



MEETING MINUTES
International Executive Committee
June 30, 2020, 8:00am PDT (GMT-7)
Video Conference

Our Purpose: *We improve people's quality of life through infrastructure development.*

Mission: *We empower professionals by elevating ethics, learning, and a standard of excellence within the global infrastructure real estate community.*

Core Values:

- **Integrity:** *We are role models that embody the highest standard of ethical practice.*
- **Excellence:** *We constantly improve our products, our services and ourselves.*
- **Flexibility:** *We embrace our continually changing environment to adapt to the needs of our stakeholders.*
- **Collaboration:** *We engage our members, partners, and other stakeholders to build a shared body of knowledge and experience.*
- **Leadership:** *We shape our future through courage, clarity, and transparency.*

Welcome and Call to Order: The International Executive Committee (IEC) leadership meeting was called to order at 8:06 a.m. (PDT) by Sharon Slauenwhite, SR/WA, President.

Roll Call: Fredrick "Fred" Easton, SR/WA, Secretary, called roll. Those in attendance:

IEC Members in Attendance:

Sharon Slauenwhite, SR/WA.....President
Jacob "Jake" Farrell, SR/WAPresident Elect
James Olschewski, SR/WA.....Vice President
Judy Jones, SR/WATreasurer
Fred Easton, SR/WASecretary
Dave Arnold, Esq, SR/WA.....General Counsel
Charlie NoblesCEO

Staff in Attendance:

Communications and Partnership

President Slauenwhite held an open discussion about expectations, teamwork, keeping everyone informed, and staying focused on our purpose and mission, including these topics:

- Maintaining balance between confidentiality and transparency
- Handling minutes for executive sessions, which are confidential issues such as human resources
- Saying what you mean and communicating the same privately and publicly
- In July we'll have more discussions on communication plan
- Minutes: how to achieve balance between detail and summary. Will keep a summary of action items. Secretary Easton to maintain a list of motions to be ratified by the Board of Directors in June and send to Carlos and Sergei to maintain and update the director's page.

Approval of Minutes

Minutes from several past meetings have not been approved, former Secretary and current Treasurer Jones to send those and approval will be done at the next meeting.

Executive Officer Role Transitions

An open discussion was had on the officer roles and items that are still in transition. Key items highlighted below:

- Secretary:
 - Election – review with Treasurer Jones on lessons learned
 - Need employee handbook – General Counsel Arnold needs as well – this was emailed during meeting
- VP:
 - Discussion on return to class. General Counsel Arnold noted that any messaging on this needs to always refer to the guidance from medical professionals, local health departments, local laws and orders and exact language will need to be crafted.

Annual Meeting and Board of Directors Feedback and Debrief

An open discussion was had on the annual meetings (membership and Board of Directors) and how this might be done differently if we were unable to meet in person next year. Summary of some items:

- Disappointed by number of members on Sunday, probably should have shifted from Father's Day and having a motivational speaker would have been better and given members more reason to join.
- Should have converted to a virtual conference. Unclear if the educational sessions happened and if so were they recorded. Need to ensure we provide 24 hours of continuing education one way or another next year.
- Have received feedback about the candidate that ran from the floor and then withdrew, responding to those individually.

International Committees & Liaisons

President Slauenwhite briefed the group that there will be a couple more changes before being finalized. Next IEC meeting will include discussion on IEC liaisons.

Region 9 Vice Chair Vacancy

Held an open discussion on the vacancy and steps going forward. Region 9 Directors recommended Tim Solinski so long as he achieves his SR/WA by September's IEC meeting. Mr. Solinski to sit in on calls in unofficial capacity. Region 9 Secretary and Treasurer Carmelita Delgado cannot step forward as she also has not achieved the SR/WA yet. Both persons have completed the education and experience, only the exam left to take. Tim has committed to taking the exam in the next 8-weeks.

Also discussed having Region Secretary/Treasurers sit in on IGC calls in unofficial capacity. While there was no motion or vote, general consensus was for the IGC to stay the same size it is now but the Secretary/Treasurers could be invited if a specific need exists.

Reporting Expectations

President Slauenwhite discussed reporting from staff and some baseline information that we would like to receive prior to each meeting including:

- Pulling certain financials, budget & key measures (classes held), onto one page for a succinct executive report. Possibly charted or graphed.

Charlie to work with Rakhshan to work on a report. Only item that won't be included is confidential concerns. Bylaws Article VII lists topics exclusive to IEC.

CEO Headquarters Update

CEO Nobles discussed current staffing and operations including how work from home is going.

Executive Session: The IEC went into Executive Session at 9:45 a.m. to discuss personnel issues. The IEC ended the Executive Session at 10:04 a.m. There was nothing to report from the Executive Session.

Member Messaging Feedback Follow Up

CEO Nobles discussed how his calls to individuals who have responded to the IRWA Stands with Black Lives Matter email has gone. He has had very positive reactions from the people he has directly spoken with. Mainly these members want to be heard and know that IRWA will not be doing political messages going forward.

Diversity and Inclusion Task Force Formation

An open discussion was held about formation of the Task Force and some general guidelines, including:

- Should be clear this is beyond a knee-jerk reaction to current events. We’ve been discussing these issues for a while and should include full diversity issues of race, gender, age, and sexual orientation.
- Once group is gathered, they choose their own chairs / co-chairs.
- Region 6 Vice Chair Matt Harris is willing to serve as liaison to the IGC

COVID Impacts and Proactive Support for Members

President Slauenwhite discussed the need to support our members during the pandemic and asked everyone to come back with ideas of what we can do for the next meeting.

Other Business

President Elect Farrell would like to have a Thursday night happy hour and chat, not necessarily IRWA business, just connecting with each other.

Next Meetings & Adjourn

- July 8th - Finance Committee
- July 14th - IEC

Adjourned at 10:30 PDT

Summary of Major Action Items

WHO	WHAT	WHEN
All	Discuss communication plan	July
Fred Easton, Carlos & Sergei	Fred to keep running list of actions to be ratified, staff to update directors page on website	Ongoing after all IEC / IGC meetings
Judy Jones	Send unapproved minutes from previous meetings	Before July 14th
Fred & Judy	Meet to discuss lessons learned from election	
TBD	Draft language for guidance on returning to classrooms	TBD
All	Determine IEC liaisons to committees	July 14 th mtg
Sharon Slauenwhite	Finalize Committee and Representative list	TBD
Charlie & Rakhshan	Develop a concise executive report	TBD
All	Bring ideas of how to support membership needs during continued pandemic	July 14 th mtg

Respectfully submitted,



Fred Easton, PLS, SR/WA, R/W-AMC
International Secretary



Date