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President's Message—Vivian D. Howell, MBA, SR/WA, R/W-RAC, R/W-NAC

Congratulations to Chapter 1's Installed Officers for 2010!

President: William Larsen, Integral Realty Los Angeles

President-Elect: Konstantin Akhrem, Paragon-Partners

Treasurer: David Graeler, Nossaman LLP

Secretary: Kenneth Stanberry, Port of Los Angeles

Professional Development Chair: Andrew Thompson, Sempra Utilities

On December 8, 2009, as the host of Chapter 67—Orange County, Chapter 1's elected officers were installed at the Presidential Nixon Library in Yorba Linda, CA by IRWA's International Executive Committee President, Sandy Griggs, SR/WA. Many thanks to Michael Popwell, SR/WA, for sharing some of Chapter 1's accomplishments and our continuing commitment of providing educational and professional development for the over 230 members. As many of you may have known, I was unable to attend due to travel commitments to South Africa to learn and experience the successes (and challenges) of the humanizing projects of caring women and the birth of a very much needed facility to house, teach and mentor mentally challenged children and their parents.

Speaking of births for 2009, IRWA introduced the new Uniform Relocation Act Certification (R/W-URAC), they have formed a new international leadership committee, stepped up the marketing of not only educational courses but the organization itself, introduced a Member Appreciation Program (MAP) that provides a \$25 coupon redeemable for IRWA products, services or merchandise, every time "YOU" recruit a new member, put in-place a member retention program (acknowledging trying economic times) and ensuring that "OUR" professional development continues to be fresh and poignant through the introduction of new courses, review of all existing course work, seminars and conference topics, just to name a few.

Dare I say it, your organization is listening to you! This is your organization, as a member, you shape it by not only verbal feedback but also by the number of members who have earned their SR/WA designation and/or one of the Certifications. Chapter 1's Professional Development Committee, processed a record number of candidates and members who earned their credentials during 2009; Great Job!

We understand that some employers have demonstrably reduced their education budget and that you are heavily invested in your professional development. Many of the members are having to dig deep into their pockets to pay for course-work. Besides Chapter 1's Scholarship Program (contact the PDC Chair for information) that assists in defraying your educational costs, we need your feedback on offering some courses on the weekend.

IRWA World Headquarters, will no longer be a renter...a commercial building has been purchased as a permanent home (refer to Page 4 for the FAQs). It is comforting to know that IRWA take advantage of a depressed commercial market.

Together, we have come to the end of another successful, albeit challenging year. Thank you for all of your support and commitment to the industry!

P.S. Mark your calendars for Region 1's Spring Forum, March 20th, in San Diego (see the flyer on Page 9, herein.)

IMPORTANT

Chapter 1 2010 Courses

Chapter 1's Education Chair and 2006 Past Chapter 1 President, Tom Hanley, has been listening to you and would like some feedback on Chapter 1 holding weekend courses...for your convenience, a 2-day course may be offered Saturday and Sunday or Friday and Saturday!

Drop Tom an email:
tomhanley

NEXT MEMBERSHIP MEETING

February 2, 2010— at Stevens' Steakhouse in Commerce, CA. due to conflicting dates of the Federal Agency Update in Las Vegas and the Martin Luther King Holiday.





Welcome New CHAPTER 1 MEMBERS

Chapter 1 is proud to welcome new members to this chapter. Each month, we continue to list those new members as their applications are completed, sponsors are noted and approved by the Board of Directors. Please contact the Membership Chair, Daniel Kazden, at (805) 578-2400 X104.

NAME	Job Title	Company / Affiliation	Sponsor
Vicki J. Vigil	Land Service Assistant	Southern California Edison	Emmanuel Hyppolite
Karl Adamowicz	Director of Real Estate	Port of Long Beach	Daniel Kazden
Mario Cerna	Senior Relocation Consultant	Overland, Pacific & Cutler	Brian Everett
Marcus Pigron	Senior Manager	Desmond, Marcello, & Amster	Ricardo Goñi

We appreciate and welcome these new members and extend a special welcome back to Karl Adamowicz, a past Chapter 1 member. All of your participation in chapter business and the IRWA is greatly encouraged. Ready to start earning your SR/WA Designation and Certifications, please contact the Professional Development Chair, Michael Popwell (contact information on Page 3 of this newsletter.

Existing Members' 2010 Membership Dues Invoice

Don't let your membership lapse. Renew your IRWA membership by returning your membership dues invoice today or by contacting Bonnie Gray, Membership Manager at 310-538-0233 ext. 134 by email gray@irwaonline.org

Maintaining your membership demonstrates your continued commitment to success and uncompromising professionalism as you advance in your career. Some of you may be facing the difficult choice of letting your membership lapse due to financial constraints, and IRWA wants to help **we encourage you to call the IRWA Headquarters to discuss options on how you can maintain your membership for the upcoming**

Updating your IRWA Membership Information is Easy to help Ensure That You Receive IRWA Mailings

Go to www.irwaonline.org ; highlight "Resources" in the upper right hand corner and then click on "Membership Directory". Click on Update Member Profile.

Enter your User Name and Password and click on Login. Your User Name is your membership number (contained on your membership card and dues renewal notice) and the Password is your last name. The Password is case sensitive, so be sure to capitalize the first letter and leave the rest of the letters in lower case. Update your information and click on "Submit. A new page will come up and you can choose to "Exit" or "Logout".

That's it! Your information will be automatically updated on the headquarters master list, which is also used for communications. If you do not have access to the Internet or have any questions about updating membership information, call Bonnie Gray at 310-538-0233.



Professional Development Committee (PDC)

Learn more about the new Uniform Relocation Act Certification from HQ's Credentialing Manager, Francis Vicente (310) 538-0233 X 123 or email him at Vicente@irwaonline.org

You may also obtain information from any member of Chapter 1's Professional Development Committee.

learn more about the application process; please give anyone of the members of the committee listed below a call or send them an email. You will find that they are responsive and each one has earned the coveted SR/WA designation and some will have various Certifications.

Did you know that Chapter 1 has a Mentoring Program through its Professional Development Committee? That's right! If you are currently a candidate for a certification or your SR/WA designation or you just need to talk to someone on the PDC to

Lock in your candidacy on the currently existing policies and requirements!

- Lock in your candidacy on the existing policies and requirements by applying for candidacy now.
- You will be excluded from any changes to the policies and requirements for SR/WA Designation and Certification Programs, if you are already a candidate prior to the **July 1, 2010** of the changes.
- Please note, if program requirements are not met in the five year candidacy period, you will need to submit another candidacy application and you will be subject to the policies and requirements for the new program year.

To learn more about Chapter 1's Scholarship

Award and / or PDC's individual Chapter 1 members' mentoring program, which offer guidance in achieving your SR/WA Designation and/or R/W Certifications, call anyone of the members below to start reaching your goals.

