



MEETING MINUTES
International Governing Council
July 17, 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 Governing Council (IGC) meeting was called to order at 10:33 a.m. (PDT) by Sharon Slauenwhite, SR/WA, President. President Slauenwhite welcomed the IGC, Region Vice Chairs, staff and thanked everyone for being in attendance. President Slauenwhite reminded those in attendance of our purpose: "We improve people's quality of life through infrastructure development."

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

IGC Members in Attendance:

President Sharon Slauenwhite, SR/WA
President Elect..... Jacob "Jake" Farrell, SR/WA
Vice President James Olschewski, SR/WA
Treasurer..... Judy Jones, SR/WA
Secretary..... Fredrick "Fred" Easton, SR/WA
CEO Charlie Nobles
General Counsel Dave Arnold, Esq., SR/WA
Region 1 Chair..... Mike Flanagan, SR/WA
Region 2 Chair..... Denise Skinner, SR/WA
Region 3 Chair..... Dan Leshner, SR/WA
Region 4 Chair..... Ida Parrett, SR/WA
Region 5 Chair..... Dan Bucan, SR/WA
Region 6 Chair..... Wade Brown, SR/WA
Region 7 Chair..... Jim Lingeman, SR/WA
Region 8 Chair..... James Hardy, SR/WA
Region 9 Chair..... Tony Pollack, SR/WA
Region 10 Chair..... Koby Godwin, SR/WA

Region Vice Chairs in Attendance:

Region 1 Vice Chair Raymond Mehler, SR/WA

Region 2 Vice Chair Erin Newberry, SR/WA
Region 3 Vice Chair Carrol McCracken, SR/WA
Region 4 Vice Chair Derrick Roma, SR/WA
Region 5 Vice Chair William "Otto" Spence, SR/WA
Region 6 Vice Chair Matt Harris, SR/WA
Region 7 Vice Chair Cyndi Whelpley, SR/WA
Region 8 Vice Chair Jay Wong, SR/WA
Region 9 Vice Chair <vacant>
Region 10 Vice Chair ... Keith Turner, SR/WA

Staff in Attendance:

Tim Drennan - Director of Field Operations
Rakhshan Mazarei – Chief Financial Officer

Approval of IGC Minutes

Secretary Easton noted that minutes for the June 18, 2020 IGC meeting were revised and distributed prior to the meeting by email.

MOTION: Region 4 Chair Parrett moved to approve the minutes as last distributed. The motion was seconded by Region 7 Chair Lingeman. President Slauenwhite called for discussion and hearing none call the question for approval by acclamation and the motion was approved unanimously.

International Treasurer's Update

Treasurer Jones gave an update that Finance Committee met and reviewed financial through May. From here forward all IGC members will receive financial reports immediately after the finance committee meets. The key measures were provided verbally. Virtual classes were included in the classroom counts but going forward these will be separated to provide additional matrixes.

Headquarters Update on Virtual Classes

Tim Drennan presented the draft schedule of the virtual class schedule. Budget is 304 courses and currently planning 273 courses. The draft schedule showed that the random sorting of instructors was per course, so an instructor that teaches many courses could possibly teach again before another instructor ever teaches.

There was some disagreement on how that is being handled brought up by President Elect Farrell, who believed that regardless of how many courses an instructor teaches, they don't instruct again until every instructor any course they teach has had an opportunity to instruct.

Vice President Olschewski admitted that this is different than originally written but believes there is an increased burden in management of the lists, if done as described by President Elect Farrell.

Slauenwhite called for the discussion to be set aside, to review the policy, and obtain a better understanding of the work required.

Additionally, while he had the floor Mr. Drennan provided an update on upcoming officer training meeting and reminded all that after officer changes we often receive fishing scam emails and to ensure you are aware of that and pay attention to the email address you receive emails from.

