

**46<sup>th</sup> Annual Region 2  
2008 Refresher Seminar  
Forum Meeting Minutes**

**July 31, 2008**

**Location:**

Texas A & M Memorial Student Center, College Station, Texas

**Greetings:** Wayne Goss, Chairman Region 2

**Call to Order:** Meeting called to order at approximately 9:00 A.M. by Wayne Goss, SR/WA

**Roll Call of Chapters:** Keith Core, Secretary Region 2

Present: Chapters **8** (Houston), **33** (Oklahoma), **35** (El Paso/Midland), **36** (Dallas), **39** (South Texas), **43** (Baton Rouge), **51** (Arkansas), **74** (Austin), **75** (Shreveport) and Chapter **39A** (South Texas Valley). Roster on file.

**Next Meeting:** February 12<sup>th</sup> and 13<sup>th</sup>, 2009 El Dorado Resort & Casino Hotel, Shreveport, La

Region Minutes: June 23, 2008, International Conference, Austin Downtown Hilton, Austin, Texas

The Region Minutes of the 2008 International Conference were distributed via email prior to the meeting. Each Chapter was asked to review the minutes, a question was called by Chairman Goss, a motion to accept minutes was made by John Reed and then seconded by John McLerran and approved by the Region.

**New Business:**

- a. A recap of the International Conference was presented by Goss, following he then extended congratulations for a job well done to Chapter 74 and event co-chairpersons Randy Williams, Larry O'Neal and Randall Kopfer .
- b. Wayne asked the Chapters if they needed last minute assistance with their workshops. All Chapters reported presenters were in place.
- c. Wayne announced John McLerran would be presenting the invocation at the Members/Guests Awards Luncheon.

- d. Steve Beck, Region 2 Vice Chairman, recognized International Executive Committee (IEC) committee members Faith Roland, IRWA President and Randy Williams, IRWA Secretary. He then introduced Mark Rieck, IRWA Executive Vice President. Mark Rieck addressed the forum attendees taking the opportunity to share his thoughts, goals and vision for the future of IRWA. Following his address the crowd applauded.
  
- e. Steve Beck then introduced International Nominations and Elections Committee (INEC) member Larry O'Neal. O'Neal recognized and commended INEC Chairman Steve Benson for his accomplishments and dedication to IRWA. Larry then discussed the matter of the International Employer of the Year Award for companies with 20 employees or larger. Currently, the award is presented to a single recipient without distinction between private sector employers and government agency/employers. Larry requested input from the Region relative to the idea of offering two awards, one for private sector employers and the other for a government employer. IRWA member Dan Wright agreed that differences do exist between private and government employers; however, the award should continue to go to a single recipient as there is great benefit in keeping it as is. Steve Benson then laid out the process of applying for the award. He advised interested employers to contact the Region for the appropriate forms, suggested the forms are user friendly and to fill them out completely before submitting same. Larry O'Neal discussed the SARPA Award and suggested that very few employers apply for the award. Wayne Goss questioned the award application process and suggested that the sheer amount of paperwork and numerous copies has been a distracter in the application process. Steve Beck stated that this year's award application and submission process will be offered online thereby simplifying the process. Steve then discussed Region 2 Awards and informed interested parties to submit their completed forms to the Region Secretary. He also informed attendees that the Region will submit more than one application for the Balfour Award.

#### **Awards Luncheon:**

Wayne Goss addressed the Chapter Presidents and requested a list of the names of individuals to be recognized during the Awards Luncheon. He also reminded all in attendance that the Region Professional of the Year and Employer of the Year will be presented to the respective recipients at the luncheon.

#### **Education Update:**

Dan Wright mentioned that 2008 was a year of heavy rollover for course approval with TREC. He mentioned that Texas Chapter officers should keep in mind that the TREC Course Roster must be submitted within 10 calendar days. Dan also reminded Texas members that his office is "designated office for record" and thus far this year 25

courses had been submitted to TREC. Dan took the opportunity to recognize and thank Nicole Bryant for her continued assistance with the continuing task of course approval and record keeping. He then went on to say that Course offerings must be submitted to TREC at least 60 days prior to the presentation date in order to obtain approval and that thus far in 2008 \$3,200.00 had been spent in course certification fees (32 courses at \$100.00). In 2009 fewer courses will require recertification; thus, the related fees will be less.