Chair	Michael Popwell, SR/WA, Community Redevelopment Agency * 213.977.2620 Email mpopwell@cra.lacity.org
Co-Chair	Marilyn Stuart, SR/WA, R/W-NAC, Los Angeles Sanitation District 562.908.4288 Email mstuart@lasd.org
Co-Chair	Gary Valentine, MAI, SR/WA, Valentine Appraisal & Associates * 661.288.0198 Email gsv@valentineappraisal.com
Co-Chair	Gus Parcerero, SR/WA, City of Los Angeles * 213.847.5592 Email augusto.pacero@lacity.org
Co-Chair	Joyce Riggs, MAI, SR/WA, Riggs & Riggs, Inc. * 805.578.2400 Email jriggs@sbcglobal.net
Co-Chair	Vivian Howell, SR/WA, R/W-RAC, R/W-NAC, Los Angeles World Airports * 310.417.0450 Email vhowell@lawa.org



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- Valuation of public real estate for financing or disposition



Breaking News!

IRWA Headquarters will move in April 2010 two blocks from its present location on Vermont Avenue in Torrance California.



IRWA Building Purchase Frequently Asked Questions

A great deal for the membership
And a permanent home for IRWA

These are difficult economic times. Should we be buying a building?

These are difficult economic times and given our strong cash position, the IRWA has taken advantage of a severely depressed corporate real estate market to secure a permanent home for the association.

Could we have stayed where we are?

No, the college next door is expanding into our building.

Are International Executive Committee members in favor of this purchase?

Yes they are.

What is the benefit to members?

Purchasing a building for the association allows us to further diversify our investment portfolio at a time that interest rates are very low. We will develop an appreciating asset in the long term (that will be paid for at an annual cost less than a lease payment).

What is the risk to members?

The market could go lower, which is why we negotiated below the market rate for the property.

How much did the building cost?

The development started at \$325 per square foot for the cold shell, but with the drop in the South Bay market and strong negotiations, we were able to arrive at an agreed upon price of \$177 per square foot, or \$1.292Million for 7,300 square feet.

Won't the market continue to decline?

It may, so we negotiated a price that was nearly 9% below the appraised value of \$195 per square foot.

Where is the building located?

The building is located on Vermont Avenue, two blocks from our current location.

What kind of building is it?

The building is new, cold-shell construction in a five building office condo complex. We will occupy the first floor of a two story building.

Is that enough room for expansion?

Yes, we have incorporated an open floor plan that will allow us to be flexible.

Did we use a broker?

Yes, we were represented by Travers Realty in Los Angeles, a tenant/buyer only broker.

Was the agreement reviewed by a real estate attorney?

Yes, the agreement was developed by Alan D. Wallace & Associates, a well-know local law firm that deals with corporate real estate.

When do we move in?

We intend to complete construction and move in by the end of April, 2010.



Case of the Month December 2009

“ THE BEST LAID PLANS...ARE BEST FOR DESIGN IMMUNITY” *Dangerous Condition of Public Property - Design Immunity*

DANE W. ALVIS, et al., v. COUNTY OF VENTURA

Filed 10/20/09

Cite as 2009 SOS 6044

(California Court of Appeal, Second Appellate District, Division 6)

by: Michael F. Yoshiba, Esq., Richards Watson & Gershon, a Professional Corporation

This case illustrated two significant points: (1) In summary judgment or adjudication motions, conflicting declarations from experts on opposing sides usually establish a triable issue of fact. But here, an expert's declaration contained statements that conflicted with statements he made in a previous report on a material issue. Because the conflict was unexplained, the court concluded that the declaration didn't establish a triable issue of fact; and (2) Well documented critical reviews of projects during the design phase helps to guard against future “changed conditions” claims. Although a change of physical conditions of property may cause a public entity to lose its design immunity, the County here approved a design that contemplated the possibility of a specific change of condition, documenting both the positive and critical reviews of the contemplated design. The court concluded that if such condition later occurs, the public entity retains its immunity.

The County's design immunity was affirmed and the Plaintiffs' changed condition of public property assertions were rejected by the appellate court.

NOTE

The Plaintiffs (Dane W. Alvis, et al.) in this matter have files a petition seeking review and reconsideration by the California Supreme Court.

FACTS [IN THE CASE]

La Conchita is an unincorporated area of Ventura County sitting at the bottom of a steep cliff rising 600 feet above it. Vista Del Rincon Drive is a County road running along the cliff's base. The cliff was determined to be historically prone to landslides and "Geologic Hazard Area" and to "Enter at Your Own Risk" warnings were given to the La Conchita residents by the County, but the warnings went mostly ignored.

After an exhaustive engineering, geologic study and design, the County determined that constructing a retaining wall along Vista del Rincon Drive using Federal Emergency Management Agency funds to reopen the County road, would allow reopening of the road but also would not decrease the stability of the hillside behind the wall. On January 10, 2005, a large landslide occurred at La Conchita and the slide overwhelmed the wall. Plaintiffs brought suit against the County and the upslope property owner thereafter.

DESIGN IMMUNITY

Government Code Section 830.6. provides design immunity to a public entity. The statute states in part:

“Neither a public entity nor a public employee is liable under this chapter for an injury caused by the plan or design of a construction of, or an improvement to, public property where such plan or design has been approved in advance of the construction or improvement by the legislative body of the public entity or by some other body or employee exercising discretionary authority to give such approval or where such plan or de-



Case of the Month—(continued)
December 2009

“ THE BEST LAID PLANS...ARE BEST FOR DESIGN IMMUNITY”
Dangerous Condition of Public Property - Design Immunity

DANE W. ALVIS, et al., v. COUNTY OF VENTURA

Filed 10/20/09

Cite as 2009 SOS 6044

(California Court of Appeal, Second Appellate District, Division 6)

by: Michael F. Yoshida, Esq., Richards Watson & Gershon, a Professional Corporation

-sign has been approved in advance of the construction or improvement by the legislative body of the public entity or by some other body or employee exercising discretionary authority to give such approval or where such plan or design is prepared in conformity with standards previously so approved, if the trial or appellate court determines that there is any substantial evidence upon the basis of which **(a)** a reasonable public employee could have adopted the plan or design or the standards therefor or **(b)** a reasonable legislative body or other body or employee could have approved the plan or design or the standards therefor.”

The rationale for design immunity is to prevent a jury from second guessing the decision of a public entity by reviewing the identical questions of risk that had previously been considered by the government officers who adopted or approved the plan or design. A public entity claiming design immunity must show three elements:

1. A causal relationship between the plan and the accident;
2. Discretionary approval of the plan prior to construction; and,
3. Substantial evidence supporting the reasonableness of the plan or design.

Design immunity can be lost if a “change of conditions” occurs rendering the public property dangerous.

The trial court [in this matter] found that a causal relationship existed between the design and the accident citing Plaintiffs allegations in their complaint. Discretionary approval of the design plans was made by the Board of Supervisors [Board]. The Board relied upon the recommendations of a registered professional civil engineer backed by other professional consultants. And, substantial evidence of the reasonableness of the design was shown where the design plans bore the professional stamps of a geotechnical engineer and a civil engineer.

