



MEETING MINUTES
International Governing Council
November 19, 2020, 8:30am PST
(GMT-8)
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 8:34 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" and discussed how there are many life changes we are experiencing.

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 Richard Pittenridge, SR/WA
Region 10 Vice Chair ... Keith Turner, SR/WA

Staff in Attendance:

Tim Drennan - Director of Field Operations
Rakhshan Mazarei – Chief Financial Officer
Jamie Ross Tieu – Manager of Field Operations

Meeting Minutes

Minutes from 09/18 & 09/19/2020 (with revisions) and 10/08/2020 were previously distributed by email.

MOTION: President Elect Farrell moved to approve the revised minutes from 09/18/2020 and 09/19/2020 as presented. Motion seconded by Region 4 Chair Parrett. There was no further debate. President Slauenwhite called the question by acclamation. Motion carried unanimously.

MOTION: Region 4 Chair Parrett moved to approve the minutes from 10/08/2020 as presented. Motion seconded by President Elect Farrell. There was no further debate. President Slauenwhite called the question by acclamation. Motion carried unanimously.

President Slauenwhite noted that action items on those minutes have been completed with exception of the goals information collection which will be completed in December and presented in January to IEC.

Strategic Plan Updates from 2020-2021 International Committees

President Elect Farrell invited each of the committee chairs on the call to provide updates on their plans and goals, including:

- International Relations Committee by Vice Chair Gordan McNair, SR/WA
 - Canada
 - Saudi Arabia - classes taught by remote
 - South Africa – unable to afford standard pricing, discussing options
- International Ethic Committee by Chair Mike Murray, SR/WA
 - Working on revisions to policies and procedures
 - Looking into recruiting new ethics officers in regions where there are less officers
 - Updating member network group for the committee is completed
- International Nominations & Elections Committee by Chair Jenni Kriner, SR/WA
 - IEC Candidates need to submit before December 1, 2020 to be nominated by committee
 - Awards submissions need to be done before February 1, 2021
 - INEC will meet on 11/30 to discuss conference session
- International Young Professional Committee chair was not feeling well and couldn't attend
- International Electric & Utilities Committee by Chair Rachel Bricout, RWA
 - Put in place first seminar in 2020, was a success with 190 attendees
 - Planning to do another educational webinar with 3 topics on telecom
 - Focus on increasing membership / activity in the committee – need some help from Headquarters confirming memberships and contact information
- International Oil & Gas Pipeline Committee by Vice Chair James W Hines, SR/WA
 - Had to cancel meetings and some lessons learned about hotel cancelation policies and risks
 - Still planning to meet in person in Houston in January

- International Public Agency Committee by Chair Peggy Barnes
 - Reaching out to Regions and Chapters to find where there is not local representation to ensure that information makes it out to the members at all levels.
 - Had to go member by member on the website to determine who was still a member, email changes, and who had not renewed
- International Valuation Committee by Chair Christina Thorenson, SR/WA
 - Still working through updates to course, Kevin Shea, SR/WA is taking lead on that
 - Making sure we have AQB approval for courses
 - Meet once a month on 3rd Thursday and others are welcome to join
- International Asset Management by Chair James Prossick, SR/WA
 - Meeting monthly, small but active group, working on establishing a committee structure and added a Vice Chair and Secretary. Looking to get representatives from Regions.
 - Preparing a survey for IRWA members
 - Working on several educational opportunities including an asset management webinar
- International Relocation Committee by Chair Magaly Fernandez, R/W-RAC
 - Biggest focus is education updates, working with IPEC on 505 and 506
 - Members need some assistance with member network, not getting notifications
 - “Cuss and Discuss” was successful, 3-hour call
- International Surveying & Engineering Committee by Chair David Nepper, SR/WA
 - Mapping competition, low participation for 2020. Developing plan to communicate to membership and companies that this is a great way to showcase talents and capabilities to the industry.
- Canada Energy Regulator by Brodie Allen, SR/WA
 - Coordinating with the Land Matters Group
 - Finished overall planning session for this year’s goals
 - Workshop coming up in December (7-9)
 - Formalizing relationship between CER and IRWA by Memorandum of Understanding
- Appraisal Foundation by Trustee Randall Kopfer, SR/WA
 - Design team met for vision 2030, a strategic planning project, kicking off on January 1
 - First symposium with be December 9&10, register on foundation’s website
 - Appraisal issues task force meeting in January to determine what issues will be addressed in 2021
- International Transportation Committee report will be forwarded by President Elect Farrell by email
- International Professional Education Committee - presented below along with additional information

International Professional Education Committee Presentation

Chair Kristen Bennett, SR/WA presented a proposed Course Updates Policy which was distributed by email prior to the meeting.

Feedback needed by January 17th to prioritize the courses to be revised.

President Slauenwhite opened the floor for questions and comments, answers from the Chair are noted below each question:

- Region 10 Chair Godwin asked where to send in course feedback/errors and how is it being tracked
 - There is an online form and it is tracked in the new database
- Follow up question, if there have been past submissions, should we resend and assume they were lost?
 - Amir has been looking for these, but there is a possibility it was lost so send in again to be sure.
 - CEO Nobles noted that part of this will also be to share comments that are received, and resolution of comments will be noted in the database to increase transparency

MOTION: Region 7 Chair Lingeman moved to accept the Course Updates Policy as presented, motion seconded by Secretary Easton. President Slauenwhite called for debate, hearing none called the question by roll call vote. Motion Carried by unanimously by 15-0 vote.

