



INTERNATIONAL RIGHT OF WAY ASSOCIATION

International Executive Committee

Meeting Minutes

November 16-18, 2007

Rancho Mirage, CA

Call to Order: President Jim Struble, SR/WA, called the meeting to order at 8:00 am. All members of the IRWA were in attendance except Secretary Juan Zaragosa, SR/WA. Randy Williams, SR/WA, Region 2 chair, was also in attendance.

Minutes of September 2007: The minutes of the September 2007 meeting in Seattle, WA were approved with minor changes and directed to be placed on the IRWA website.

Zaragosa Resignation Accepted: President Struble noted that a formal letter of resignation from Secretary Zaragosa had been received citing that health and personal reasons had led to his decision to resign. The IEC accepted the letter of resignation. President Struble will be writing Zaragosa on behalf of the IEC to express their appreciation for his many years of service to the Association at the chapter, region and international level.

In accordance with IRWA bylaws, IEC Member Ken Davis, SR/WA, succeeded to the position of Secretary, thereby creating a vacancy in the IEC member position. In accordance with the bylaws, the IEC voted unanimously to appoint Randy Williams, SR/WA, to the open position. Williams resigned his position as Region 2 chair to accept.

Beck Appointed Region Vice Chair: Again in accordance with bylaws, Region 2 Vice Chair Wayne Goss, SR/WA succeeded to the position of Region Chair 2 chair created by Williams' resignation. The IEC, acting on the recommendation of Williams and Goss, appointed Steve Beck, SR/WA, as the Region 2 Vice Chair. At the time of appointment, Beck was serving as the Region 2 Secretary.

President Struble directed IRWA Executive Vice President Dennis Stork to notify the region chairs and vice chairs as well as the committee chairs and vice chairs prior to posting the announcement on the website on Monday morning, November 19.

Strategic Planning Session: The IEC discussed a variety of proposals regarding strategically positioning the association for the future. After considerable deliberation, the IEC developed a review/proposal to restructure the elected and appointed leadership of the Association. The specifics of the plan will be presented for discussion with the region chairs and committee chairs and vice chairs during the February discussions in Dallas, TX.

EVP Search: President Struble reported that the search firm had over 50 resumes for the IRWA executive vice president search. Struble will request that the search firm distribute the questions from the Washington, DC meeting and the current position description to the IEC again prior to the December 20, 2007 conference call at 9:00 AM Pacific Time. The search interviews will be conducted the first weekend in January 2008 in Torrance, CA.

EVP Contract Extension: President Struble executed the agreement to modify the previous employment agreement with Stork that had been prepared by General Counsel Steve Ruth. The employment contract addressed conditions created by the longer than expected transition to the new IRWA executive vice president.

Update from Appraisal Foundation Meeting: Struble reported on the 20th Anniversary of the Appraisal Foundation in Washington, DC in early November as well as his attendance at the 75th anniversary of the Appraisal Institute in Las Vegas, NV.

NACAO Meeting in January 2008: Struble shared the arrangements for the 2008 North American Council of Appraisal Organization meeting that will be held the second weekend in January 2008. IRWA will be the host of the meeting this year.

Southeast Electric Exchange Presentation: IRWA has been invited to attend the 2008 Southeast Electric Exchange Presentation immediately following the IRWA Annual Education Conference in Austin, TX. Before committing, Struble will be asking the Utilities Committee to determine if there are similar organizations of this type in other sectors of the United States and Canada.

Preliminary report from INEC Conference Call: President Struble reported on the conference call of the task force reviewing the IEC annual review process. Struble shared a first draft with the IEC, noting that the task force will be meeting in the near future via conference call to finalize the survey and the process. Steve Ruth will develop an appropriate survey and evaluation process for the IRWA general counsel for approval of the IEC. ~~and~~ This evaluation form will be reviewed by the President Elect each year prior the annual appointment of the general counsel

Local Bylaws Task Force: Struble noted that he had appointed members to the Local Bylaws Task Force that will be chaired by Kevin Winner, SR/WA. Joining Winner on the task force are Steve Castellano, Region 1, Chapter 2 San Francisco; Georgia Snodgrass, Region 2, Chapter 39 San Antonio; Chris Polawski, Region 3, Chapter 78 Omaha and Karen Johnson, Region 10 Chapter 62. A conference call will be planned in the near future to begin the review process.