The Plaintiffs sought to challenge the County’s motion and the “statement of undisputed facts”, which supported the County’s Summary Adjudication Motion, by relying upon the opinions offered by Plaintiffs’ designated geotechnical expert. Both the trial court and the appellate court found, however; that the statements offered by Plaintiffs’ geotechnical expert lacking of credibility and therefore did not provide adequate or competent contradiction to the statement of facts asserted by the County. The trial and appellate courts found design immunity protections for the County.

Lastly, Plaintiffs’ asserted that there was a “change of conditions” to defeat design immunity. The changed conditions claimed was a failure to account for subsurface water accumulating behind the County’s [retaining] wall and a lack of drainage thereupon. But, the asserted changed conditions were found to be the very same conditions contemplated by the County’s consultants when the wall was originally designed. The County and their consultants documented well all of the drainage issues and potential problems they considered in the [retaining] wall’s project design phase. The courts found that the drainage issues were considered during the County’s wall design and not a change of conditions after the wall was built. The County’s design immunity remained intact.

The appellate court then affirmed the decision of the trial court and the design immunity defense for the County.

Note: The Plaintiffs have filed a petition seeking review and reconsideration by the California Supreme Court.



First Course for 2010—Satisfy an Education Requirement for Your R/W—URAC

IRWA Course	Date	Location	Facilitator
400 – Principals of Real Estate Appraisal (see the Registration Flyer in back of this Newsletter.)	2/1 to 2/2	MTA	James H. Finnegan, SR/WA

The Entire 2010 Education Schedule for Chapter 1 will be transmitted separately by the Education Chair

Are there specific IRWA Courses that your Company would like to offer its employees? Give the Education Chair, Tom Hanley, a call at (714) 379-3376 ext. 284 or send him an email at thanley@paragon-partners.com to discuss the opportunities.



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Fax: 619-574-2667

Portland

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Fax: 503-244-0627

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OPPORTUNITIES

2010 Chapter 1 First Meeting

Membership Drawing

At each Chapter General Membership Luncheon we draw a name from the Chapter 1 roster and if that person is in attendance, they win a cash prize. The drawing starts at \$100 and increases \$10 for each month that there is not a winner.

MUST BE PRESENT TO WIN!

Current Prize: \$100

IRWA Events

2010 Federal Agency Update—January 2010

Still Time to Register: Go to www.irwaonline.org



Community Redevelopment Agency
of the CITY OF LOS ANGELES

RFP NP-11752

**PRE-SOLICITATION NOTICE TO
DEVELOP A BUSINESS STRATEGY
FOR THE LOS ANGELES BUSINESS
CLEANTECH INCUBATOR—
REQUEST FOR PROPOSALS (RFP)
No. NP-11752**

Responses Due 2/1/2010

(see notice attached)

IRWA Region 1 Spring Forum
Hosted by Chapter 3, San Diego
Meeting Held March 20, 2010

Old Town San Diego

See the Attached Flyer



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San Diego Chapter 11 presents: IRWA REGION 1

SPRING FORUM 2010



When: **Saturday, March 20, 2010** (the first day of spring)

Where: **The Hacienda Hotel in Old Town San Diego**

Rooms are \$110 per night (type IRWASD in code box under Group Reservations)



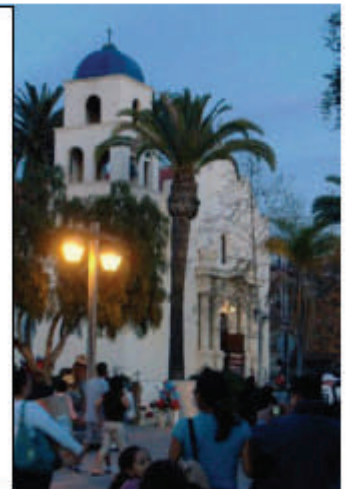
The Hacienda Hotel has a shuttle service that can pick you up at the airport or downtown train station, both of which are only a couple miles away. Old Town also has a major rail & light rail station for easy transportation around town or up the coast.

Week Long Planned Activities include:

Wed & Thur - C-800 Principles of Real Estate Law Class
Wed @ Noon- Monthly Chapter Luncheon is held close by.

Friday- C-602 Project Development & the Environmental Process, plus various daytime tours, a happy hour, an evening event reception & possible additional after hour activities

Saturday- The Regional Forum including a group luncheon, day tours, a group dinner & possible after hour activities in Old Town or the Gaslamp Quarter



For further information contact Jim Anthony at 619-533-6509 or janthony@sandiego.gov



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<i>President-Elect, International Director & 2009 Tri-Chapter Luncheon Liaison</i>	William Larsen Integra Realty Resources	818-593-7199 X19	wlarsen@irr.com
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<i>Secretary</i>	David Graeler, Esq. Nossaman LLP Kelly Kitasato City of Pasadena	213-612-7800	dgraeler@nossaman.com
<i>Professional Development</i>	Michael Popwell, SR/WA Community Redevelopment Agency - City of LA	213-977-2620	mpopwell@cra.lacity.org
<i>Nominations and Awards</i>	Andrew Thompson, SR/WA	213-244-5032	athompson@semprautilities.com
2009 APPOINTED BOARD CHAIRS			
<i>Education</i>	Tom Hanley, P.E., Chair Paragon Partners	714-379-3376 X284	thanley@paragon-partners.com
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<i>Environmental</i>	Mohammed Estiri, Ph.D Eco & Associates, Inc.	714-289-0995	mestiri@ecoinc.info
<i>Fall Seminar October 20, 2009</i>	David Graeler, Esq., Co-Chair Nossaman LLP Kelly Kitasato, Co-Chair City of Pasadena	626-744-7356	kkitasato@cityofpasadena.net
<i>Historian</i>	Heather Riggs Riggs & Riggs, Inc.	805-578-2400	hnriggs@sbcglobal.net
<i>Right A Way and the Law Seminar Note New Date of June 22, 2010</i>	Michael Yoshiba, Esq., Co-Chair Richards, Watson & Gershon John E. Mackel, III, Esq. - Co-Chair Demetriou, Del Guercio, Springer & Francis, LLP	213-626-8483 213-624-8407	myoshiba@rwqlaw.com JMackel@DDSFIRM.COM
<i>Law</i>	Michael Yoshiba, Esq. Richards, Watson & Gershon	213-626-8484	myoshiba@rwqlaw.com
<i>Liaison</i>	Holly Rockwell, SR/WA, R/W-RAC Epic Land Solutions	310-626-4848	hrockwell@epicland.com
<i>Luncheon</i>	Aaron Aftergut - Chair Integra Realty Resources - Los Angeles Heather Riggs - Assist to Chair Cheryl DeMucci - Advisor to Chair	818-593-7200 X18 818-578-2400 310-626-4849	aaftergut@irr.com hnriggs@sbcglobal.net CDEMUCCI@epicland.com
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<i>Property Management</i>	Duncan Robb, SR/WA, R/W - AMC Epic Land Solutions	310-626-4848	duncanrobb@epicland.com
<i>Relocation</i>	Dionisio (Dio) Marquez Del Richardson and Associates	310-645-3729 X226	dionisio.marquez@drainc.com
<i>Title</i>	Teri Kortens	310-210-6741 cell	Teri.kortens@verizon.net
<i>Valuation Seminar April 21, 2009</i>	William Larsen - Co-Chair Integra Realty Resources - Los Angeles Keith Settle, MAI - Co-Chair Keith Settle and Associates	818-593-7199 X19 818-707-1981	wlarsen@irr.com keithsettle@roadrunner.com
<i>Webmaster</i>	Mark Brusca Riggs & Riggs, Inc.	805-578-2400 X105	markbrusca@sbcglobal.net



