Club	March Meeting	511-Member Meetings	-876.93
4/13/2006	I 3198	Pam Johnson	Treats/soda	501-Courses	-72.95
4/14/2006	I DEP	Chapter 20	C-902 (Robjent)	301-Courses	305.00
4/14/2006	I DEP	Chapter 20	Course 902, 400 & Adver	301-Courses	2,995.00
4/25/2006	I 3199	Doug Johnson	C-400 expenses	501-Courses	-20.47
4/25/2006	I 3200	Craig Knudsen	Craig's airfare	512-Intl Education Conference	-278.60
4/28/2006	I DEP	IRWA Headquarters	C-215	301-Courses	665.00
5/2/2006	I 3201	Reginald Draheim	C-502 Instructor's expenses	501-Courses	-551.02
<b>1/1/2006 - 5/4/2006</b>					
					<b>8,915.20</b>

**BALANCE 5/4/2006**

<b>TOTAL INFLOWS</b>	<b>13,865.98</b>
<b>TOTAL OUTFLOWS</b>	<b>-4,950.78</b>
<b>NET TOTAL</b>	<b>8,915.20</b>

**PROPOSED 2006 BUDGET  
IRWA CHAPTER 20**

<b>INCOME</b>	<b>2005 Budget</b>	<b>2005 Actual</b>	<b>Proposed 2006</b>
301-Courses & Seminars	\$ 25,000	\$ 12,388	\$ 30,000
311-Membership Dues	\$ 4,000	\$ 3,774	\$ 4,000
312 -Membership Mtgs	\$ 3,500	\$ 2,032	\$ 2,500
331-Newsletter Ads	\$ 500	\$ 0	\$ 300
334-Banquet	\$ 2,000	\$ 660	\$
Misc.	<u>\$ 100</u>	<u>\$ 4,820</u>	<u>\$</u>
<b>TOTAL</b>	<b>\$ 35,100</b>	<b>\$ 23,674</b>	<b>\$ 36,800</b>
<b>EXPENSES</b>			
501-507-Courses	\$ 15,000	\$ 2,399	\$ 20,000
511-Membership Mtgs	\$ 5,000	\$ 5,670	\$ 6,000
512-Int'l Education Seminar	\$ 3,000	\$ 1,978	\$ 3,000
513-514-Region/Other Mtgs	\$ 2,000	\$ 5,783	\$ 2,000
521-Newsletter	\$ 1,000	\$ 0	\$ 100
523-Dues/Candidacy Fees	\$ 0	\$ 0	\$ 500
524-Misc. Admin.	\$ 200	\$ 33	\$ 200
525-Bank Charges	\$ 50	\$ 0	\$ 50
531-Education Foundation	\$ 500	\$ 0	\$ 500
532-Awards, Pins, etc.	\$ 1,500	\$ 687	\$ 1,000
533-Region Dues	\$ 500	\$ 200	\$ 300
534-Misc.	\$ 300	\$ 1,489	\$ 500
535-Installation Banquet	<u>\$ 2,000</u>	<u>\$ 4,177</u>	<u>\$ 2,000</u>
<b>TOTAL</b>	<b>\$ 31,050</b>	<b>\$ 24,752</b>	<b>\$ 36,150</b>



**NORTH STAR CHAPTER 20  
Board of Directors  
Meeting Minutes  
October 18, 2006**

Call to order:

Craig Knudsen, Director

Roll Call:

Craig Knudsen  
Sue Pariseau  
Debbie Tyler  
Craig Poorker  
John Foster

Pam Johnson  
Kaye Anderson  
Karen Johnson  
Jack Holt  
Jason Alt

John Foster, Secretary  
Greg Cooley  
Joanie Miller  
Paul Knutson  
John McKay

Approval of Minutes for the  
September 2006 Meeting:

John Foster, Secretary  
**Motion – Craig K., 2<sup>nd</sup> Sue P., Carried**

Treasurer's Reports:

