



INTERNATIONAL RIGHT OF WAY ASSOCIATION

## Garden State Chapter 15

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# 2008 Chapter 15 Executive Board Minutes

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## IRWA EXECUTIVE BOARD MEETING JANUARY 30, 2008

### In Attendance:

- David Kook, President
- Robert Ravell, Vice President
- Lynne DelTosto, Secretary
- William Perry, PDC & Education Chair
- Lorraine Gorman, Director

### TREASURY:

There was no discussion of treasury at this meeting.

### MEMBERSHIP:

There was no discussion of membership at this meeting.

### EDUCATION:

Brochures for Course 205 Bargaining Negotiations were distributed at the general membership meeting. The course will be taught by David Layne and held on March 24 & 25 at the Atlantic County Canale Training Center in Egg Harbor Township. There was discussion of mass-marketing this course via email at a cost of \$150, but it was decided to wait and see what response the prior email and meeting distribution will bring.

### FUTURE MEETINGS:

Our next meeting is scheduled for March 5. Linda Byeyer is lining up two appraisers from Integra to discuss the appraisal process. The location has not yet been determined, but a review of locations of prior meetings that were well attended will be made to assist in that decision. The following meeting will be on May 14, and Bob Ravell is lining up a trip to the wind farm in Atlantic City for that meeting. Future meetings on September 10, November 12 and December 10 could include role-play on condemnation, solar facilities or any other suggestion the members raise.

## **CHAPTER HISTORY:**

Lorraine Gorman has been working with Walt Scharfenberg on this and has amassed a considerable amount of information on the website.

## **SPRING FORUM 2009**

Dave Kook, Bob Ravell, Lorraine Gorman, Bill Perry and possibly Walt Scharfenberg will go to the Sheraton Hotel in Atlantic City to review and discuss the facilities on February 7. They would like to set a tentative date for April 2009, preferably from Wednesday to Friday. The Sheraton is 4 blocks from the casinos, across from the train station and near shopping and many great restaurants. Room rates should be about \$125, but the Sheraton will match any room rate we can get in Atlantic City. We can bill this as a green conference because mass transit is available. A one-day course is recommended, with a one-day business meeting and a day for excursions. Bill Perry will be checking with the Region to see what courses are not currently scheduled so that we may get approval to run the course. We will need to have a luncheon, a dinner and a cocktail hour, and registration would be in the morning at a table outside the meeting room with Danish and coffee. We would require a hospitality room, a meeting room and a breakout room at a minimum. Attendance would be a maximum of 50 people. We will need considerable sponsorship for the forum. If the setup is amenable, we could even do advertising booths for the sponsors. We will need to start early and get a list together of potential sponsors. Lorraine has letters requesting sponsorship from the past. Side trips could consist of a trip to the lighthouse, a tour of the new convention center, a trip to the wind farm, a trip to Renault Winery or even a show at one of the casinos. Current thought is that we can advertise the trips but not necessarily sponsor them. It was suggested that we would probably need meetings or conference calls between regular meetings

## **NEW BUSINESS:**

No new business was raised other than the Spring Forum.

## **ACTION ITEMS:**

- Dave Kook will get programs from prior conferences
- Lorraine Gorman will get copies of prior sponsorship letters
- Dave Kook, Bob Ravell, Lorraine Gorman, Bill Perry and possibly Walt Scharfenberg will go to the Sheraton Hotel on February 7
- Lorraine Gorman may use the Lahaska forum to find out what other folks want to see at a forum

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**IRWA EXECUTIVE BOARD MEETING  
MARCH 5, 2008**

In Attendance:

- David Kook, President
- Robert Ravell, Vice President
- Lynne DelTosto, Secretary
- William Perry, PDC & Education Chair
- Linda Beyer, Arrangements Coordinator
- Kristina Hofmann, Membership Chairman

**TREASURY:**

There was no discussion of treasury at this meeting.

**MEMBERSHIP:**

International advises we have 60 members, but there are discrepancies in that number. We need to try to solicit new members, perhaps with a letter touting the benefits of belonging to the IRWA. We also need to get new members more involved with the Chapter.

Dave Kook will email Todd LiPira an application for membership.

**EDUCATION:**

Course 205 will be run 3/24 and 3/25 in Egg Harbor. Three students signed up recently, and the late fees have been waived for this course. In addition, the Days Inn has agreed to extend the discounted rate to the Sunday before the course. The course is anticipated to clear approximately \$800 for the Chapter.

