



**International Right-of-Way Association Chapter 15  
Executive Board Conference Call Meeting  
Monday, November 6, 2017 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 Yr.  
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

**Minutes Approval:** **Victor DiSanto, Secretary**

- Minutes of 10/2/17 Meeting were approved and will be posted on the website

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

- Accounts are balanced.
- Treasurer Weible will continue to monitor rates, which are rising. CD Update will remain on Agenda until resolved, likely by end of 2017 or early 2018.

**Planning Committee Report:** **Leigh Rutter, John Gillooly, Michael Ash**

- Membership Meeting dates scheduled for:
  - Thursday, November 30, 2017 @ Tumulty's in New Brunswick – Networking only
  - Thursday, January 25, 2018
  - Thursday, March 22, 2018
  - Thursday, May 17, 2018
- Board agreed to have annual Holiday Party at Oyster Point Hotel. President Rutter has secured the 10% discount once again and will contact the hotel for available dates and menu.

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

- No activity to report. Chapter members have not expressed any specific needs.

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**Page 2**

**Sponsorship Committee Report: Robert Weible, Sponsorship Committee Chair**

- Sponsorship Packages have been sent to members.
- Treasurer Weible reports no sponsorship checks have been received as of the date of this meeting.
- Sponsorships will be discussed and sought at the Holiday Party.

**Education Committee Report: Leigh Rutter, Interim Education Committee Chair**

- No education offerings currently planned.
- Headquarters is offering a small incentive for holding courses in December and January.
- A Pilot Program for education to be delivered locally by Headquarters was discussed at the Fall Forum in October. Chapter 15 would not be involved in the courses, but rather, would receive money for member retention and new memberships. More information will be available at the next Board meeting.
- Headquarters is strongly discouraging the cancellation of courses due to insufficient enrollment.

**Membership Committee Report: Leigh Rutter reporting for Stacie Curtis**

- President Rutter made a motion to approve three new members from PSE&G, Gosila Preus, Joy Schulein, and Adrian Marie-Diaz. Robert Weible seconded the motion. After discussion the motion was unanimously approved.

**Website Committee: Richard Scott, Website Committee Chair**

- Approved October 2, 2017 meeting minutes will be uploaded.
- The “Executive Board” page of the website has been updated.
- Upcoming meeting information will be uploaded to website.

**Old Business:**

- Region 4 Fall Forum, October 5 and 6, 2017, Cromwell, Connecticut. Vote to affirm Ida Parrett as Vice-Chair was completed. Winter Education Incentive Program, New Member Acquisition Campaign, and Chapter Member Revenue Model Pilot Program for education discussed. Number of courses being offered has declined.

**New Business:**

- None

**Next Meeting:**

- Monday, December 4, 2017 at 4:30PM

**Adjourn:** The meeting was adjourned at 4:52 PM.