

# **International Executive Committee - with Region Chairs Meeting Minutes**

**Intercontinental Hotel  
February 15-16, 2008  
Dallas, TX**

**Call to Order/Welcoming Remarks:** President Jim Struble, SR/WA, welcomed the Region Chairs and Vice Chairs invited to the meeting. After outlining the events of the day, Struble introduced Mark Rieck, the new Executive Vice President, to the group. Rieck provided a brief professional background and commented he was looking forward to serving as the new EVP. It was announced that March 5 would be Stork's last day with IRWA as an employee.

## **President's Report:**

**Updated Strategic Plan:** Struble referred the Region Chairs to the revised Strategic Plan on the IRWA website and encouraged the chairs to become familiar with the provisions. He noted that, after reviewing the strategic plans of other organizations recently, he believed that IRWA's strategic plan placed it ahead of most organizations in terms of its comprehension and value.

**Summary of Previous Day's Meeting:** Struble summarized the actions taken by the IEC the previous day as reflected in the attached minutes.

**Chapter and Affiliate Approval:** Struble announced that since the September 2007 meeting, a new chapter has been approved in Florida and a new affiliate approved in Texas.

**Chapter Model Bylaws Task Force:** Kevin Winner, SR/WA, presented the recommended language for a new model bylaws to the Region Chairs, as well as specific recommendations regarding suggested minimum expectations for chapters. After an extensive discussion, it was agreed that the model should be redrafted to include a version for chapters with President-Elects and those with Vice Presidents. Steve Ruth will redraft the two versions, and the models will be returned to the task force for a final review before being presented to the IEC and Region Chairs again.

**75<sup>th</sup> Anniversary Task Force:** Struble reported that the 75<sup>th</sup> Anniversary Task Force has been appointed and that it will meet via conference call on February 27, 2009. Struble will serve as chair of the special task force. Other members include: Richard Melfi, Esq.; Donna Crosby, SR/WA; Jim Oldfield; Lee Hamre, SR/WA; Jim Overcamp, SR/WA, and Mark Rieck. Barbara Billitzer, IRWA Chief Marketing Officer/Publisher, will serve as the IRWA staff liaison. Struble commented that the focus of the task force will be to both celebrate the past and prepare for the future.

## **Executive Vice President's Report:**

**EVP Transition:** Stork provided a brief update on Association headquarters operations and described the transition plan for the Executive Vice President's position.

**Spring Forum Talking Points:** Stork briefly reviewed the PowerPoint presentation for the spring region forums and indicated that an updated version reflecting any changes made during the deliberations would be distributed by the middle of next week.

## **Finance Committee Report:**

**Financial Statements:** Grigg reviewed the December 2007 financial statements, noting that the Association had a positive variance of \$178,560. Income through the first six months of 2007-8 was at 109.3% of budget while expenses were at 98.5% of budget. Grigg cautioned that the expenses for the EVP search and the underperformance financially of PRES would be reflected in the February 2008 financial statements.

**2008-9 Budget and 2009-10 Forecast:** Grigg noted that the 2008-9 budget had been distributed to the Region Chairs. He reported that the IEC unanimously recommended a 2008-9 budget calling for \$ 4,151,115 in income and \$4,129,957 in expenses for a net contribution of \$21,157. After answering questions regarding the budget, the IEC and Region Chairs unanimously voted that the budget be recommended to the IRWA Board of Directors for approval.

**Chapter Assistance:** Grigg reported that only \$6,012 had been requested for the Chapter Assistance Program in 2007, an indication that the chapters were overall in good financial shape and that the funds were being expended consistent with the intent of the program.

**2008-9 Region Budgets:** Stork reminded the Region Chairs that the 2008-9 budget for each individual region must be submitted to Fred Nasri, including projected income and expenses, as well as the June 30, 2008 bank or investment statements for any funds held by the region.

## **Education/Professional Development:**

**2007-8 Education Trends:** Stork noted that current trends show the Association ahead of the same time last year in both classes offered as well as average class size.

**Course Coordinator Certification:** The course coordinator program is entering its second year with more than 400 individuals now certified for the initial two year period. The course is being updated to reflect the changes made in the past year.

**Designation and Professional Credentials Task Force:** Secretary Ken Davis, SR/WA, reported that the Task Force had met in St. Louis in early November and had conducted conference calls within the two sub-committees. Another face-to-face meeting is scheduled for late March 2008 in Chicago, IL, Davis stated. A preliminary report will be presented to the IEC in April 2008.