The matter of SRWA recertification credits was brought up by Wayne Goss. Goss reminded all present that the Refresher Seminar was approved for 12 hours of recertification credits. Additionally, he also suggested that Chapters may want to consider inviting luncheon speakers who can offer one or two hours of SR/WA recertification credit. Stuart Rouse asked the question if IRWA HQ was open to the idea of one to two hour speakers. Goss responded in the affirmative.

Dan Wright discussed IRWA Appraisal courses and approval of said courses by the AQB for qualifying education credit.

Steve Beck then reminded Region Chapter Education Chairpersons and Presidents present a draft of their respective education plans is due to Sue Finely by October. Sue then reminded the Chapter's to include the month and day for all courses in 2009 and in 2010 and 2011 only the month. Sue advised that the firm of *Allen, Williford and Seale (AWS)* will cover the cost of printing the 2009-2001 Region 2 Educational Calendars.

Steve briefly went over the course presentation/offering process for those courses not on the current education calendar. For those courses not on the Region Education Calendar the related Course Coordinator should submit the appropriate forms and to IRWA HQ. The Region Vice Chair should be copied with all related course "planning" correspondence with IRWA. Heather at HQ will then send an e-mail to the Vice Chair asking for approval of the course.

**2009 Winter Forum:**

February 11<sup>th</sup> (Course 213 - Conflict Management instructed by Larry Dupree)

February 12<sup>th</sup> and 13<sup>th</sup>, 2009 Region Meeting held at the El Dorado Resort & Casino Hotel, Shreveport, Louisiana. For more information please go to [www.housmanandassociates.com](http://www.housmanandassociates.com)

**FAU Annual Symposium & IEC Chair Meeting:**

Faith Roland addressed the matter of the event to be held at the Flamingo Hotel, Las Vegas, Nevada January 13-15, 2009. Randy Williams is the event coordinator. Attendance at this year's event was down from 2007. FAU will assist this year with marketing to help assure attendance and related fulfillment of hotel room count obligations. The long term benefit gained from our (IRWA) participation in this event is, bottom line, our continued relationship with Federal partners. From an Association and also a individual member perspective this is a win/win opportunity.

**Old Business** -

John Reed asked Wayne Goss to address the matter of Chapter donations to the Region. As this item was on the Debriefing Meeting Agenda Wayne advised John that the matter would be addressed on Friday.

**Forum Discussion:**

Joe Kopec, Chapter 43 PDC Chairman, announced that long time member Carr T. (Tom) Dowell recently retired after a long time career as a real estate appraiser with the firm of Max J. Derbes. Tom served two terms as Region 2 Chairman and attended 36 continuous Region 2 Forums at College Station. The Region officers along with Chapter 43 will celebrate Toms retirement at a gathering in the New Orleans area sometime in early 2009.

**Motion to Adjourn**

With no further business to discuss, a motion was made and seconded and passed. Meeting adjourned to the Region Winter Forum Meeting on January 12<sup>th</sup> and 13<sup>th</sup>, 2009.

## Luncheon Meeting Minutes

**July 31, 2008**

**Location:**

Texas A & M Memorial Student Center, College Station, Texas

**Greetings:** Wayne Goss, Chairman Region 2

**Golf Awards:** Rita Cavaness

Rita greeted all and extended thanks to June Housman and to the Golfers. She presented the awards.

**Region Awards:** Keith Core, Secretary Region 2

Keith Core recognized and congratulated Chapter Members who received various certifications. Core presented the Region 2008 Employer of the Year award to Integra Realty Resources represented by Randy Williams and the Region 2008 Professional of the Year Award to Kevin M. Stout, SR/WA, R/W-NAC.

Adjourn to afternoon workshops.

