



MEETING MINUTES
International Executive Committee
December 29, 2020, 8:00am 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 Executive Committee (IEC) leadership meeting was called to order at 8:06 a.m. (PST) 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/WA President Elect
James Olschewski, SR/WA..... Vice President
Judy Jones, SR/WA Treasurer
Fredrick "Fred" Easton, SR/WA..... Secretary
Dave Arnold, Esq. General Counsel
Charlie Nobles CEO

Staff in Attendance:

Rakhshan Mazarei CFO

Meeting Minutes

The minutes from 12/15/2020 were distributed prior to the meeting. President Slauenwhite asked to table the approval of these minutes.

HR Consultant

CFO Mazarei reviewed budget items for the current year. HR Consultant budget is effectively 100% expended, estimates an additional \$40,000 could be expended if their contract is extended through June 2021. IGC should be informed of this at the next meeting, Vice President Olschewski suggested that a January IGC meeting should be added to address. Treasurer Jones asked for a comprehensive

report showing what the consultant has been used for and what they will be needed for going forward. The 2021-2022 draft budget includes \$80,000 for the HR consultant.

Budget

The committee openly discussed the 2021-2022 draft budget. Treasurer Jones asked for detail on what the expectation of what the consultant will be doing for that amount. Furthermore, she asked for a detailed narrative for the budget. Discussion was also had on IT expenses and need to have Sergei provide backup on specifics of software and hardware needs. CEO Nobles summarized what he felt Treasurer Jones and the Finance committee will need, including staffing changes, IT needs, and HR needs, he will prepare a draft report by January 8th. The need for this report and various items for consideration were discussed, including, but not limited to:

- Need for better membership database
- New staff needs
- Computer needs
- Software needs
- HR costs, including items needed for Insperity transition


Next Meeting and Adjourn

Next IEC Meeting is January 5, 2021. President Slauenwhite adjourned the meeting at 9:29 a.m.

Summary of major action items

WHO	WHAT	WHEN
Charlie	Prepare strategic report on budget needs	01/08/2021

Respectfully submitted,



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

1-12-2021

Date