Dave Kook advised Course 205 will also be run in-house for the NJDOT just after it is run in Egg Harbor. He will be using the same instructor, which should lower the course fees.

Bill Perry will need to check with Lara Bailey regarding courses that would be suitable for our Spring Forum. He may look into running the ethics course.

**FUTURE MEETINGS:**

Walt Scharfenberg has the paid list and sign-in list from this meeting. We will need to request that he circulate that to the rest of the Board.

Allie Schiano of Integra won the business card drawing. She can bring a non-member guest to our next meeting for free. A letter should be sent to the supervisor for Allie Schiano and Tony Graziano thanking them for the excellent presentation they put on for our meeting.

It was suggested there is too little social time at our meetings. In order to allow more social time, perhaps bringing your own lunch or appetizers and coffee could be considered and paid for by the Chapter at the next meeting. Meetings could also be started earlier. Our 5/14 meeting has not been booked yet, but we will need a larger room in order to allow more socializing. Topics and suggestions for upcoming meetings could be an archeological dig, safety bingo, a project-specific presentation on a DOT project possibly for September, a reclamation seminar by Rutgers, or perhaps even a joint meeting with the Philadelphia chapter on the Spirit of

Philadelphia with a speaker on the NJ canal system or a right-of-way specific topic. Right now, Linda is looking to try to schedule Mary Lech (sp?) for the May meeting at Duck Island. Linda would like to have a big event for our Christmas meeting.

### **SPRING FORUM 2009:**

Current itinerary for the Spring Forum would be a course on Thursday with breaks paid for by sponsors or Chapter 15. Lunch would be on your own for the course. A reception would take place Thursday night paid for by sponsors or Chapter 15. The meeting would be on Friday with lunch and breaks being paid for by sponsors or Chapter 15. Dinner would be Friday night, again paid for by sponsors or Chapter 15. We will need to determine whether to have breakfast provided on Saturday as people leave to go home.

We will need to pursue sponsorship in order to cover some of the events for the Forum. Sponsorships could be \$250, \$500 or even up to \$1,500. Dave Kook is finalizing a form for sponsorships. The Southern New Jersey Development Council may help us with banners for major sponsors and placards for minor sponsors. Sponsors can do presentations or have booths, which the room is certainly large enough to accommodate. We will need to send a "hold the date" letter, but there is concern about sending that letter too early. Lynne volunteered to solicit the PSEG companies for sponsorship, and Doug (who was not in attendance at the meeting) had advised he may consider going to Integra for sponsorship. Bob advised sponsorship books can be done through the County, as well as poster boards and audio visual aids.

Based on 44 attending the total cost would be \$9,873 plus \$130 per night for the hotel (this factors in a 10% contingency for price changes). Right now, we are looking at asking each member to pay \$219 each for attendance at the Forum, but those prices can be lowered by sponsorships. We could break out each area of the forum and charge separate prices.

We need to finalize what course we would like to run at the Spring Forum. We will need to do that by the May meeting in order to finalize the "hold the date" letter. The Sheraton gave Dave a brochure that we may be able to use, along with website information, in a "hold the date" letter or possibly a brochure for the Forum. "Hold the date" letters should go to members in New Jersey, Pennsylvania and Maryland. We could also distribute them at the Lahala Forum.

We will need to sign the contract with the Sheraton very quickly. It was decided that Dave should confirm availability and price for the Sheraton and should sign the contract as soon as he can.

### **NEW BUSINESS:**

Several people are running for International office. Dave Kook will email the particulars on the slate of folks running.

### **ACTION ITEMS:**

- Dave Kook will email Todd LiPira an application for membership
- Bill Perry will check with Lara Bailey regarding courses that would be suitable for our Spring Forum
- Walt Scharfenberg will circulate the paid list and sign-in list from this meeting to the rest of the Board
- Linda Beyer will send a letter to the supervisor for Allie Schiano and Tony Graziano thanking them for the excellent presentation they put on for our meeting
- Linda Beyer will schedule Mary Lech (sp?) for the May meeting at Duck Island
- Dave Kook will look into a presentation on a DOT project possibly for September
- Dave Kook will finalize a form for sponsorships
- Dave Kook will confirm availability and price for the Sheraton and will sign the contract as soon as he can

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**IRWA EXECUTIVE BOARD MEETING**  
**APRIL 9, 2008**

In Attendance:

- David Kook, President
- Robert RaVell, Vice President
- Lynne DelTosto, Secretary
- Walter Scharfenberg, Treasurer
- Linda Beyer, Arrangements Coordinator
- Kristina Hofmann, Membership Chairman

**TREASURY:**

Dave Kook developed a spreadsheet for expenses with a scan of receipts included. Walter Scharfenberg uses Quickbooks which requires manual input.

