



MEETING MINUTES

IRWA CHAPTER 38 Meeting MINUTES September 9, 2025 1:30 pm – 3:00pm

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 Amy McKennon called the meeting to order at approximately 1:35pm.

- **Roll Call – Brandon Bess (Secretary) Declared a Quorum** was assembled. Attendance of Executive Board was as follows:
 - i. Amy McKennon – President (Yes)
 - ii. Brendy Carrington – President-Elect & 2nd Year International Director (Yes)
 - iii. Lisa O'Bryan – Vice President (Yes)
 - iv. Ben LeFevre – Treasurer (No)
 - v. Brandon Bess – Secretary (Yes)
 - vi. Tom Denison – Professional Development Chair (Yes)
 - vii. Tammy Evans – Membership Committee Chair (No)
 - viii. Richard Sloan – Nominations & Elections Chair (No)
 - ix. James Olschewski – Past Director (Yes)
 - x. Krissy Plett – Past President, Education Chair & 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 Amy McKennon** requested approval for the June 24, 2025 board meeting.
- Minutes circulated for June 2025 contained errors (incorrect dates and mismatched records).
- Discussion clarified that:
 - i. May 21, 2025 meeting did not have quorum.
 - ii. June 10, 2025 was the election luncheon and swearing-in of new officers.
 - iii. June 24, 2025 was a training/transition meeting (Ben LeFevre sworn in).
- Confusion remains about approval records and accurate versions of minutes.
- **Motion:** James Olschewski moved to table approval of all outstanding minutes until corrections are made.
- **Second:** Krissy Plett
- **Vote:** Motion carried unanimously.
- **Action Items:**
 - i. Lisa O'Bryan to forward existing notes.
 - ii. Krissy Plett to revise June 10th minutes.

- iii. Brandon Bess to draft missing June 24th minutes and distribute revised minutes.
- iv. Revised June 10th and June 24th minutes to be reviewed/approved at next board meeting.

3. Reports of Officers

- **Financial Report- Amy McKennon on behalf of Ben LeFevre**

- Current budget draft incomplete; some line items unclear.
- Prior year's budget file missing; working from older template.
- Consensus that spreadsheet requires clean-up and alignment (projected vs. actual vs. IRWA reporting).
- Interim review shows Course 218 scheduled for Sept. 15–16, 2025 has 9 registered participants; projected net profit approx. \$782 after instructor and HQ fees.
- Discussion on need for more clarity in projected vs. actual columns.

Decisions:

- **Travel Approval Motion:** Amy McKennon moved to approve funding for three voting representatives to attend Fall Forum in New Mexico (separate from budget approval).
 - **Second:** Krissy Plett
 - **Vote:** Motion carried unanimously.
- **Budget Approval:** Tabled until next meeting.

- **Education Report – Krissy Plett**

- Chapter is required to submit a three-year education plan to the Region.
- 2025–2026 plan in development; goal = 10 classes annually.
- Eight courses already requested, mix of virtual and in-person.
- Upcoming:
 - Course 218 (Sept 2025, virtual – Acquisition for Electrical Transmission).
 - Potential November course with Kevin Stout as instructor.
 - Ethics course planned for January 2026 (taught by James).
 - Additional courses assigned to Tom, James, and Ray (pending schedule coordination).
- Discussion on SRWA prep class – likely to be offered late 2026.
- Relocation training in Aug 2025 had strong turnout (37 participants, including out-of-state).
- **Action Items:**
 - i. Kaydee Reynolds to confirm course marketing for Course 218.
 - ii. Krissy to finalize three-year education plan before Fall Forum.
 - iii. James/Tom to coordinate schedules for early 2026 classes to avoid conflicts with surveying conference.

4. New Business

- Discussion of date for Chapter Christmas Party
 - Justin Petlakh recommended December 4th at 11:00am; needs to make deposit
 - **Motion:** Amy McKennon moved to approve the date of December 4th

- **Second:** Brandon Bess
- **Vote:** Motion carried unanimously.
- **Action Items:**
 - i. Justin Petlak to make deposit and request reimbursement
- Discussion of Fall Forum travel expenses and Spring Forum (South Padre, TX – March 2026).
- Concerns noted about higher costs due to spring break timing.

5. Motions & Actions Summary

- **Minutes approval** – tabled until corrections are complete.
- **Fall Forum travel** – approved for three voting reps.
- **Budget** – tabled; interim version requires revisions.
- **Education plan** –three-year plan in progress.
- **Chapter Christmas Party** – approved date of December 4th; Justin to make deposit

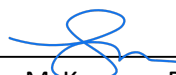
6. Adjournment

- **Motion:** Amy McKennon moved to adjourn the meeting
- **Second:** Krissy Plett
- **Vote:** Motion carried unanimously
- Meeting adjourned at 2:40pm.

Next Meeting: TBD

Minutes Prepared by: Brandon Bess

Date: 10.15.25

X 
Amy McKennon, President

Date: 10/21/2025

X Brandon Bess
Brandon Bess, Secretary