DATE / December 16, 2009

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RFP NP-11752

TO: PROSPECTIVE FIRMS

SUBJECT: PRE-SOLICITATION NOTICE TO DEVELOP A BUSINESS STRATEGY FOR THE LOS ANGELES BUSINESS CLEANTECH INCUBATOR - REQUEST FOR PROPOSALS (RFP) NO. NP-11752

The Community Redevelopment Agency of the City of Los Angeles, California ("CRA/LA") is soliciting proposals from qualified individuals and consulting firms with experience in creating successful sector-focused business incubator programs to develop a business strategy for the Los Angeles Business Cleantech Incubator. **Responses for this RFP No. NP-11752 will be due by 2:00 P.M., Monday, February 1, 2010.**

Please complete the bottom portion of this letter and return it to CRA/LA within five (5) days of receipt so your firm can be placed on the "Registered List of Firms" for this RFP. You may FAX this section to (213) 626-0090 or submit your request via E-MAIL to Ms. Margie De La Rosa, Contracts Specialist, at mdelarosa@cra.lacity.org.

The RFP is anticipated to be available for downloading only on the CRA/LA Website at <http://www.crala.org> or <http://www.labavn.org> on or after December 17, 2009. Copies of the RFP will be mailed only upon request.

Please call Ms. Margie De La Rosa at (213) 977-1840 if you have any questions. Thank you.

Sincerely,

Dushant Ahuja
Contracts and Purchasing Manager

=====
 PLEASE ADD MY FIRM TO THE REGISTERED LIST OF FIRMS FOR RFP NO. NP-11752
PLEASE TYPE OR PRINT CLEARLY

Business Name:		
Address:		
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**Final Minutes of
International Professional Development Committee
Conference Call of November 13, 2009**

IPDC's Core Purpose: The purpose of the education and Professional Development Program is to provide effective services and an unparalleled education program to the right of way professionals and the public; and to achieve the objectives and purpose of the IRWA. A series of courses has been designed to provide the tools and resources for continuing professional development and to recognize right of way practitioners who attain the Senior Member, International Right of Way (SR/WA) and individual discipline Certification.

Mission Statement: The IPDC is charged with oversight of the development and facilitation of a comprehensive curriculum that trains right of way practitioners and maintains high standards of competency through a professional development program.

1. Call to Order/Roll Call.....Chair, W. Kyle Ray

Chairman W. Kyle Ray, P.E., SR/WA, dispensed with roll call. However, the minutes will reflect the following individuals in attendance: Committee members W. Kyle Ray, Eric Finn; Alan Morganfield; David Griffith; David Layne; Frank Cirillo; Janet Walker; Joanie Miller; John Reed; Peggy Barnes; IRWA Headquarters Personnel Valerie Fries-Wade, Chief of Education; Ron Ellis, Director of Course Curriculum; as well as guests Jerry Colburn, Chair, Transportation Committee, and Chris Pawolski, Vice Chair, Transportation Committee. IEC Member Pat Petitto attended on behalf of Kenneth L. Davis, SR/WA. Sheryl Badin joined the conference later.

2. IEC Report.....President-Elect, Ken Davis, SR/WA

In Ken Davis' absence, Patricia Petitto reported that the IEC recently met to do strategic planning. She also announced that the Federal Agency Update (FAU) will be held from January 26 through January 28, 2010 in Las Vegas, Nevada, and confirmed that the IPDC will also meet in Las Vegas during that time. Valerie Fries-Wade announced that December 1, 2009 is deadline for current room rate at the Las Vegas Hilton. Chairman Ray requested that all committee members made their reservations as soon as possible.

Pat Petitto reported that the IRWA's finances are not as good this year as they were last year, because the IRWA is now beginning to feel the adverse affects of the downward economy. Class sizes are down. Valerie Fries-Wade reported that the average class size has decreased from 19 to 15 attendees. Furthermore, finances suffered, since the 2009 Annual Education Conference in Indianapolis conference went onto two fiscal years, i.e., the expense from the closing banquet was reflected for the new fiscal year. She said the IEC and HQ both intend to keep a close watch on expenses and travel. The IEC is encouraging more conference calls and fewer face-to-face meetings.

3. Certifications/Designations Update.....President-Elect, Ken Davis, SR/WA

a. Handout: Certifications/Designations work plan document

- b. **Background:** Work continues to define our certification/designation program, for presentation back to committees in January.

Valerie Fries-Wade discussed the Certifications/Designations Work Plan document with Mark Reick, IRWA Executive Vice President. IPDC is now called to establish the experience requirements. The IEC wants to require a 4-year degree at level 4. Existing members who have earned the SR/WA designation who wish to apply for the level 4 have a six-month period to apply and will be grandfathered in, if they do not have a four-year degree. The four-year requirement is mainly for the next-generation members.

After protracted discussion, the committee decided on the following requirements for the title of the various levels, as well as experience requirements, if candidates do not already have four-year degrees:

Associate, Level 1, 1 year of experience;

Certified Right of Way Professional (general and specialized), Level 2, 3 years for certification;

(Name?), Level 3, 5 years experience (the SR/WA designation is a Level 3, because there is a 5-year requirement); and,

Master Right of Way Professional, Level 4, minimum of 5 years experience as an SR/WA (the intent being that you would need to be an SR/WA for 10 years before applying, e.g., a candidate would need an SR/WA (5 years minimum) plus 5 years hence for eligibility for Level 4).

ACTION: Kyle Ray will provide suggested levels for experience to the IEC.

The IEC requested that the IPDC to discuss the levels of experience. There were no objections voiced concerning the proposed experience levels (1 year, 3 years, 5 years 5 years). There was discussion among the committee members about not devaluing the SR/WA. Dave Griffith said the intent was to add a level above the SR/WA, but not to diminish the SR/WA designation. The Certifications/Designations Work Plan document needs to be re-written for clarification.

There was also discussion regarding re-naming of the levels. It could be confusing to prospective employers and others within the profession, and we do not want to lose IRWA name recognition within the industry.

