CHAPTER BOARD MEETING MINUTES- February 12, 2025

At 12:02 PM, the meeting was called to order on February 12, 2025. Roll call was held, and a quorum was established. The following members were in attendance: Andrea Olden, Kerry Travilla, Wendi McAleese, Sarah Boggs, Pete Waldman, Ashley Horton, Emily Bower, Katherine Lopez, Adam Raad, Jonathan Kasper, Stephanie Gonzalez.

Approval of Meeting Minutes: The Meeting Minutes from the board meeting held on January 15, 2025, were distributed to board via email. Adam Raad moved to approve the minutes; Sarah Boggs seconded the motion. The motion was unanimously approved, and the minutes will be posted on the chapter's website.

Treasurer Report Treasurer's Report:

- Andrea will sent report to Wendi and Stephanie.
- Wendi asks for a motion to approve the treasurer's report, which includes expenses from the recent marketing trip to FSU.
- Andrea mentions the cost for the job fair and the upcoming expense report for hotel and mileage.
- The board discusses the balance of the bank account and the recent influx of chip money from AAG, Newkirk, and FLAA.
- Wendi emphasizes the importance of thanking decision-makers at these companies for their support.
- Pete motioned to approve the treasurer's report, Adam seconded the motion, motion was approved unanimously.

- **Chapter Business:**
- Board Vacancy for 2-year director role
    - Adam Raad was chosen by Wendi to fill the role
    - Adam Rad to confirm with his employer about attending the IRWA Region Forum and Annual Conference.
    - Andrea motioned for Adam to fill the role, Pete seconded the motion, it was unanimously approved.

- 2025 Chapter 26 Symposium – September 3-5
    - Venue: Drury Hotel
    - Favorable rates only available for September 3-5.
    - No major conflicts anticipated with the IGC meeting in Ottawa.
    - Motion to move conference dates: Barbara Strouse motioned, Adam Raad seconded. Motion passed unanimously.
    - Legal review conducted by Pete Waldman identified concerns regarding a 40-night room block commitment.
    - Barbara Strouse will negotiate distributing the 40-night requirement over multiple days.
    - Estimated budget: $15,467 (including venue rental, AV services, lunch, drinks, snacks, and a cash bar for happy hour).
    - Motion to continue negotiations/sign contract: Wendi McAleese motioned, Barbara Strouse seconded. Motion was approved.

    - Additional Social Events: Two happy hour events to be hosted before August, with a budget of $500 each. Locations suggested: Bahama Breeze Tampa and Bahama Breeze Orlando.
    - Motion to approve events: Victoria Bucher motioned, unanimously approved.
- 2025 Annual Conference – June 1-4, Virginia Beach, VA
    - Registration deadline: March 21, 2025.
    - Budget approval for 5 sponsored members: Estimated budget: $12,580.
    - Motion to approve: Victoria Bucher motioned, Pete Waldman seconded. Motion was unanimously approved.

Nominations and Elections Committee:

- Nominations open, forms sent, and available on the website.
- Pete Waldman reviewed election schedule.
- No nominations received to date; members encouraged to seek nominees.
- Voting scheduled for April 9, ballots to be released the same day.

Membership Committee:

- Goal: Achieve 90% membership renewal.
- Issue: Many expired members from Orange County government.
- Outreach efforts:
    - Victoria Bucher to contact Orange County (Lucy Mino).
    - Florence Green suggested offering speaking roles at the symposium as an incentive.
- Increased LinkedIn and Facebook engagement.

Professional Development Committee:

- Reminder: Chapter agreed to use CHiP incentives for three memberships.
- Issue: Some CHiP incentives expired before use.

Website/Communications Committee:

- Website updated; next meeting date confirmed for April 9.

Young Professionals Committee:

- No new updates.
- YP Committee will collaborate with the Social Committee on the Orlando event and happy hours.

Education Committee:

- Recent class: Elevating Ethical Awareness.
- Upcoming class: In-person Course 100.
- Instructor expenses: Chapter to cover instructor travel costs.
- Appraisal Classes:
    - Greg Johnson (not CLIMB-certified) taught previous courses.
    - Florence Green working with Mike Brady (former IRWA President & Appraiser).
    - Mike Brady to attend instructor workshop in Seattle to qualify for teaching in Florida.
- Wendi McAleese thanked Florence Green for her dedication to IRWA education efforts.

Adjournment: After no further business, the meeting was adjourned.

Minutes drafted by:

Stephanie Gonzalez

Stephanie Gonzalez
IRWA Chapter 26 Secretary

Approved by:

Wendi McAleese

Wendi McAleese
IRWA Chapter 26 President