## De-briefing Minutes

**August 1, 2008 (11:35AM to 1:35PM)**

**Location:**

Texas A & M Memorial Student Center, College Station, Texas

**Greetings:** Wayne Goss, Chairman Region 2

**Discussion 2008 Annual Seminar:** Wayne Goss

Wayne Goss opened the floor to discussion. John Reed presented comments about his observation of low attendance in the majority of the workshops and said that the Region must do a better job scheduling the presentation times in order to avoid attendee interest overlap. Speakers traveled long distances at considerable expense and they expect attendance in their workshops. Workshop scheduling needs to be balanced. Terri Howell expressed disappointment in the lack of attendance in Chapter 43's as well as in other chapter workshops. The lack of attendance was embarrassing, to say the least. The workshops should be scheduled to avoid overlapping topics and organizers should plan the daily workshop agenda with quality not quantity in mind, too many excellent topics and speakers crammed into such a short time frame. Jim Evans also mentioned the matter of low attendance at the workshops and concurred with John and Terri's comments. Jim said there was a considerable amount of noise and racket coming from the rooms and hall areas adjacent to the workshop class rooms. David Blakeley discussed the matter of conflicting workshop topics, that the sessions were too long, that the sessions should be shortened to allow attendees to flow between workshops, suggested to the Region that the sessions be broken up into 2 - 1.5 hour concurrent presentations, four on Thursday and four on Friday, two sessions from 1:00 to 3:00pm with a thirty minute break then 2 sessions 3:00pm to 5:00pm. Stuart Rouse mentioned the problem his Chapter experienced with filling speaker slots.

**Chapter Appointment of a Region Contact/Coordinator re Annual Refresher Seminar:**

Donna Harrison suggested that the workshop coordinator begin with an outline and set a timeline in order to get the respective programs in place in a "timely" fashion. Wayne Goss thanked Donna for her suggestion and then suggested each Chapter begin the task of appointing a workshop coordinator or contact person "today" and to provide the Region Secretary with said person(s) contact information. Essentially, Chapter President's should begin framing up workshop ideas this afternoon. We must establish our programs and advertise the refresher seminar in as far in advance as possible, this

will allow us to attract new attendees and the Region to have a better handle on attendance. Goss suggested that the coordinators begin workshop “development” today and do not wait until May, June or July to begin the process. He advised that submission of all workshop information speaker forms are to be submitted to the Region Secretary and Housman and Associates. If Chapters need assistance he asked that they contact the Region Secretary, Keith Core.

**2009 Workshops:** After concluding the discussion about this year’s seminar June Housman suggested that we consider holding four workshops on Thursday (two concurrent then a break and then two concurrent) and on Friday three workshops (two concurrent, a break and a single). Steve Beck and Wayne Goss agreed with June.

Keith Core asked that each Chapter to have a preliminary plan or draft of their workshop submitted to the Region by **January 31, 2009** and to be prepared for discussion of same at the Winter Forum. Chapters were asked have their speakers and Workshops finalized and submitted to Housman and Associates by **March 15, 2009**. Speaker forms are available directly from Housman and Associates for those ready to develop their programs. The forms will be sent out by the Region Secretary in November or December. The Chapters were asked to work with Keith, June, John and Ernie when developing their programs and also asked to begin workshop development as soon as possible. Our goal is to create new interest in Region 2 and the Seminar, increase participation through early advertisement of our workshops, allow outlying states in the Region and nationally to learn about the seminar well in advance of the month of August and in order to accomplish this we want the program brochure completed and available for advertisement and dispersal by **May 1, 2009**.

**Important Date to Remember (January 15, 2009):**

Keith Core reminded all Chapters to file their completed IRS tax forms with Fred Nassari at IRWA HQ no later than January 15, 2009 and to notify the Region that the task had been accomplished. Please contact Fred for assistance completing tax forms.

Additionally, each Chapter is to submit, via email to the Region Secretary, their completed 2008 Chapter Report and Chapter Leadership Report by January 15, 2008. Chapter Report and Leadership forms can be found on the IRWA web site. For further assistance Keith asked that Chapter officers contact him either by phone or email. (**January 15, 2009** is our milestone for delivery of your tax form(s) to IRWA HQ, Chapter Leadership Form to Region 2 and IRWA HQ and Chapter Report to the Region.)

**Education Issues:**

Sue Finley stated that the 2009-2011 Region Education Calendar course information is due from participating Chapter’s in the Region on 9 October 2008.