Walt will pay the instructor's expenses for Course 205 and then International will send a 1099 to the instructor.

**MEMBERSHIP:**

A list of unpaid members was distributed prior to the meeting. There are several that are probably no longer interested, but there are others that are most likely on the list in error. Lynne will look into a possible new member at PSEG.

**EDUCATION:**

International Education would like Chapter 15 to sponsor a hole of golf for \$300. Since the Chapter has never done so before, we will not do so now.

Bob RaVell shared the IRWA's format for courses. Bob estimates Course 205 will clear about \$530. He has a backup trail for all expenses, which he provided to Walt with a voucher from the instructor. The County provided the room and the equipment, which helped keep the costs down. It is agreed that we must bring this spreadsheet to the attention of the International Education folks because the way courses are run, it is very difficult to make money. It takes 15 to 18 people to break even. It also needs to be brought to the attention of International that better coordination of courses is required.

**FUTURE MEETINGS:**

The May 14 meeting will be an interactive meeting with the members. We will start off with some skits discussed by the group that attended Course 205 and then open it up to the members to share their thoughts and some of their experiences. It will be like a continuation of Bargaining Negotiations Course 205. Bob will look into pricing for Forsgate Country Club off of Exit 8A for 25 people.

The September 10 meeting would be a good time to visit the wind farm with lunch at the Ram's Head Inn.

The November 12 meeting is not yet planned. Lynne DeiTosto will try to look into a presentation on siting solar installations.

The Christmas Party on December 10 should start at 2PM with Installation and then appetizers at Lamberti's. It was also suggested that we look into the same quartet that performed at last year's Christmas Party.

### **SPRING FORUM 2009:**

Dave and Kristina will be attending this year's Spring Forum in Lahaska, Pennsylvania.

Dave will draft a letter and share it with the Executive Board to be sent to the members of Chapter 15 asking them to solicit sponsors for the Spring Forum in 2009.

Pay-to-Play laws actually benefit us in trying to obtain sponsorship because funds that were previously earmarked for political events could now be shifted to our event. We can put sponsor names on signs like those previously distributed by Bob and put the signs on wrought iron easels.

The Contract is believed to be signed for the Forum. Dave will confirm this with Tawana at the Sheraton. We then must look into menu planning.

We could look into using the local winery as a sponsor to provide wine for the tables at our Forum Dinner.

We need to look into spouse tours for the Spring Forum. Bob will look into borrowing a senior citizens bus to do some runs with various stops during the day (i.e. go to Smithville and stop at 1PM, 3PM and 5PM).

### **NEW BUSINESS:**

A motion was made that the Bylaws, as revised, go before the membership and be published. All voted for the motion per the vote record attached.

Secretary's Notes from the meetings will be published on the website with the vote sheets. Appreciation is expressed to Dave for all his hard work on the website.

We may wish to consider revising our letterhead to list the executive board.

We will need to look into officers for next year. Regional Candidates were discussed, and the Executive Board did not have a problem with those running.

### **ACTION ITEMS:**

- Dave or Kristina will try to discuss unrealistic expenses in running a course at the Spring Forum in Lahaska
- Dave will present the Bylaws to the Membership at the May 14 meeting
- Lynne will work with Dave to get the Secretary's Notes from the Executive Board meetings on the website
- Walt will pay the instructor's expenses for Course 205
- Dave will draft a letter to the membership asking them to assist in soliciting sponsors for the Spring Forum
- Lynne will look into revising the letterhead
- Bob will look into pricing at Forsgate Country Club for the May 14 meeting
- Bob will also look into the Rams' Head Inn for the September meeting

- Lynne will look into getting someone to talk on solar siting issues for the November meeting
- Dave will confirm that the contract has been fully executed and we are ready to proceed for the Spring Forum