Review of 2007-8 Goals and Objectives: The IEC reviewed the 2007-8 Goals and Objectives ~~set~~ that were established in June 2007 and received a briefing on how the association was progressing toward those goals. It was agreed that this should be expanded in future years and that projects specifically implemented to respond to the

strategic plan should be delineated in some fashion to assure specific actions were being taken to implement the strategies.

Agenda and Plans for Dallas Meeting with Region Chairs, Committee Chairs and Vice Chairs: The IEC reviewed the plans and preparations for the region chair and vice chair meetings in Dallas, TX. A joint meeting with the region chairs, committee chairs and vice chairs will be held Friday evening as well as Saturday morning from 8-10 am.

South Africa Right of Way Association Tenth Anniversary: The IEC agreed to create a video greeting to the SARWA to be played as part of their tenth anniversary and to allow all SARWA members access to the Principles of Right of Way online as well as a major feature in the IRWA Right of Way Magazine. The Finance Committee will also review the SARWA and JCCA agreements and suggest a standardized new affiliate format for review by the IEC.

Update On Discussion Forums: Stork reported that the discussion groups were launched and are operational on the IRWA website.

Release of Membership Chair Training: Stork indicated that the online training for chapter membership chairs had been completed and would be placed on the website within the next week.

Chapter 39 Affiliate Recommendation: Stork formally recommended the creation of an affiliate status for chapter 39. Randy Williams, SR/WA, made the motion to approve which was seconded by Faith Roland, SR/WA. The motion passed unanimously.

Revision of Leadership Manual: Stork reported that a comprehensive revision of the Leadership Guide will be done over the next several months with an anticipated completion by April 1, 2008. Stork will provide specific recommendations on any changes to the Guide's format for the April 2008 IEC meeting.

Report on Task Force on Designations and Certifications: IEC Member Ken Davis, SR/WA, provide a brief summary of the task force's preliminary discussion in St. Louis the first weekend in November. At least one additional task force meeting will be needed.

Finance Committee Report: Vice President/Treasurer Grigg, SR/WA reported that the results through the first quarter of 2007-8 were excellent with the association posting a positive variance of over \$71,000 against budget. It was noted that the positive variance stemmed primarily from better than anticipated enrollments in courses and increased membership while expenses were generally in line with expectations.

Adjustments to 2007-8 Budget: The IEC approved increasing the salary and benefits section of the budget by \$57,000 to reflect the addition of a new employee in the education area as well as a special bonus for staff in recognition of the exceptional year that the association enjoyed in 2007. Stork will distribute the bonuses to staff with in the

next two weeks. Education income was increased by \$87,000 to reflect greater than anticipated number of courses and larger class sizes.

Chapter 50th Anniversary Celebrations: The IEC approved a motion made by Grigg to add \$4,000 as a new line item in 2007-8 to defray the expenses of the IRWA President to attend 50th anniversary celebrations for chapters and approved the reimbursement to Chapter 18 for President Struble attending their 50th recently. Davis seconded the motion which passed unanimously. Stork was directed to include this as a new line item in current and future budgets.

Budget Process: Grigg briefly reviewed the budgeting process indicating that the preliminary budget for 2008-9 should be available by late December and that two conference calls will be scheduled in mid-January to review the initial work of IRWA staff.

Use of Region Funds for Secretary Travel: The IEC has asked the Finance Committee to make a recommendation regarding making region and chapter assistance funds available for a wider range of support within the region. The Finance Committee will add this to their agenda for their December 6 conference call.

Clarification of Committee and Region Expense Policy: Stork noted that the policy to not reimburse committees for expenditures over the approved budget may create a possible inequity between the chair and vice chair reimbursement. To assure that this process is fair, IRWA will not pay committee expenses submitted for the Annual Conference until both the chair and vice chair expenses have been received at headquarters within the 30 days after the completion of the annual conference. If the combination of these two expenses exceed the limit for the committee, the chief financial officer will contact the IEC liaison for that committee who will discuss the appropriate reimbursement with the chair and vice chair.

Education/Professional Development: President Elect Roland reported on the deliberations of the IPDC meeting in Phoenix, AZ in October. She indicated that the IPDC has a full agenda of items and is moving forward in its responsibilities in the implementation of the Education Summit recommendations.