**Course Revamp Project:** As reported earlier to the IEC, Stork stated that David Layne, SR/WA, should complete the revamp project by May 2008 .

**Educational Summit Implementation:** Stork referred to the Educational Summit implementation tracking document, noting that with the exception of the Online Learning Center, most implementation was either completed, in progress or on schedule.

**Chapter Assistance Program:** The Region Chairs were reminded that the Chapter Assistance Program is on a calendar year basis and that 2008 chapter assistance reimbursements will be issued in late December 2008.

**Online Learning Center:** Stork noted that the Online Learning Center is tentatively scheduled to be launched on March 31, 2008. The initial launch will include only courses made available from the Business Training Library, IRWA's outsource partner in the Online Learning Center. A total of 65 courses have been selected by the IPDC for the initial offering. Most, but not all, of the courses will be eligible for recertification credit.

**Region Vice Chairs Role in Coordinating Courses:** Grigg noted that he had been participating in the conference calls with the Region Vice Chairs conducted by Valerie Fries. He remarked that the sessions had been very instructive and a contributor to the recent success of more classes and larger class size.

**2008 Renewal Results To Date:** Stork reported that 2008 was running ahead of the same time last year by 18% reflecting improvements in handling the lock box transactions as well as a trend toward more online membership renewals. In most cases, individuals are receiving their renewal membership card within ten working days.

### **Communications and Marketing:**

**New Membership Marketing:** It was reported that a new membership video will be planned for September 2008 along with a revised new membership brochure. It is the current plan to update the brochure annually and the video every other year.

**Membership Chair Training:** Stork noted that the Membership Chair Training program has been placed online and is available as a resource for chapter membership chairs to use.

**Online Merchandise Store:** Stork reported that the Online Merchandise Store was launched in November and has been positively received by members. The store has been structured to be a break-even proposition rather than a profit-center for the Association. Clothing items are created on-demand to reduce overhead.

**Online Discussion Groups:** Stork reported that the online discussion group feature of the website was activated in October 2007, but has only shown modest activity. Additional promotion at the region forums was encouraged.

### **Annual Conference/PRES:**

**PRES 2008:** Roland reported that the feedback from the PRES earlier that week had been very positive as far as programming and speakers, but that the registrations had been about the same as last year. The IEC will be reviewing the future of PRES at its April 2008 meeting, Roland stated.

**PRES 2009:** Roland noted that the 2009 Public Real Estate Educational Symposium will be held on January 12-15, 2009 in Las Vegas, NV.

**2008 Annual Education Conference:** Roland noted that registration for the Annual Conference has been on the website for over a month and referred the Region Chairs to the latest issue of Right of Way magazine for details regarding speakers and programs. It was noted that the early hotel registrations are quite strong. A special effort is underway to include programming for appraisers on Monday.

**Saturday Afternoon Session:** Roland reminded the Region Chairs that there will be a meeting from 2:00-5:00 pm on Saturday afternoon in Austin, TX as well as a recognition dinner on Saturday evening.

**Monday Morning Caucus:** Stork reported that the Monday morning region caucus timeslot will be 15 minutes longer in 2008 as a result of input from the Region Chairs. To date, no bylaw amendments are expected and only one board resolution from the Ethics Committee is anticipated.

**Wednesday Morning Training Session:** A training session for 2008-9 Region Chairs and Vice Chairs will be held on June 25 in Austin, TX. Additional details will be announced in late May or early June.

**Board of Directors Meeting:** It was noted that 2008 Board of Directors voting members will receive e-mail notices regarding the online resources in March as well as a written notice in accordance with the bylaws in early May. The deadline to substitute voting directors at headquarters in May 1, 2008.

**2013 Annual Conference Sponsorship:** Stork noted that the application deadline to be considered as a host for the 2013 Annual Education Conference is March 1, 2008. Based upon comments from the Region Chairs, at least three chapters have indicated an interest in hosting the conference.

**IEC Review Process with INEC Chair and Region Chairs:** The meeting adjourned at 3:00 pm so that the Region Chairs could meet with INEC Chair Steve Benson, SR/WA, to discuss the annual review of IEC members per the process approved in September 2007.

Minutes were reviewed and approved by Secretary Kenneth L. Davis, SR/WA, on March 10, 2008.