Region Chairs - Roundtable Discussion

Each Region Chair Provided an update on their region, many provided information about their upcoming forum planning, a summary is provided below:

- Region 1 – Chapter 50, which planned to host the spring forum, has been offered the opportunity to host in 2021
- Region 2 – full virtual for their normal A&M Education Refresher and fall forum
- Region 3 – discussed leadership transitions at both region and chapter levels. Fall forum will be virtual

- Region 4 – same boat as everyone else, officer transitions, would like digital signature for conflict forms, looking at a hybrid mix of virtual and in-person but need to consider limitation of travel within their region, especially if anyone plans to attend from staff or IEC as they might be coming from a State with restricted travel
- Region 5 – updating website. Officer transitions discussed and holding monthly leadership call with chapters. Updating member directory and asked a question on processing membership applications and how we can track memberships more automatically to make this easier. New Secretary will be activating and doing new social media outreach. Meeting in Green Bay for Fall Forum, new room with more distancing, likely will be hybrid, including some virtual access. Discussed conference calls and asked HQ to look into something like Teams as many leaders have needed to use personal phones as BlueJeans isn't allowed on work computers
- Region 6 – all but one chapter has completed financials and leadership forms are nearly complete. Matt has been proactive about talking with Chapters about education plans. No decision yet on Fall Forum, might be a hybrid, will decide next week
- Region 7 – lots of coordination on setting up virtual classes for our region. Fall forum will be virtual. Chapters are trying to get squared away with taxes and paperwork.
- Region 8 – like above, transition forms underway, looking at way forward with courses (no in-person in short term), currently in Atlantic bubble on travel so likely going to virtual educational offerings
- Region 9 – working on getting Vice Chair seat filled. Tim taking virtual refresher. Good feedback on the virtual courses. Fall forum will be virtual. Chapter 6 all remaining courses in 2020 will be virtual
- Region 10 – Western Canada slowly getting back to reopening. Will reach out to leadership and make sure they attend the online calls coming up. Some late elections and leadership changes dealing with. Looking for how to get some discounts on virtual courses. Also looking into doing joint job boards. Fall forum virtual but might be a portion in-person to help CRWEF meet quorum requirements. Would like list of non-members who have taken courses in the region.

Diversity, Equality, and Inclusion Task Force

President Slauenwhite facilitated an option discussion about the Diversity, Equality, and Inclusion Task Force. The list of initial volunteers was distributed, it includes at least one member from each Region except for Region 8. Various topics were discussed and summarized below, there were no motions, approved consensus, or specific action items except as shown below:

- Purpose:
 - By a motion on June 18th, 2020, the International Governing Council approved the creation of a task force with the purpose of advancing diversity, equality and inclusive interests of the right of way industry, to review our current courses and monitor the development and coordination of future IRWA courses, products, gatherings and resources to insure they promote and advance diversity, equity and inclusivity
- Leadership:
 - Region 6 Vice Chair Harris will serve as liaison to the IGC
 - Group to determine their Chair and Vice Chair or other form of governance
- Diversity:
 - Comments from volunteers and emails to CEO Nobles indicated they expect this group to represent all types of diversity including, race, sexual orientation, gender, age, etc.
 - Suggestion to have a grass-roots effort to go into diverse groups at the Chapter level to speak about career opportunities in our fields
 - Should include voices from all 10 regions, being geographically diverse as well
- Volunteers:
 - Should the volunteers provide input about their interests so that we can ensure the group is diverse enough and represents the Diversity we hope to achieve? Ideas considered included submitting a background summary, interviews, or brief surveys.
 - The initial list is just that, something to start with, but Task Force might wish to add more volunteers

- Other comments:
 - If this group were to recommend a standing council or committee then that recommendation should include sufficient guidelines for creating a successful group
 - Task Force should ensure that any actions going forward should strengthen our association
 - Chapter nicknames should also be looked at to ensure they are not offensive
 - There has not been an opportunity for any member to put their name forward to volunteer. Should there be?
 - Have the volunteers that we have now start and decide what this Task Force should be composed of, who will govern, what their goals are, if more should be invited, etc.
 - Let the volunteers move forward with our comments from this discussion and purpose from the motion and not try to control their formation

Action item: Region Vice Chair Harris and CEO Nobles to meet to discuss a few questions and send them to the volunteers.

Next Meeting

President Slauenwhite and CEO Nobles will get a doodle email sent out to confirm availability for the next meeting.

Note: prior to completion of these minutes the doodle poll showed Thursday, August 13th 9:00a.m. PDT to be the best time.


Meeting Adjourn

President Slauenwhite called for motion to adjourn at 1:32, adjourned by consensus.

Summary of major action items

WHO	WHAT	WHEN
Matt & Charlie	meet to discuss volunteers for Diversity TF	week of 7/20
Sharon & Charlie	Send doodle poll for date/time of next meeting	Week of 7/20

Respectfully submitted,



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

08/13/2020

 Date