



**International Right-of-Way Association Chapter 15
Executive Board Conference Call Meeting
Monday, January 8, 2018 at 4:30 PM**

MEETING MINUTES

Call to Order: Leigh Rutter, President/Director

Roll Call: Leigh Rutter, President/Director - 2 Year
Patrick McClusky, Vice President/Director - 1 Year
Victor DiSanto, Secretary
~~Clay Anderson, Assistant Secretary – NOT PRESENT~~
Robert Weible, Treasurer
Michael Ash, Assistant Treasurer/Planning Committee Co-chair
John Gillooly, Planning Committee Co-chair
~~Stacie Curtis, Membership Committee Chair – NOT PRESENT~~
~~Richard Scott, Website Committee Chair – NOT PRESENT~~

Minutes Approval: **Victor DiSanto, Secretary**

- Minutes of 12/4/17 Meeting were approved.

Finance Committee Report: **Robert Weible, Treasurer**

- Current account balance reported.
- Treasurer Weible reported on a rise of CD interest to 2% at one of the banks, Synchrony Bank, and will obtain further information from that bank. The information will be disseminated to the Board.

Planning Committee Report: **Leigh Rutter and Michael Ash**

- Chapter Holiday Party set for 1/25/2018 at Oyster Point Hotel.
- Board agreed that individual Board members will donate items for the raffle.
- President Rutter will send out a spreadsheet in order to avoid duplicate raffle item donations
- Future Meeting Dates
 - Thursday, March 22, 2018 (Likely with a speaker)
 - Thursday, May 17, 2018

Professional Development Committee: **Leigh Rutter, PDC Chair**

No activity to report.

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Sponsorship Committee Report: Robert Weible, Sponsorship Committee Chair

- President Rutter will reach out to individuals in an effort to obtain sponsors.

Education Committee Report: Leigh Rutter, Interim Education Committee Chair

- President Rutter (the only Registered Coordinator in NJ) was in contact with IRWA Headquarters to discuss Membership Revenue Model (MRM). IRWA HQ was seeking advice on locations in NJ.
- MRM begins in July 2018.

Membership Committee Report: President Rutter reporting for Stacie Curtis, Membership Committee Chair

- President Rutter made a motion to approve two new members, Michelle Kuper (Williams) and Robert Scimeme (CW Solutions). Mr. Weible seconded the motion. Both members approved in a unanimous vote.
- With the two new members, there are now 73 members in Chapter 15
- President Rutter will send a member renewal “reminder notice” to the chapter membership in an attempt to secure 90% net renewal. With a 90% net renewal the chapter would earn one (1) free registration for the IRWA International Conference.

Website Committee Report: President Rutter reporting for Rich Scott, Committee Chair

- President will request the Approved December 4, 2017 meeting minutes be uploaded.
- President will request the notice for the upcoming Holiday Party be posted.
- President will request the sponsorship form be uploaded.

Old Business:

- None

New Business:

- Treasurer Weible reported the website renewal is due by the end of the month. The renewal rate is \$120. If a four-year renewal is paid for, the chapter can receive two free years. The Board was in favor of this 4/6 year renewal pending discussion with the Website Chair Rich Scott.

Next Meeting:

- Monday February 5, 2018

Adjourn: The meeting was adjourned at 4:55 pm.