Eric Finn reported that the task force discussed a need to get people designated at an earlier stage than SR/WA. Some companies reported losing contracts because they could not get people designated quickly enough to comply with public agency requirements. These are reflected by two primary changes, being Level 2 and Level 4 designations. Chairman Ray, citing the traditional three-tiered system in regular education, expressed concern about there being four levels.

John Reed expressed that TXDot's biggest concern is people with designations not have adequate real-life experience. Is a year enough for a designation? Maybe not. This issue was discussed at the committee level before. Eric Finn said that feedback may have been taken by Mark Reick to the IEC or the ICMC, but was not given to the task force. Patricia Petitto suggested that comments from the IPDC be collected and forwarded directly to the IEC and the ICMC.

In addition, Course Requirements, Capstone Exams and Recertification Requirements are additional tasks due to IEC by January 2010. (These are not related to West Virginia DOT project.) Chairman Ray will advise if the committee as a whole will do it, or if a task force will be assembled. Outlines for the existing certifications will be sent to all committee members. Chairman Ray wants it presented to the various committees on January 29.

Valerie Fries-Wade reported that the IEC wants the above-described requirements developed January (maybe an outline of how many questions should be at that Level, and where they would come from). Pat Petitto will talk to Mark Reick and Ken Davis regarding further direction to IPDC.

Chairman Ray requested a detailed task list, with a time frame attached to the various tasks, so the IPDC will know what the finished product should be.

ACTION: The IEC will provide written expectations of the IPDC on this item.

Joanie Miller reported that the Environmental Committee wants an additional class for Designation recertification, but she is concerned that if such a class is approved, it would overlap with Course 602, which is a 2-day course currently under revision and on schedule to be piloted in March 2010. New Course 602 format is a one-day course, which would eliminate 8 hours from the program. She will follow up to see if they have discussed it, or what they propose to do about it. Perhaps a solution would be to add a section that is pipeline related or something toward the Green Revolution, i.e., pitfalls.

ACTION: Joanie Miller will follow up with the Environmental Committee to discuss additional courses for the certification. These will need to be provided to the IPDC for consideration at the January meeting in order to be included in the 2010 program guide.

Janet Walker discussed guidelines for roles and names for Professional Development chairs, although she could not find much about PDC roles from the IRWA website. She received feedback from the Annual Education Conference and from Canada, which focused mainly on chairs and vice-chairs. Chairman Ray requested that feedback re PDC roles and responsibilities at the chapter level be sent to Janet by e-mail; she will then add it to the document and provide it to the members. She would like to also develop a FAQ for new PDC chairs. Valerie Fries-Wade said HQ will be developing some online training for PDCs, and she will issue a request to leadership for chapter input.

ACTION: All IPDC members are to submit feedback to Janet Walker via e-mail, and she will develop a FAQ for PDCs. Valerie Fries-Wade will develop online training for PDCs and will ask for chapter input.

4. WVDOT Certification Pilot Program.....Ken Davis, SR/WA and Valerie Fries Wade

a. *Handout: Program Overview (At a Glance)*

b. **Background:** The West Virginia Department of Transportation has asked IRWA to create a Certification program for them, to meet their specific knowledge skills and abilities for each of their ROW positions. IEC Member Ken Davis, SR/WA is working with the DOT, Mark Rieck and Valerie Fries to develop this program. The Transportation committee has become part of this development and will be expanding this to include other state DOTs. This new certification will be under the Transportation discipline.

c. **Action:** Review and discuss the implications

Valerie Fries-Wade e-mailed an updated overview, sort of like an organization chart, to all committee members, which parallels on some level with WVDOT and the pilot program that IRWA has been asked to put together for them, but it is only a pilot at this point. The State of West Virginia has 60 right of way agents who will be facing retirement within the next 5 years. WVDOT has partnered with a local university to assist with engineering certifications. The university provides courses to employees. Other DOTs have their own company (third parties) to maintain their certification and tracking. Jerry Colburn, Chair of the Transportation committee, and Chris Pawloski, Vice Chair of the Transportation Committee, may not want this to be their sole opportunity for input toward a Transportation Designation Certification, one reason being the length of the program, and another reason being that other certifications, such as USPAP, have completely different criteria. Valerie Fries-Wade reported that the revenue stream could be roughly \$500,000 to the IRWA. Chairman Ray asked whether this program could eventually become a model for the other states, or whether this is simply a one-shot deal. Patricia Petitto also asked whether it could be implemented or adopted by other DOTs. Jerry Colburn understands that it needs to be flexible so it can be developed in other states.

Jerry Colburn, Transportation Chair, and Chris Pawloski, Vice Chair of the Transportation Committee, joined the conference. The Transportation committee has been charged with looking at

the possibility of a transportation certification. There was discussion briefly comparing it to the URAC, because there are some parallels. The consensus was that it should be looked at, but perhaps not called a transportation certificate. Dave Layne says the main intent was to get highway people, but we might also consider adapting it to airports, housing and other areas. We would eventually need input from Rick Etter, FAA, but since Transportation just got this project a couple of months ago, it is too soon.

Chairman Ray told Chris Pawloski, Vice Chair of the Transportation Committee, that the IPDC only learned about the project in June, and that the Committee does not have much information to date. It was not addressed at the committee meeting at the 2009 Annual Education Conference in Indianapolis. He went on to ask whether this is something that is being developed so it could be applied nation-wide, or just to DOTs, or is this just a one-time shot "tailor-made" for West Virginia, but not intended to be a true transportation certification, which would include FAA, FTA, etc., and adapted for use in other states. Chairman Ray said the outline he has far exceeds what the typical IRWA Certification Designation encompasses. Its purpose appears to tie it to advancement in a career in West Virginia, which is limiting to IRWA members in general, and is a different than a normal IRWA approach to developing a Certification Designation program.

Jerry Colburn explained that it does look very specific and covers a lot of different things. While it outlines a good career path for DOTs, it does not cover rail or ports or other area covered by the Transportation Committee. Should it be changed to Department of Highways (DOH) certification training? It looks similar to Caltrans uses in California.

Dave Griffith said that other states have expressed an interest in jumping on board with it.

Chairman Ray told Jerry Colburn and Chris Pawloski not to cease in their Transportation Committee efforts. The IRWA may want to borrow some aspects of the WVDOT program, or may develop a smaller version with IRWA for a Transportation Designation Certification, which would not exclude a member from having other certifications.

Referring to the model that Valerie Fries-Wade provided by e-mail, 54 course-credits are required if the employee does not have a bachelor's degree. The 54 credits must be course work or experience.

Chris Pawloski thanked for IPDC for the clarification of IRWA certifications, and how they differ from the development of a specific career path program.

Jerry Colburn shared that he attended a consultants' meeting and saw the need for an overall certification that the DOTs could use. He thought that they should use the URA as an example of what was needed, because they are all using federal funds. Jerry Colburn thought the URA would be much meatier than it has turned out to be. They wanted something that all 50 DOTs could use.

