# IRWA.PNG Chapter 45.PNG

**Chapter 45 Meeting Minutes**

**Chico Hot Springs**

**Pray, MT**

**6:30 p.m., November 16, 2018**

1. **Call to order-** The meeting was called to order by Michelle Householder, President, at 6:45 P.M.
2. **Roll Call**

The following members were present and acknowledged

* Michelle Householder, President
* Dylan Swanson, Treasurer
* David Whitlock, SRWA
* Bernie Lea, SRWA (Video Participant)
* Rose Shea, (Video Participant)
* Dee Oakland, SRWA, Region 7 Chair
* Sarah (Guest)
* Marta Whitlock (Guest)
* Larry Oakland, Guest

1. **Reading and Approval of Minutes from August 31, 2018 Meeting**
   1. Minutes were emailed to members and available online for review
   2. Bernie Lea made a motion to approve minutes as written
   3. Dave Whitlock seconded
   4. Call for vote: 6 ayes, 0 nays – Minutes are approved
2. **Unfinished Business**
   1. Fall Forum Report – Dee Oakland
      1. Forum was held Saturday, October 7, 2018 in Spokane, WA
         1. IEC / IGC established Governance Task Force comprised of Region & IEC reps
         2. Dave Whitlock is Region 7 Rep
            1. Krista Chambers, SR/WA, had attended a majority of Governance structure meetings sponsored by IRWA HQ prior to the 2018 Annual Conference and gave the Region 7 Forum attendees a comprehensive report of her observations and the options developed during those meetings held in late 2017 – early 2018.
         3. The Governance Task Force meets monthly and is reviewing all prior documentation and actions; Dee Oakland, SRWA, Region 7 Chair, is the alternate for the Task Force should Dave not be able to attend the video conference meetings.
         4. The Governance Structure discussion is a very complex issue, there will be **no** governance structure vote at 2019 Annual Conference in Portland, OR
         5. IEC / IGC also established an Education Task Force to address the various issues regarding IRWA Education program
            1. No direct Region 7 representation, but communications continue with Fred Easton, SR/WA, Task Force Chair
            2. CLIMB Instructor issues are confusing and frustrating for Chapters as well as veteran instructors
         6. International Finance Committee – Region 7 is represented by Jim Lingeman, Region 7 Vice Chair
         7. Bernie Lea commented that democracy in action was present at 2018 Annual Conference in Edmonton this year, and members need to be aware and remember IRWA is an association of members for the members.
         8. The structure of the Fall Forum in Spokane incorporated power point presentations but also allowed attendees to interact and discuss issues
         9. Spring Forum is set for March 8, 2019, in Portland.
            1. Chapter 3 of Region 7 is holding the Annual Conference in Portland in June and will be seeking volunteers to help with that very large endeavor.
         10. Education for 2019
             1. Chapter 45 Education Committee for 2019 includes: Dylan Swanson, Chair; Michelle Householder, Dave Whitlock, and Mike Zook
             2. The program requires work and is time-consuming
             3. MDT has requested Course 200 and 203 (both count toward industry path)

Bernie will teach 200 in Billings or Helena

Mike Zook suggested as Course Coordinator

Michael Rabb will be asked to teach 203

Suggested Andrew Cedillos at MDT as Course Coordinator

* + - * 1. Course 801 was suggested for Bozeman in late February with Michael Rabb as instructor
        2. Project Management – 16-hour course developed and taught by Dan Beardsley is tentatively scheduled for April.

DNRC (Lisa Axline) will be contacted as to interest in participation

* + - * 1. Course 802 – Legal Aspects of Easements was suggested
        2. Montana Easement Law was also suggested
      1. Members of the Education Committee will reach out to other professional organizations regarding course offerings and to MT Board of Realty Regulation regarding qualifying Continuing Education Units
      2. The Education Committee will schedule a conference call to finalize plans for any / all courses suggested.

