



**MEETING MINUTES**  
**International Executive Committee**  
**January 5, 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 8:05 a.m. (PST) by Sharon Slauenwhite, SR/WA, President who reviewed the agenda items, all related to budget.

**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  
Judy Jones, SR/WA .....Treasurer  
Fredrick "Fred" Easton, SR/WA.....Secretary  
Charlie Nobles .....CEO

**Staff in Attendance:**

Rakhshan Mazarei .....CFO

**Vantaggio Budget**

CEO Nobles reviewed the current fiscal year budget for the HR Consultant, \$38,000 out of \$50,000 budgeted expended (last week's previous report of \$48,000 was incorrect). Memo was shared showing the additional needs we have had so far, including new hires, navigating the new COVID restrictions/guidelines, etc. Future projects for this fiscal year include assisting with employee performance review, hiring new employee, additional assistance with new/changing COVID protocols, further changes to the IRWA organizational chart, and the normal monthly retainer related to employee HR assistance. Two options were presented, 3 months of Vantaggio with some help on Insperity transition or 6 months. Also discussed was transitioning costs such as creation of an employee handbook under our control. The committee discussed the options and consensus was to

ask the IGC to approve all the expected Vantaggio expenses for support through rest of the fiscal year.

--- Quorum was lost at 9:32 a.m. as President Elect Farrell had to drop off.

Action items were discussed and agreed to:

- Treasurer Jones and the CFO will revise memo to correct amounts and provide one proposal for IGC
- IEC will review the revised memo on the 12<sup>th</sup>.
- Once ready to send memo out, President Slauenwhite will send a doodle and schedule a special IGC just for approval of this request, target is 3<sup>rd</sup> week of January


**Next Meeting and Adjourn**

Next IEC Meeting is January 12<sup>th</sup>. President Slauenwhite adjourned the meeting at a.m.

**Summary of major action items**

<b>WHO</b>	<b>WHAT</b>	<b>WHEN</b>
Judy/Rakhshan	Revise Vantaggio budget request memo	ASAP/no later than 1/11
IEC	Review revised memo	1/12
Sharon	Schedule special IGC meeting	ASAP after 1/12

Respectfully submitted,

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

1-12-2021  
Date