Additionally, WVDOT wants someone to take charge and track employee progress and criteria. It is not a problem for the IRWA to act as monitor, but it could not be presented to the membership as a certification. IRWA is not in a position to certify DOT employees.

There was discussion about changing it to a Department of Highways Training Program, rather than an IRWA certification program.

ACTION: Valerie Fries-Wade and David Griffith will work with the WVDOT to further develop the training program.

(Peggy Barnes left the conference at 11:29 a.m.)

- 5. IEC Committees Report.....Pat Petitto, SR/WA, R/W-RAC

Addressed under various other topic headings.

- 6. Education Overview Reports.....Valerie Fries Wade

Valerie:

a. *Handout:*

- i. **Education Quality Measures:** a way to track/quality control vendors and course materials. Goal is to have less than 5% errors. Course deliver is much better than it used to be.
- ii. **Leadership Links:** shows the links that will help us going on in the association. Chapter rankings will be sent out on a quarterly basis. Lets HQ look at all of the SR/WA designations and recertifications.
- iii. **Key Measures:** Chapter rankings. Tracking tool, raw data. May help HQ work with the chapters who are struggling. Report will go to leadership, plus will be posted on the website.
- iv. **Course Interest Survey Results (asked about new courses):** Provides a way for members to express their needs. IPDC as a group can use it to determine which new courses may need to be developed. Would like to send to all of the industry committees. HQ will be having a webinar for education chairs—planning, input—focus on helping the smaller chapters. IPDC members to send it to their individual committees.

Chairman Ray discussed the input and reports from the various committees. Pat Petitto is supposed to look at all of the committees to see what's working and what's not, and whether there are missing pieces (committees) or overlaps in committees. Some areas are clear, but there is no Law committee, Negotiation committee or Management committee. Is there a need? She is trying to get industry committee involvement and now believes she can coordinate her efforts with the IPDC. Chairman Ray asked all IPDC Committee Liaisons to submit any feedback they have received from their respective committees and to include Pat Petitto on the e-mail. John Reed reported that he received a good response from the Relocation Committee, which he will forward. Neither Survey nor Pipeline responded. Reports are due by December 15.

ACTION: All IPDC members are to follow up with their respective committees and submit reports no later than December 15, 2009.

(Pat left for client appointment.)

7. Task Force Reports

a. Credential Policy Book Review.....Task force

i. *Handout: Copy of 2009 Credentialing books previously sent*

ii. **Background:** The 2009 Credentialing books were distributed in June in Indy. A task force consisting of David G. , Sheryl, Ed (ad hoc), John, Joanie were to review the book. One item to be discussed is the term "credentialing".

iii. **Action:** Committee report

b. Environmental initial certification requirement.....Joanie Miller

i. **Background:** Course 602 has been deactivated pending revision. This course is required for the R/W-EC. There are not enough IRWA Environmental courses to make this certification program valid. The EC were to provide addition recommendations as the previous ones were not viable.

ii. **Action:** Discuss recommendation from Environmental Committee and/or substitute classes/education available to fill the requirement of the missing courses, until such time as the IRWA course is revised and available.

New Course 602 is scheduled to be piloted in March 1010 at Region 1 spring Forum.

c. **Roles and Responsibilities of the Professional Development Chair.....Janet Walker**

Dave Griffith reported that he reviewed the information provided, but does not understand what Valerie Fries-Wade is requesting. Valerie Fries-Wade responded that she is looking for feedback on whether there are any problems with the way things are presented, i.e., the term "credentialing." Are there any problems with the current wording? Any typos or any content issues? She went on to say that here have been prior concerns regarding the term "credentialing." No other organizations use that term. It seems archaic. How does that play into getting the association modernized? Does the term fit? Valerie says any changes in the books for July must be ready in January 2010. "Credentialing" is not a real word. At the 2009 IPDC meeting last June, former IPDC member Ed Opstein expressed that "Professional Development" or "designation" is better. AIA uses "designations." If we want to appeal to the masses, we need to make our terms generally acceptable and understandable to people.

ACTION: Valerie Fries-Wade will distribute another copy of the credentialing books to all committee members. IPDC Committee members are to provide feedback by December 31, in order to be considered at the January meeting and to become effective on July 1, 2010.

ACTION: All Committee members are to consider the term "credentialing." Should it be changed back to professional development to align with the new branding of professionalism? Item to be placed on next agenda.

8. **SR/WA and R/W-C re-certification bundlesValerie Fries Wade**

a. **Background:** Certified members must take IRWA courses for recertification, in addition to generic education. IRWA staff will be creating bundles which can be purchased on the Online Learning Center which will include IRWA Courses and BTL discipline sessions (previously approved) to make recertification easier. These bundles will be offered in tracks: Relocation, Asset (Property) Management, etc. to meet the needs and/or interest of certified and designated members. Staff is working with the vendor to create sample bundles for review. This will be brought to the IPDC to develop guidelines to use the OLC/BTL seminars courses that can be used for recertification credit.

b. **Action:** Tabled pending sample bundle.

Valerie Fries-Wade requested that this item be tabled. She announced that HQ cannot offer pre-approved specific course bundles, but specific classes can be recommended as a course of study. She will have something to report in January.

9. **Uniform Act Certification.....Valerie Fries Wade**

a. *Handout: URA Certification Program Guide*

b. **Background:** IRWA launched the Uniform Act Certification.

c. **Action:** members to Review Program Guide, submit suggested changes by December 15th to be included in January agenda.

Valerie Fries-Wade reported that the title should be Uniform Act Certification (not Relocation). Only six individuals have declared candidacy. The exam is very difficult; two individuals did not pas it. She is hoping to have more people sign up. HQ had to make some changes because of inconsistencies. Any changes will need to be submitted by December 15.

10. Facilitator Issues

a. Policy Book and Qualification Checklists.....Valerie Fries Wade

- i. *Handout: Copy of 2009 Facilitator Policy Book and Qualification Checklists previously sent*
- ii. **Background:** The 2009 facilitator policy book has been updated with the policies agreed to at the January 2009 meeting and provided to the IPDC in June.
- iii. **Action:** Review the book to discuss suggested changes to content (policies). Specifically address specific facilitator qualifications for different courses. Discuss assignments for ongoing review process: policies, formatting, grammar review, and training of chapter leadership. Identify committee and IPDC liaison for each discipline specific qualifications. Schedule feedback deadlines for next 2010 booklet which will be in effect from July 1, 2010- June 30, 2011. All content must be reviewed for consistency, especially between the checklist and the policy book.

Valerie Fries-Wade reported that Qualifications are being questioned, one being that for Course 103 that the facilitator must be an attorney. Peggy Barnes discussed the requirements for non-attorneys to receive MCLE credit in California through the State Bar Association, e.g., that the facilitator not need be an attorney, but that the course material be directed toward attorneys, and that there be at least one attorney in attendance. Eric Finn said he does not believe it should be a requirement for facilitators of Course 103 to be lawyers. (Sheryl Badin joined the conference.) (Frank Cirillo left the conference.) Chairman Ray will get with Valerie Fries-Wade and Ron Ellis to discuss how many eligible facilitators we have, and he will get back with the Ethics group on the attorney requirement. This item will be on the agenda for January.