Diversity, Equality, and Inclusion Task Force Update

Liaison to the Task Force, Region 6 Vice Chair Matt Harris, SR/WA provided an overview of the current activities of the Task Force. This includes:

- An email and a link to a survey that is planned to send out to all members this week.
- Concern was brought by some IGC members that the survey has not yet been reviewed by IEC or IGC

Financial Update

CFO Mazarei provided an update on the association's finances and key measures. In very brief summary:

- Education income and thus total income is down
- Expenses are down with delays in hiring new staff
- Membership income, as recognized from renewals, is on track and will be through December, but membership down and may have impact on 2021 key measures

Some information about the Chase accounts were also provided. There is a significant amount of work happening in getting this unrolled and ensuring correct reporting. Regions and Chapters switching will need to specifically name "Rakhshan Mazarei, Chief Financial Officer" in their motions for Chase's review. CFO Mazarei is currently handling the bulk of Ethel's work while we hire her replacement.

--- Region 9 Chair Pollack had to drop off the call at 9:57 a.m., Region Vice Chair Pittenridge filed in as acting Chair

CEO Operations Update

CEO Nobles provided updates on key items, including:

- Office closure and increase restrictions in CA
- Creating asset management database for computers, servers, equipment, etc.
- Working on new hire with help of HR consultant
- Video on Demand for 102 & 230 still moving forward
- Soft rollout of Zendesk to better track customer service
- Getting closer to where we need to be on the course updates
- Have been applying lessons learned on virtual courses

Region Roundtable

President Slauenwhite invited each of the region chairs to provide updates on how their forums went and what feedback on the strategic goals were:

- Region 10 –
 - Spring forum will likely be virtual again, extra people showed up and more people from outside the region was beneficial
 - Region awards – one of their key instructors passed that would not fit for International awards and would like to have a region award or maybe chapter award to recognize
 - Goals were discussed in depth and chapters are providing additional comments in the next couple weeks
- Region 9 –
 - Forum went well, was virtual
 - Spring Forum is still planned for in-person in Glenwood Springs with a virtual component
 - Marketing was discussed a lot during the goals discussion and the ethics courses, that all members should take some ethics training
- Region 8 –
 - Virtual forum for spring, one Chapter is planning first half of 2021 all virtual, other chapters may follow
 - Virtual courses received some good feedback during fall forum

- Working on keeping member engagement up during the pandemic
 - Spent a lot of time on the strategic goals and some good in-depth conversations, went back to the Chapters for review and additional comments, summary should be sent soon.
- Region 7 –
 - Virtual conference went well
 - Discussed the Diversity Task Force
 - Did not delve into the strategic goals during forum, rescheduled a virtual call a few weeks later and discussed those specific topics and submitted those.
- Region 6 –
 - Met in-person and some by audio and was a success in Charleston, SC
 - Some chapters have had good productivity including a symposium and development of a course for a college that they hope will be able to submit to IRWA as a potential course
 - Strategic goals were not reviewed in-depth at forum, Chapters were asked to submit input to Secretary Easton
 - Spring Forum will be joint with Region 2
- Region 5 –
 - Spent a lot of time on the goals, captured summary discussion and chapters are providing their input and we are summarizing that. Will be a 2-hour meeting in early/mid-December and will submit
 - Worked on getting the Chase account and credit card for the region
 - Had an online auction for conference 2020 charcutier boards
 - Chapter seminars are continuing and growing including an integrated one with Appraisal Foundation that has highly attended
 - Setting up an ad-hoc committee to review and revise bylaws
 - Cleveland 2022 now has a logo finalized that we will start to see
 - Spring forum will be virtual on April 24th
 - Motto will still be “The Quality Region”
 - Holiday parties canceled, planning an online mixer
- Region 4 –
 - Forum was virtual, switched at last minute due to changing restriction, included an online symposium and in-person in NY
 - Strategic goals were sent to chapters and asked to send back to region leadership to be compiled. So far one response, will send reminder to others
 - Spring forum they are discussing in-person or virtual
- Region 3 –
 - Forum was virtual, did get more attendees than normal and many good discussions
 - Concern about engagement and trying to find creative ways to keep it fun and not always be business focused
 - Spring forum will likely be a virtual meeting but will try to do something fun the evening before
 - Goals were discussed and submitted, it was a great conversation
- Region 2 –
 - Forum was virtual, 65-70 people, a little lower than normally have in a live environment
 - Good comments back on the strategic plan goals, emphasis on ethics and how that applies to agencies plus targeted marketing to demonstrate the benefit to the public
 - Did some site visits for the spring forum to ensure enough space and Wi-Fi capability to run a hybrid symposium and forum broadcasted live
 - Chapter 39 coordinating heavily with Jade on conference
- Region 1 –
 - Forum was virtual, went well and included many guests to present the agenda items
 - Chapter reports were given and some are doing online lunch and learns
 - Strategic goals were distributed to the directors and asked to submit

Other Business

Mr. Drennan mentioned that Jamie Rose Tieu is back to work up to date so normal region field coordination will recommence.

President Slauenwhite shared that the Diversity Task Force survey will be shared with all IEC members for their review before it is sent out to all members.

Adjourn

President Slauenwhite adjourned the meeting at completion of the agenda at 10:45 a.m.

Summary of major action items

| WHO | WHAT | WHEN |
|------------|--|-------------|
| Sharon | Distribute the proposed Diversity Task Force Survey for review of the questions prior to being sent to members | ASAP |
| IEC | Review survey and send comments to Diversity Task Force Chair & Liaison | ASAP |
| | | |
| | | |

Respectfully submitted,



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

3-5-21

Date