CHAPTER BOARD MEETING MINUTES- December 11 , 2024

At 12: 00 pm in the afternoon on December 16, 2024, the Microsoft Teams meeting was called to order by Wendi McAleese, President. Roll call was conducted, confirming a quorum. The following members were in attendance: Adam Rad, Andrea Olden, Ashley Horton, Barbara Strauss, Sarah Boggs, Stephanie Gonzalez, Mark Mendez, Pete Waldman, Florence Green, Victoria Bucher, Johnathan Kasper, Pamela Taylor, and Wendy McAleese.

**Approval of Meeting Minutes:** The minutes from the board meeting held on November 13, 2024, were distributed to the board via email. Mark Mendez moved to approve the minutes as revised, with Pete Waldman seconding the motion. The motion was unanimously approved, and the minutes will be posted on the Chapter 26 website.

**Treasurer Report:**

- Andrea will collaborate with Sean to complete the monthly reconciliation report, which will result in a delayed submission.
- Once finalized, the reports will be distributed to everyone and will be reviewed for approval at the next meeting.

**Chapter Business:**

**2025 Annual Conference Sponsorships**

- Discussion on Annual conference and spring forum tabled for next meeting.

**2025 Chapter 26 Symposium**

- Mark Mendez will form a committee and send invites to those who would like to be apart of it.
- Next Chapter meeting will be held the 15th of January.

**Nominations and Elections Committee**

- Pete will be meeting with Andrea and others to put together an election team.

**Social and Events Committee**

- Considering putting together a Valentine's event

**Membership Committee**

- Six new followers on LinkedIn, up to 1077.
- Three new Chapter members.
- Membership renewal reminders.
- Members encouraged to engage on LinkedIn to improve the chapter's online visibility.
- Job Fair Opportunities – FSU is hosting a job fair on February 6, with an expected attendance of 1,500 students. The chapter is considering placing a booth at the event, which costs $850. It was proposed to

table the vote to a later meeting to seek feedback from International regarding potential financial assistance, as this initiative would benefit the IRWA as a whole.

**Professional Development Committee**

- Florence will reach out to Katie Hudson recipient of the membership scholarship
- Kerry Travella was certified as RWA.
- Wendy will send list to Kevin for updating.

**Education Committee**

- Andrea should not have any invoices for courses except Course 219, which was paid when Adam was treasurer.
- Four additional courses were held, and stipends for these should have been received. If not, they will be sent soon, and details about these courses will be shared via email.
- Turnpike Courses (2025)
    - Approval has been secured to host three courses at the Turnpike facility in March, April, and May, aiming to complete them before the annual conference.
        - Planned courses include:
            - Course 501: Relocation course
                - has been piloted four times (October, November, December) and is nearing finalization.
                - The next presentation of Course 501 will feature the complete rewrite.
            - Course 100: Pending final confirmation based on consultant request
- Additional Course Locations
    - Request submitted to Fort Lauderdale District 4 for hosting a course; awaiting Robin's response.
    - Inquiry sent to District 6 about hosting one or two courses; awaiting their feedback.

**Website and Communications Update**

- Tabled for next meeting.

**Young Professionals**

- No updates

**Adjournment:**

With no further business, Adam Raad moved to adjourn the meeting. Florence Green seconded the motion, which was approved. The meeting was adjourned at 12.:50 PM.

Minutes drafted by:

Stephanie Gonzalez

Stephanie Gonzalez
IRWA Chapter 26 Secretary

Approved by:

Wendi Mc
IRWA Chap




Wendi McAleese

2025.01.16 12:31:48 -05'00