ACTION: Valerie Fries-Wade will distribute another copy of the facilitator qualification books to all committee members. Feedback must be submitted by IPDC committee members by December 31, in order to be considered at the January meeting, and to become effective on July 1, 2010.

b. Facilitator Recertification.....Valerie Fries Wade

- i. **Background:** Recertification requires self audits, but have problem with timelines in policy guide. Facilitators need more time to prepare for class presentation.
- ii. **Action:** Discuss extending timelines.

Valerie Fries-Wade reported that recertification has begun, and that she has received responses. Currently, the criteria is that every 5 years a facilitator must present, audit (or self-audit) or attend a course, as a means of maintaining their facilitator status. Some facilitators are balking at the requirement, as well as at the costs (although there is no cost to them to attend a course as a means of recertification). She reported that the hard cost is about \$50 for sending self-audit materials, so she's trying to find a better way to get the materials to them, i.e., electronically. Current policy says they must take the exam for recertification. Chairman Ray says if they are self-auditing, they should sign an affidavit stating that they reviewed it, but taking the exam should not be necessary. (Janet Walker returns to the conference.) What has been the percentage of return from the facilitators? Not everyone has replied, so HQ will be sending out reminders and will report on the issue in January.

ACTION: Valerie Fries-Wade to report on the statistics at the next meeting. Staff will review and revise the distribution procedures for the purposes of self-audit and review material to facilitators, and will create an affidavit form, as stated above.

c. Facilitator evaluation systemValerie Fries Wade

- i. Handout: Evaluation Summary Report*
- ii. **Background:** IRWA staff has been investigating alternatives which will fit the budget and will provide the necessary information in a timely manner. The previous e-evaluation process was modified to allow faster processing, however there are some concerns with privacy.
- iii. **Action:** Review and discuss evaluation processes and results.

Valerie Fries-Wade reported that the system has been changed to allow HQ to send out links to the participants within a short time. HQ has received a much greater response. The Region Chairs use this information in determining which facilitators to use. However, the pilot—although successful in some areas—will be scrapped, because the information should be kept confidential. The most important need is for the facilitators to get feedback and for HQ to be able to monitor problems. Eric Finn said there should not be any legal ramifications. Chairman Ray said that a lot of people want to go back to the paper system, based on complaints received. Valerie Fries-Wade will revisit the issue with her staff at HQ.

ACTION: Valerie Fries-Wade will review with staff and report at the January meeting.

d. Facilitator Clinic FAU and Calgary.....Valerie Fries Wade

- i. **Background:** The Master Facilitator Training at Indy was a success, however, as IRWA Staff schedule more facilitator clinics there needs to be a system in place for assignment of master facilitators to lead the clinic. Another concern is increased price with the required two leads at each facilitator clinic.
- ii. **Action:** Discuss the process for assignment of master facilitators and expectations.

Valerie Fries-Wade reported that HQ will be using the new master facilitators for the clinic. Dave Layne will be the lead. Lisa Harrison will be the new master facilitator for the FAU, then take the lead in Calgary. Discussion was held regarding who should be the next incoming lead at Calgary, who would then be the lead in Atlanta. Chairman Ray suggested that the selection be by lottery--names in a hat, random drawing. Valerie Fries-Wade agreed. She will be sending applications to the individuals interested in applying.

Dave Layne reported that Vivian Howell (Relocation Committee) wants to make sure that applicants for the Relocation discipline pass muster with the Relocation Committee. Chairman Ray and Valerie Fries-Wade agreed. The question was raised regarding who should be monitoring Law, Negotiation and Management, since there are not formal committees for those areas. Chairman Ray and Janet Walker will review the applications and send them to the appropriate persons.

ACTION: Staff will send all facilitator applications to the appropriate IPDC liaison, and the IPDC member will distribute to their industry committee.

11. Executive session to discuss confidential matters.....Valerie Fries Wade

- a. Handout: Agenda items will be presented as needed during discussion*
- b. **Background:** The Committee will enter executive session to discuss reviews of facilitator performance and any disciplinary actions.

- c. **Action:** Review and discuss executive agenda items.
 - i. Facilitator low scores
 - ii. Facilitator advancement (new facilitators)
 - iii. Variance from course materials
 - iv. Breach of policy re: SR/WA study session exam and materials

Chairman Ray announced that the Executive session would be postponed until after the discussion was held with the Transportation committee chair and vice chair regarding the West Virginia DOT matter.

12. Other Education Business

a. Course Catalog ReviewValerie Fries Wade

- i. *Handout: Copy of 2009 Course Catalog previously sent*
- ii. **Background:** The 2009 Course Catalog has been updated to provide more information in a compact and consistent format. A complete course listing in order of level of difficulty, tabs with courses for each section and testimonials are included. Copies of the catalog were previously provided to prepare for this meeting.
- iii. **Action:** Discuss assignments for ongoing review process: descriptions, pre-requisites, required materials, tie to facilitator qualifications. Identify committees and IPDC liaison for each series of courses. Schedule feedback deadlines for next 2010 catalog.

Valerie Fries-Wade reported that the course catalog needs to be updated on an annual basis. She requested a list of people to whom they should be sent, so she can provide them to the different disciplines. Course descriptions need to be abbreviated because of space issues. The current and the new course descriptions need to represent the main topics, with an eye toward selling.

ACTION: Valerie Fries-Wade will send the e-version of the catalog to each IPDC member, and each IPDC member will review the catalog for the discipline for which they are responsible.

13. IPDC AGENDA ITEMS FROM FRANCIS– October/November 2009

- a. Proctoring Guidelines for Exam Retakes and Challenges – per Kyle Ray, proctoring guidelines have that stated that exams must not be made available for copying. He requested that it must be addressed at the next IPDC meeting.

Chairman Ray gave the committee some background about a recent issue that arose regarding proctoring guidelines. It was decided that the guidelines regarding keeping a copy are not clear, and should be clarified.

- b. R/W-URAC Certification: Under description of duties on the completion application, candidates are required to name specific projects under the URA and specify candidates’ duties on those projects.
 - i. Who will identify if those projects were done under the URA requirements.
 - ii. Who will decide what duties qualify under URA.
 - iii. I was told that projects done under the URA are assigned a “federal #”. Shouldn’t we require candidates to provide that number?

Valerie Fries-Wade reported that the URA certification materials state that a description of the duties must be listed, but HQ needs to know who will be checking them off, and what qualifies. Chairman Ray reported that he will send it to John Reed as liaison to the Relocation Committee. All

projects must comply with the Uniform Act, but all projects to not have URA project numbers assigned.

ACTION: Valerie Fries-Wade will inform staff that all questions on this certification will be sent to John Reed for clarification.