Roland is preparing a summary of actions that need to be approved by the IEC before they become effective and will distribute that prior to the next IEC conference call December 20, 2007 at 9:00 am Pacific.

Facilitator Grandfather Lapsing Clarified: Roland moved and Grigg seconded a motion that accepted the IPDC policy that if a facilitator lapses their status as a grandfathered facilitator, they must meet the new criteria and will not be grandfathered.

Recertification Timeframe Changed: The IEC did approve a recommendation from the IPDC to begin the five-year recertification time span from the last date of actual recertification rather than the original due date. IRWA staff is going back to individuals

who have designation or certifications that have lapsed and providing them with an opportunity to recertify within a grace period. The previous database systems for IRWA did not have accurate information regarding certification because of both programming and human error. Grigg recommended approval of that policy and Roland seconded the motion which passed by a unanimous vote.

Stork commented that while this transition will be labor-intensive and difficult, the Net Forum system will provide for automatic notification of pending recertification deadlines to IRWA members. Individual member records now contain the recertification dates for the SR/WA and any certification programs and can be used for communication and reporting purposes.

No E-Delivery Supported After July 1, 2008: Consistent with the direction of the Education Summit and its quality control initiatives, the IEC directed that effective July 1, 2008, IRWA will no longer support nor provide a financial discount for e-delivery of its manuals. Noting that the course revamp project should be completed several months prior to this deadline, the IEC directed staff to implement those changes as part of the annual updates of course pricing and policies. Randy Williams made the motion to approve the policy which was seconded by Grigg and passed unanimously.

Education Summit Implementation Update: Stork indicated that there had not been any significant change in the implementation of the education summit except for the progress in the Online Learning Center.

Online Training Center Update: Stork reported that the IPDC has approved 55 Business Training Library courses for use in the new Online Learning Center. Most, but not all, of the courses will qualify for recertification credit for the SR/WA and certification programs. Stork indicated that work is underway on developing the portal and e-commerce functions for the Center. Scripts for Course 103 and Course 215 have been received and will go into production. Stork indicated that while having 6-8 courses online by the end of the year as planned in the goals, it is unlikely that more than two courses will be functional by February 14, 2008. A decision as to whether to launch the site or wait until closer to the Annual Education Conference will be made after the first of the year.

Annual Conference/Other Meetings: Roland reported that the programming for the 2008 Annual Education Conference was well underway and that the Web-Ex supported conference call was effective in facilitating the discussion within the committees. Williams discussed the special appraisal track on Monday and Stork outlined the special registration options that will allow appraisers to register for Sunday and Monday for a special fee.

The IEC asked Stork to determine the potential cost of a wine/cheese reception on Sunday evening for the IEC and region chairs and vice chairs and the Appraisal Institute's regional governors.

2008 Public Real Estate Education Symposium: Roland and Davis reported that the PRES program was coming together effectively and that major promotional efforts would be launched over the next few weeks, including direct mail to potential stakeholders and a series of targeted emails. It was noted that future promotions will attempt to emphasize the federal update aspect of PRES.

2013 Annual Conference Bids: Stork reminded the IEC that the deadline for the 2013 Annual Conference bid would be March 1, 2008.

Communications and Marketing Committee: Stork reported that the scheduled meeting had been postponed because of fires in the San Diego, CA area and rescheduled for the last weekend in January 2008.

Launch of Expanded Merchandise Store: Stork noted that the expanded Merchandise Store was operational. The major promotion has been delayed until after Thanksgiving to allow for some additional inventory to be stocked and a refinement of the MAP redemption system completed.

Enhancement of Region Website Functionality: Stork indicated that some but not all of the additional functionality to the region websites has been completed but that there will be some delays because of illness to key staff.

Education Foundation Reports: Struble indicated that he was unaware of any issues regarding the two foundations.

Liaison Assignments for Regions/Committees: President Struble assigned the liaison responsibilities that had been assigned to Zaragosa to Williams and asked Davis to maintain his liaison responsibilities through the balance of 2007-8.

Schedule for Balance of 2007-8: Stork reminded the IEC of the following dates and locations for IEC meetings for the balance of the year:

February 13-16, 2008	InterContinental Hotel, Dallas, TX
April 18-21, 2008	Sheraton Sand Key Resort in Clearwater, FL
June 20-26, 2008	Hilton, Austin, TX

Adjournment: The meeting adjourned at 10:40 am on Sunday, November 18, 2007.