

## INTERNATIONAL RIGHT OF WAY ASSOCIATION

Arctic Trails Chapter 71  
Executive Board Meeting  
July 16, 2021

**Call to Order:** The meeting was called to order at 12:09 p.m. by the President, George Stefan, via a Zoom virtual meeting.

**Roll Call:** Present were Richard Possenti, Terry Griffin, Tim Sprout SR/WA, Larry King SR/WA, Steve Taylor, and George Stefan.

**President's Report:** George offered the following:

- With the Secretary position not yet filled, it might be a good idea to record the Board Zoom meetings only for the purpose of composing accurate minutes until such time as the Secretary position is filled. A motion was made by Steve to record the Zoom meetings and seconded by Terry. George realized the FNSB Zoom account had been recently updated such that no recording could be made, so Steve withdrew the motion.
- Reading of the IRWA Purpose and Mission Statement.
- Apology to Terry for the email invitation error to the June Officer Installation Ceremony and Potluck at Larry's. Then Steve took care of installing Terry as the Chapter 71 Treasurer for 2021-2022.
- Recap of the challenges Chapter 71 overcame during the pandemic: we missed only three Board meetings and then got our Zoom virtual meetings going; Cora hosted two excellent Program Presentations; Education Committee hosted three virtual courses. If we could accomplish all that during the pandemic, then we'll have a great 2021-22 year as well!
- Discussion on continuing virtual Board meetings via Zoom. Larry appreciated having Zoom meetings because there wasn't the problems we had with in-person meetings like difficulty hearing each other at the restaurant. Richard supported the idea of continuing our BOD meetings by Zoom. A motion was made by Larry to continue our Board meetings via Zoom, Steve seconded, and it passed unanimously.
- Discussion on getting a Chapter YouTube account. George realized the issue of not being able to upload the huge Zoom Program Presentations (~140 MB) to our Website. YouTube accounts are free and have secure log-in. George shared screen to bring up the Chapter 4 Puget Sound website which has a link/thumbnail viewer for their YouTube presentations. Larry asked if George could make direct changes to the Website, and George confirmed he has administrative permissions. Larry said it looks like the Chapter 4 website is working fine, and the discussion continued on how to incorporate in-person presentations with posting to YouTube. Steve supported the YouTube account idea. A motion was made by Steve to authorize George to open a YouTube account for the purpose of posting presentations, Larry seconded, and it passed unanimously.

**Approval of the Minutes:** George explained the May 21, 2021 minutes being presented were approximate based on confusion at that meeting as to who would be recording the minutes. Steve made a motion to approve the May 21, 2021 minutes, Tim seconded, and it passed unanimously.

**Treasurers Report:** Terry reported the balance was 4,860.00. She's not sure if additional payables are coming in, like incentive awards, etc., and all virtual courses and reimbursements have been paid. Next Wednesday Terry will be meeting with Rakshan for completing the fiscal year chapter taxes.

### **Committee Reports**

George thanked the Committee Chairs for their service and asked if they would like to continue in their positions. He'll be sending off the Chapter Roster and Conflict of Interest forms to Headquarters once Committee Chairs are confirmed.

**Professional Development (Larry King SR/WA, chair):** Larry said he would continue as Chair and had nothing new to report.

**Education (George Stefan, chair):** George asked Larry about training funds from the State and organizations in general, as a basis to decide when to offer education courses and seminars. Larry offered the following:

- Fall time (2<sup>nd</sup> half of year) is a good time to offer courses since training funds are typically available.

- Springtime is better for seminars, since they are less expensive and there is no overhead \$\$ fees from Headquarters on Chapter 71 seminars.

**Membership (Tim Sprout SR/WA, chair):** Tim said he would continue as Chair and had no updates. He offered that he has the technical aspects and institutional knowledge from 20 years with the Chapter and the Membership duties. He said he'd like another Membership Committee person to do the leg work as far as recruiting.

**Program (Cora Shook, chair):**

**Website (George Stefan, chair):** No updates.

**Nominations (George Stefan, chair):** Larry said as de facto chair of Bylaws Review Committee, there is no need to amend the bylaws for the election process since the Chapter adopted the Electronic Nominations & Elections Process.

**Other Committees:** None

**New Business:** Larry asked about this year's Fall Forum location and if it's coming back soon to our chapter. George said he'd investigate that.

**Old Business:**

**Next board meeting:** Friday, August 20 by Zoom.

**Meeting adjournment:** Larry made a motion to adjourn the meeting at 1:00pm, Terry seconded, and all approved.

Minutes Approved By George Stefan  
George Stefan, President