



International Governing Council Meeting

Minutes: Saturday, June 11, 2011

Hilton Atlanta, Room 203

Welcome and Call to Order: IRWA International President, Kenneth L. Davis, SR/WA called the meeting of the International Governing Council to order at 8:30am.

Roll Call: International Secretary, Lisa R. Harrison, SR/WA conducted a roll call with International Executive Committee members Ken Davis, SR/WA, Randy Williams, SR/WA, Pat Petitto, SR/WA, Lisa Harrison, SR/WA, Lee Satterfield-Hamre, SR/WA, General Counsel, Eric Finn, Esq., Mark Rieck, EVP; Region Chairs Chris Banks, SR/WA, Steve Beck, SR/WA, Rita Rasmussen, SR/WA, David Wood, SR/WA, Mary Ann Marr, SR/WA, Johnny Dyess, SR/WA, Fred Walasavage, Orest Rojik, SR/WA, Raymond Bennett, SR/WA, Karen Carswell, SR/WA and Senior Staff, Fred Nasri and Daniel Stekol all present.

Approval of Minutes: Lisa Harrison presented the minutes of the February 20, 2011 IGC meeting. David Wood moved and Steve Beck seconded that the minutes be approved as presented. The motion carried by unanimous vote.

Finance Committee Report: Vice President/Treasurer, Pat Petitto, SR/WA presented the finance reports through April 2011, noting a positive variance of \$8,690. A special project request was also received from the Relocation Assistance Committee for an additional meeting to review the 500 series IRWA classroom curriculum. Lisa Harrison Moved and Mary Anne Marr seconded a Motion to approve an additional budget request in the amount of \$3,000, with the stipulation that a report of the task force accomplishments be submitted to the IGC following the meeting. The motion carried as presented.

Task Force Updates: Lisa Harrison reported that the Experience Task Force continues its work to document experience criteria for each IRWA discipline. Committees are providing lists that will be reviewed by teleconference this summer and then presented to the IPDC for consideration.

The Specialty Task Force has made its initial recommendations and a market research firm has been identified to conduct internal and external market research as to the relevance and importance of our proposed specialty certifications to the users of right of way services. Next steps are to finalize the research methodology and move forward with the study.

The general recommendations of the Facilitator Task Force were presented to the IPDC on June 10, 2011. They are:

1. **Current Process:** The current process for new facilitators should be retired and a new process must be developed.

2. **New Process:** The new process design would be divided up into two courses and include the following components:
 - **Introduction to Facilitation Course:** New facilitator applicants will first be required to attend this new IRWA Course. This course will be available to anyone (not only by invitation to facilitator applicants). The course materials would be expanded beyond what exists in our current Facilitator's Clinic Participant Manual. The course will focus on adult learning principles and course delivery techniques, specifically designed for IRWA courses. This will be designed to act as a safe learning experience, rather than a critical assessment.
 - **Facilitator's Clinic:** After completing the Introduction to Facilitation Course, those who are interested in becoming an IRWA Facilitator. Potential candidates will be required to submit an application to attend the new Facilitator's Clinic. Attendance will be by invitation only. (Application and approval process will be developed prior to program implementation.) The Facilitator's Clinic will be designed similar to the Master Facilitator's Clinic. The new Facilitator's Clinic will assess the participants on their:
 - ability to professionally represent the IRWA;
 - existing ability, skills, techniques, and abilities to effectively deliver IRWA courses; and
 - readiness of each applicant to provide IRWA Course participants with a quality learning experience "out of the gate."
 - **Course/Clinic Design:**
 - developed by adult learning specialists;
 - design a "start to finish" evaluation criteria for the Course and Clinic.
 - **Facilitator's Clinic Feedback:** Although constructive criticism and direction will be given, time will not be spent trying to get the participants up to speed as the Clinic pre-requisites and their education, and experience provided in the Introduction to Facilitation should screen out unqualified participants.
3. **New Facilitator Requirements:** New Facilitators are required to:
 - sign a Learning Contract;
 - sign a Facilitator Agreement; and
 - meet more specific pre-screening requirements.
4. **Existing Facilitators:** Existing Facilitators should also be required to meet the following requirements:
 - sign a Facilitator's Agreement with IRWA;
 - complete continuing education every five years by attending either the Introduction to Facilitation or the new Facilitator's Clinic. The choice would be up to the Facilitator unless specifically directed by IPDC to attend the Facilitator Clinic. Existing facilitators will also be required to attend the Facilitator Clinic after receiving evaluations under 4.2.

5. **Moratorium:** The moratorium on the existing Facilitator's Clinic should remain in force until this new process is developed and implemented.
6. **Next Steps:** The process will be communicated to the association through Leadership Links, with pilot courses created for implementation by February 2012 and evaluated immediately thereafter.

Randy Williams moved and Mary Anne Marr seconded Motion to approve Facilitator Task Force recommendation as presented. Following lengthy discussion, the motion was approved by a vote of 8-to-6.

Caucus and Board of Directors Meeting Preparation: Members reviewed the Board of Directors Meeting Agenda and discussed talking points that will be shared at region caucuses on Sunday. IEC members will attend their respective region caucuses and are willing to visit other caucuses, at the request of region chairs.

Leadership Institute: Mark Rieck reported that as the Leadership Institute enters its second year, the team is looking at fine tuning program content and delivery. The Leadership Institute Task force will consider offering delivery of the live program through members of the Leadership Institute Team as a service to the regions, developing more "Just in Time" video content for online delivery to individual members and shifting large group presentations to Fall Forums, a Leadership Weekend in February, targeted chapters in the spring and Leadership Day at Conference.

International Update: International President Elect, Randy Williams, SR/WA shared that work on the international front is paying off, with signed agreements now in hand with China and Mexico for Valuation Cross Certification courses, an MOU for information exchange with the Compulsory Purchase Association in London and a full partnership agreement with the South African Right of Way Association that will be signed during the Meeting of Members for education, credentialing and membership programming in South Africa. All programming will be conducted at a profit for the association, including the travel of IRWA member-leaders, who will facilitate the classes. New program development activity has also been launched for consideration by ROW professionals in Australia, the JCCA, Thai Appraisal Foundation and FIABCI.

Other Business: Randy Williams also presented an overview of the special project being undertaken by the Ethics Committee to review and revise IRWA Ethics policies to reflect the needs of our organization now and in the future. Randy requested that \$10,000 be appropriated to fund one meeting of the committee and its special project task force members. Lee Hamre moved and Steve Beck seconded a motion to approve the funding request. The motion carried unanimously.

Next Meeting Date: Ken Davis noted that the International Governing Council is scheduled to meet three times next fiscal year and the Finance Committee is meeting quarterly. The next meeting of the IGC will take place in Los Angeles, CA on Saturday, September 24, 2011, with an incoming IGC member orientation on Friday afternoon, September 23, 2011 at IRWA Headquarters.

Adjourn: With no further business, the meeting was adjourned at 12:00pm.

These minutes prepared by EVP, Mark Rieck, for presentation by the secretary at the next meeting of the International Executive Committee.