## **Chapter Workshop Assignments:**

Steve Beck “passed the hat” to each Chapter President to draw for selection of their 2009 refresher seminar workshop. The following resulted:

LPA – Chapter 36  
Highways - Chapter 75 and Chapter 39  
Pipeline – Chapter 35  
Relocation – Chapter 33  
Utilities and Telecommunications – Chapter 43  
Valuation – Chapter 74  
Environmental – Chapter 51  
Opening Session – Chapter 8

## **Thursday – Four (4) Workshops**

Two (2) concurrent workshops 1:30 to 3:00pm

Break

Two (2) concurrent workshops 3:30 to 5:00 pm

## **Friday – Three (3) Workshops**

Two (2) concurrent workshops 8:30 to 10:00 am

Break

Single workshop 10:30 to 10:00 am

## **Region Budget:**

Wayne Goss stated the Region has traditionally maintained a balance of twelve to fifteen thousand dollars in the bank. In November of 2007 the Region checking account balance was sixteen thousand dollars± “before” payment of anticipated 2007 Refresher Seminar course fees of some ten thousand dollars. Thus, in March 2008 the Region made a request for financial contributions from the Chapters to help cover the 2007 refresher seminar course costs and recent 08 Austin Winter Forum expenses which, at the time, appeared to total about nineteen thousand dollars against a checking balance of sixteen thousand dollars. Since March, Steve Beck contacted IRWA HQ to discuss course costs associated with the seminar. He learned Region 2 did not have an outstanding balance for courses due. Wayne followed up with a call to HQ and confirmed same.

Goss announced that the Region checking account balance today was about twenty six thousand dollars. Wayne expanded on his explanation re request for funds from the

Chapters. He explained Chapter financial assistance would also be used to offset the cost of travel expense of the Region Secretary as the Secretary is expected to attend all

International functions. Goss stated that the primary Region cash flow stems from the A & M Refresher Seminar. Loni Mouton, Chapter 43, asked if the Region still wanted a contribution from Chapters. Wayne answered in the affirmative and that it was up to the Chapters to make the contribution based on information previously provided and that of today. Wayne thanked the Chapters who made contributions to the Region. Loni Mouton wanted to know how Region 2 made money. Wayne advised that the Regions' source of income was the College Station Region Refresher Seminar (the golf tournament, seminar registrations and courses). Steve Beck advised that in the past the Region has provided financial assistance to small chapters through course support and as a winter forum location. Beck advised that the Region was here to assist small or faltering Chapters and to help financially if course presentations are not fruitful and fail. Beck concluded his discussion noting that the financial assistance provided in the past from the Region to Chapters has precluded chapter financial failure and helped those chapters receiving said assistance become fruitful and financially independent. Our successful and well attended Region Refresher Seminar(s) and related courses held has provided the continued financial resource enabling the Region to maintain its viability, to provide the necessary support to all Chapters and, if necessary, financial assistance to new or struggling Chapters thereby assuring overall Region viability.

Winter Forum: Wayne discussed the matter of the Winter Forums and said that traditionally the host Chapter covered the costs associated with the event. However, in recent years Region financially supported Winter Forum events have been held in smaller/growing Chapter locations in order to provide support of new or struggling Chapters, the effort was tremendously successful. In 2010 the Region will rely on Chapters in the Region to host and cover the cost the Winter Forum event.

June Houseman expressed her concern about this year's Seminar and the fact we may not "break even". We had a total of 215 at the function of which 194 were registered. Steve Beck stated that this was an off year for attendance. Donna Harrison said that Chapter 36 experienced some problems with attendance at their Spring Seminar as many companies and individual members had to choose one event.

June Housman asked if we planned to hold a golf tournament at the 2009 Winter Forum. Steve Beck said rather than a golf tournament how about a golf outing, set the game up just for fun rather than a tournament.

**Other Business:**

June Housman asked if everyone liked this year's program. The group as a whole acknowledged in the affirmative and thanked June, John and Ernie for their hard work and a job well done

**Motion to Adjourn**

Wayne Goss with no further business to discuss meeting adjourned to the Region Winter Forum Meeting on January 12<sup>th</sup> and 13<sup>th</sup>, 2009.

Respectively Submitted,

Byron Keith Core, SR/WA  
Region 2 Secretary  
International Right of Way Association

DRAFT