1. Account Balance Joanie Miller, Treasurer **Acct bal \$16,440.31  
past(cds)\$1,435.62 & \$6,183.52.,**
2. 2007 Budget Joanie **2007 Budget: Income \$55,500 ,  
Expenses \$47,950. Quicken will be the acct program in the future. Motion – Kaye  
Anderson, 2<sup>nd</sup> Paul Knutson., Carried**
3. Course Income Sue Pariseau, Education Chair. **No courses  
since last meeting, course #502-Mndot has not paid an invoice since April.**

Committee Reports:

1. Education Report Sue Pariseau **Class 801 Nov 8-9 Land Title,  
Course 100(January), 602(March) Sue will resign as of January 1, 2007.  
Commerce dept has issued a letter rejecting credit for some courses. Matt will  
be following up with Comm dept.**
2. Membership Report Mark Hudson, **Mark was unable to attend,  
184 paid, 36 unpaid**
3. PDC Report John McKay, Craig K. & Craig P., **Jason Alt  
candidate.**
4. Newsletter Report Debbie Tyler. **1 more newsletter this year**
5. Pipeline Report Marvin DeJear **(Not Available)**
6. Program Report Marvin DeJear **(Not Available)**
7. Relocation Chair Kaye Anderson **(nothing)**
8. Utilities Chair Craig Knudsen **(nothing)**
9. Awards Chair Jim Anderson **(nothing)**
10. Environmental Chair Carole Schmidt, Curt Proud, Jennifer Wolff ,

**Information via news letter, new class 601**

- |                          |                                  |
|--------------------------|----------------------------------|
| 11. Survey Chair         | Jamie McIntyre, <i>(nothing)</i> |
| 12. Transportation Chair | Greg Cooley <i>(nothing)</i>     |
| 13. Valuation Chair      | Paul Gustafson <i>(nothing)</i>  |

Old Business:

1. Membership and Education survey responses. **Sue P. sent survey, 25 responses, suggested courses, Midland CC-Good**
2. Upcoming Speakers – Marvin (November) **No speaker for November**
3. Region 3 Fall Forum in Kansas City, MO. **Craig P. & Joanie M. going to Fall Forum, Motion to reimburse John Foster \$300 for expenses if he is able to attend the Fall Forum. Motion – Craig K., 2<sup>nd</sup> Paul K., Carried**
4. Advertising Income - Advertising in Communique or Chapter Directory. **Old business, carried over from last meeting.**
5. Power Up presentation. **Craig P. Power up Presentation, Grand Banquet ballroom-\$200 for 2 days, up to 400 people, paddle boat cruise?? Costs appear reasonable, need the support of (Ch20) low risk, Past meetings with Wisc. have been well received in the past, More information to follow.**
6. Chapter Report Form (Fall 2006) – email to Jack, **Jack Holt attending meeting.**
7. Nominations Committee – Craig K., Kay, Craig P. **2 good candidates for 2007 secretary, nomination committee has endorsed the following candidates Marvin, Joanie M. John F. & Jason Alt. Lisa Beckman(Director). Motion – Paul Knutson., 2<sup>nd</sup> Sue P., Carried**
8. Slate of Officers. **Above**
9. Professional of the Year – Craig Knudsen. **Paperwork & application**
10. Employer of the Year – SRF Consulting Group, Inc.. **Old business**

New Business:

1. As presented by the board & membership. **Jack Holt regional chair on his way to Kansas City for Fall Forum. Small promotional video was presented on IRWA benefits. The DVD will be distributed on college campus. Spring Conference will be at Sacramento CA.**
2. Other business. **Greg Cooley-Possible Sterns County/St. Cloud(May Meeting) Park Trail development/Granite Quarry?? John McKay-Possible September meeting Duluth?**

Adjourn to Luncheon .      **Motion – Sue P., 2<sup>nd</sup> Joanie, Carried**