1. **Advertisements/Sponsorships on Website**
   1. Michelle Householder is taking the lead regarding advertisements and sponsorships on the Chapter 45 website
2. **Committee Reports**
   1. Treasurer’s Report: Dylan Swanson, Treasurer
      1. Balances of Check Account and Savings Account presented
      2. Balance Sheet and Reconciliation Reports as of November 14, 2018 were given
      3. Michelle and Dylan are working with IRWA HQ regarding MDT Invoice to settle account receivable with MDT.
   2. Education Committee – Dylan Swanson, Chair
      1. See notes under Unfinished Business
   3. Membership – Mike Zook, Chair
      1. Two pending memberships
         1. Christopher DeVerniero
         2. Levi Olsen

Motion made by Dave, seconded by Dylan to approve their membership(s) in Chapter 45. Vote 6-ayes, 0 nays

* 1. Professional Development – David Whitlock, SR/WA, Chair
     1. Michelle is working toward RWA
     2. Wade Nielsen is close to achieving SR/WA
     3. Tom Stortz is preparing for SR/WA Capstone exam
  2. Newsletter & Website – Michele Householder
     1. No new business was reported
  3. R/W Education Foundation – Trustee, Bernard Lea, SR/WA
     1. Plans are progressing for Annual Conference and Monday night event
     2. Announcements with details will be forthcoming
  4. Awards & Recognitions – Michelle Householder
     1. Michelle announced Bernie Lea had received an award certificate and 15% discount on his next ethics course from the Ethics Committee for serving as a reviewer. On request.
  5. President’s Report – Michelle Householder
     1. Approval of receipts for Fall Forum attendance:
        1. Mike Zook
        2. Michelle Householder
     2. Chapter 45 received CHIP award
        1. $75.00 for Quarterly reports filed on time
        2. 5% Growth
        3. We now have 40 members

1. **New Business**

a. With the resignation of the previous Vice President, Michelle is authorized to appoint a replacement

a. Norman Lee, SR/WA, indicated willingness to take position

b. Michelle Householder approved

1. Dee Oakland will install Norman Lee as Vice President of Chapter 45 for the remainder of the 2018-2019 Fiscal Year Michelle reported the by-laws are posted on the chapter website
   1. Bylaw Changes
      * 1. Section 6, Article 3 allows electronic meetings
        2. The President / President Elect can hold Chapter 45 Board Meetings electronically
        3. All Board Members must be notified via email before the meeting.
        4. The Secretary must attend and take minutes
        5. The Executive Board Committee made suggestions and decisions to add language to Section 8 of Chapter 45 bylaws to include:
           1. prohibits the Chapter Treasurer from disbursing funds without a receipt
           2. the President is the signatory for any reimbursements to the Treasurer
           3. Only the President and Treasurer are authorized signatories for Chapter 45 bank accounts.
           4. Anything over $600 must have an expense report and the check is signed by both the President and Treasurer ????
        6. The following language has been approved by IRWA Chief Legal Counsel, Brad Kuhn, and needs vote and approval by the Chapter for the following to be added to Chapter 45’s Bylaws:
           1. “The Treasurer shall disburse funds only on receipt of approval by Chapter President or Chapter Executive Board. This approval may be in the form of President/Board approval of individual bills. In no event shall Treasurer disburse funds without full documentation or advance funds to any individual without case-specific President/Board approval. Full documentation shall mean a bill from a creditor, a copy of the Board minutes authorizing expenditure, or actual receipts supporting the expenditure. Receipts are required before reimbursement may be made.
           2. The President shall act as signatory, with the Treasurer, for checks drawn against chapter funds. The President and Treasurer shall be the only Board Members with signatory privileges and access to the chapter’s funds.
           3. If either the President or Treasurer are unavailable for a period of two-weeks, the board by resolution may appoint an additional signatory in their absence. The resolution must be in writing and signed by those Board members voting in favor of the additional signor.”

The Motion to accept the Bylaw Changes as written above was made by Dylan Swanson, with the motion second given by Dave Whitlock. There was not further discussion, and a vote was taken: Vote: 6 ayes; 0 Nays - Motion passed

The motion passed, and the language will be added to Chapter 45 Bylaws.

* + 1. Strategic Planning Task Force – See Governance Task Force notes under Unfinished Business
    2. Education Task Force – See Education Task Force notes under Unfinished Business
    3. Spring 2020 Forum – Plans are being made to hold the Forum in the Bozeman area in March of 2020
       - 1. A suggestion was made to make it a Joint Forum with Region 9. Dee will talk to current Region 7 Vice Chair and Secretary since it is the assumption that Forum will be during their time of leadership.
    4. Next Meeting
       - 1. Next meeting will be in Bozeman in conjunction with Course offering. The date is to be determined.

1. **Adjournment:**
   1. With no further business brought forward, the meeting was motioned to adjourn by Dave and seconded by Dee. Vote: 6 ayes; 0 Nays - Motion passed
   2. Michelle adjourned the meeting at 9:26 p.m.

Respectfully submitted,

Michelle Householder

President – Ch. 45