



MEETING MINUTES

IRWA CHAPTER 38 June Meeting MINUTES June 24, 2025 3:00pm – 4:30pm

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.

1. **Call to Order: President Krissy Plett** called the meeting to order at approximately 3:00 pm.
 - **Roll Call – Lisa O'Bryan (Secretary) Declared a Quorum** was assembled. Attendance of Executive Board was as follows:
 - i. Krissy Plett – President (Yes)
 - ii. Amy McKennon – President-Elect (Yes)
 - iii. Brendy Carrington – Vice President (Yes)
 - iv. Lisa O'Bryan – Secretary (Yes)
 - v. Ben LeFevre – Treasurer (Yes)
 - vi. Derreck Sorenson – Past President (No)
 - vii. Tom Denison – Education Committee Chair (No)
 - viii. Craig McKennon – Membership Committee Chair (No)
 - ix. Richard Sloan – Nominations & Elections Chair (Yes)
 - x. James Olschewski – 1st Year International Director (Yes)
 - xi. Justin Petlakh – Events Committee Chair (Yes)
 - xii. Kaydee Reynolds – Communications Committee Chair (Yes)

2. **Reading and Approval of Minutes:**
 - **President Krissy Plett** reviewed minutes from November meeting and requested approval
 - **Motion:** Lisa O'Bryan moved to approve November minutes.
 - **Second:** Tammy Evans
 - **Vote:** Motion carried unanimously.

3. **Reports of Officers**
 - **Financial Report- Ben LeFevre**
 - All reimbursements from annual meeting and forum have been submitted
 - Account balance is just under \$58,000, including approximately \$34,000 cash for operations and \$23,000 in scholarship funds
 - Carmelita Delgado reminded everyone to follow 30-day policy for reimbursement receipts

4. **New Business**
 - James Olschewski led the swearing in of Ben LeFevre as Chapter Treasurer

- James Olschewski led a discussion on chapter materials. He highlighted the importance of gathering event materials into one central location. Krissy Plett clarified the status of banners and plaques, noting that some items need to be shipped to individuals who have moved. Lisa O'Bryan and others agreed to contact Derek and Judy to retrieve the missing speaker and microphone components.
- Carmelita Delgado led discussion of CHIP and chapter calendars. She highlighted the need for board members to be included in the member network and to access the chapter calendar for important deadlines. She provided details about the fall forum in Albuquerque and the potential spring forum in South Padre, Texas. Additionally, she reminded members about the expense form and conflict of interest form that need to be completed.

5. New Board Member Training

- Krissy Plett conducted a training of the newly elected board.
- Krissy outlined the requirements for membership growth, stating that a five percent increase would earn the chapter six chips, while a ten percent increase would earn ten chips. Tammy Evans proposed a strategy to highlight new members on the chapter's blog and emphasized the importance of updating contact information for non-renewing members. The discussion also included the need for compliance uploads to the membership network to earn additional bonuses.
- Krissy discussed the responsibilities of the president, president-elect, vice president, secretary, and treasurer, noting the importance of supporting one another and maintaining financial records. She mentioned the transition to Adobe for financial reporting and the necessity of attaching financial reports to meeting minutes for compliance.
- Krissy outlined the bylaws regarding board member terms, noting that only the president and vice president have automatic transitions. She emphasized the importance of engaging members through awards and mentioned Richard's role as education chair, where he will need support for nominations. Krissy also shared her plans to develop a three-year education plan and coordinate with other chapters to avoid course duplication.

6. Motions & Actions Summary

- **Minutes approval** – November minutes approved
- **Chapter materials** – Lisa O'Bryan and James Olschewski will contact Derek and Judy to retrieve speaker and microphone
- **Conflict of Interest Forms** – All board members will complete and sign
- **Education plan** –three-year plan in progress.

7. Adjournment

- Meeting adjourned at approximately 4:30pm.

Next Meeting: TBD

Minutes Prepared by: Brandon Bess

Date: 10.19.25

X 
Amy McKennon, President

Date: 10/21/2025

X *Brandon Bess*
Brandon Bess, Secretary