14. Clarify policy for: RECERTIFICATION CREDIT FOR NON-IRWA COURSES

- a. All recertification requests will be reviewed and approved by International Headquarters Professional Development Coordinator. A list of courses, seminars, etc. approved by the Professional Development Coordinator will be distributed to the IPDC members on a semi-annual basis. In the event a request for recertification is denied, said request will be sent to the appropriate IPDC Region Representative for final decision. The IPDC Region Representative is responsible for officially denying and/or determining the amount of credit for any recertification requests.^[1]
- b. R/WA recertification credits and recertification for the Certification Designations may include courses offered by accredited post secondary schools, courses from right of way related professional trade associations, and courses presented by governmental agencies, in addition to other courses and/or offerings submitted on an individual basis. Approval of courses for recertification credit shall be subject to the approval of the IPDC member from the respective Region.
- c. Criteria for approval of courses/seminars for recertification credit (SR/WA and Certification)
 - 1. Course/Seminar subject matter to be consistent with current right of way practices that will enhance the right of way practitioners in the right of way fields of real estate law, communication/negotiation, appraisal, engineering, asset management, relocation assistance, environmental and management/supervision. A course examination is not required.
 - 2. Application must include a program outline, course schedule and bio of instructor(s)/facilitator(s).
 - 3. Approval by the appropriate IPDC Member.

Chairman Ray said that Item 14(b) needs to be changed, because the committee is no longer made up of Region representation. HQ will change it to IPDC Region Liaison.

ACTION: IRWA staff will update the policy book and reflect the changes.

Janet Walker brought it up because there was a question about recertification approval made outside of this policy. After committee discussion, it was decided not to change it to include approval by IEC.

15. Curriculum Update.....Ron Ellis

- a. FP Status – status of RFP’s and course update/revision
 - 1. 304 – WPAC – 2nd pilot
 - 2. 602, 602C – pilot

Ron Ellis said that the reference to FP (above) should be RFP. Course 304, When Public Agencies Collide, is scheduled for November 20, and probably will be a go. John Reed will audit. Courses 602 and 602C should be ready for pilot in March. HQ received an unsolicited RFP to rewrite Courses 209 and 220, Diversity and Cultural Awareness. Ron Ellis sent the proposals to Dave Layne. Dave Layne made a couple of suggestions, which will be incorporated. He thinks the courses are good, but the prices are high (\$30,000 per course). Ron Ellis also questions the cost. Developer told Ron Ellis that the courses could be out within a six-month period. The courses would be completely rewritten, not just revised. Chairman Ray asked whether there is funding for it. Ron Ellis responded that there is no funding yet, but that President Grigg said he will get funding if IPDC approves the action. Dave Layne said he likes the courses, but went on to say that Course 220 has not been updated in eons. Several chapters want to put on both of those courses in 2009 and 2010.

Chairman Ray questioned whether the developer would need to submit a business plan and a payback paperwork. Ron Ellis responded that it will be up to the developer to develop and submit the required documentation before the proposal can be considered and/or approved.

John Reed reported that the Relocation committee has requested the status of courses that were submitted a year and a half ago. Ron Ellis responded that RFPs have been out for six months, but no one has responded. There has been no movement on any other RFPs, either. All committees have been asked to look at the right of way text. Relocation was asked to help find someone to redo the courses, but has received no feedback.

- b. Online conversions – 7 up with 6 in process
 - 1. Plan is to have 20 by July 2010
 - 2. Recertification bundling

Ron Ellis reported that there were seven courses up, with two to go up quickly. He is waiting on funding. Valerie Fries-Wade, Mark Reick and Ron Ellis discussed bundling specific courses for relocation, to make it easier for members to get recertified. Valerie Fries-Wade pointed out that the online partner cannot offer pre-approved specific course bundles—only bundling suggestions.

(John Reed left the conference.)

- c. Changes to courses

Ron Ellis sent course changes to committees for review. The biggest issue, in the last six months, has been that drawings, sketches, maps are printing fuzzy, which seems to be a technical issue with printers. HQ has had staff redraw them from scratch, which has eliminated some of the issues.

- d. AQB
 - 1. Course renewals coming due
 - 2. Approval of online courses
 - 3. USPAP courses online

Regarding Item d(1), above, Ron Ellis report that course renewals are coming due. There are no substantial changes. As for Item d(2), demos IDs for people to look at Series 400 and 600. People want more time to review the courses, but the review is based on already-approved content. Furthermore, IRWA has contractual terms that require certain time lines. Content issues go back to an SME. HQ does not have the luxury of time for a committee to review and comment. The course reviews must keep moving forward, so HQ does not lose the current developer or be hit with financial charges. Joanie Miller said she will

ACTION: Joanie Miller to pass on the explanation to the Environmental Committee regarding the Environmental Course 602.

As for Item d(3), David Layne and Valerie Fries-Wade brought to Ron Ellis's attention that there are other associations that have USPAP courses online. Dave Layne said the Appraisal Foundation hired someone to develop a 7-hour and also a 15-hour course. IRWA should adopt them online. Valerie Fries-Wade said that Computaught was awarded the contract. IRWA should be an affiliate partner of the online courses at a cost to members of \$149 to for the 7-hour course (\$229 for the 15-hour course?); she is almost certain this is the way that HQ will go. Alternatively, the IRWA could have its name on it, but we would then have to find a USPA- certified instructor to be on call and on salary, plus apply to each state separately. (Computaught currently has approval for 26 states.) It would be financially more feasible to partner with Computaught. They do not yet have the 15-hour course developed. IRWA will work with them for both courses. It would be a great benefit to our

members. Chairman Ray called for a motion. Dave Layne made the motion, which was seconded by Al Morganfield. Motion carried by unanimous vote.

ACTION: Valerie Fries-Wade and Dave Layne will research other providers.

16. Other Unfinished Business

17. New Business

a. Policy clarification use of SR/WA logo.....Valerie Fries Wade

- i. **Background:** Members have asked if they can use the SR/WA logo after non-recertification, other asking about using on resume, after retirement, on business cards and advertisements.
- ii. **Action: Use of logo cannot be prevented but should be discouraged. Complaints received regarding claims in connection with past SR/WA Designation should be reviewed to see if claims are forthright and factual in nature.**

b. Lifetime certification?Valerie Fries Wade

- i. **Background:** Some members question the relevancy of recertification. The purpose of recertification is to keep members current. Should the association consider granting a lifetime certification after ____ cycles?
- ii. **Action:** Review and discuss implications. **Consensus opinion of IPDC is that continuing education should be encouraged. Lifetime recertification suggests that continuing education is at some point no longer necessary.**

18. Conference Sessions.Chair, W. Kyle Ray

IPDC has submitted two programs for consideration at the 2010 Annual Conference. Presenter assignments have tentatively been made.

19. Next meeting: January 27 and 28 at FAU, in Las Vegas, Nevada

20. Adjourn
