

## Right of Way Consultants Council

Minutes of 10/15/04 Board Meeting

Time: 9:00 AM

Meeting Place: JW Marriott Hotel / New Orleans, LA

Board Members Present: Charlie Davis, Lisa Harrison, Mark Bilyeu, Ray Armstrong, Wade Brown, Kerry Malone, Denise Lucas, Bill Miller, Larre Sloan

Quorum: Yes

Guests / Members: none

### **I. Introductions and overview by Charlie Davis**

### **II. Treasurer's Report by Mark Bilyeu**

- Balance Sheet indicating \$912.45 provided by Mark Bilyeu on file with Secretary
- Motion to accept and seconded – consensus acceptance

### **III. Website**

- Concern made that an improper or incomplete application made to the Council for a member or user results in a denial notice. Motion made and seconded to have the member / user application with required fields and that a notice of incomplete application will be issued, versus a denial notice, when an application is not completed properly. Unanimous consensus.
- Lisa Harrison expressed concern over the minimal usage of the website and feedback she is hearing from the members. Ms. Harrison urged all board members to enlist users from their respective firms and to load announcements or any information that would promote increased activity to the website. It was agreed by all board members that each would actively pursue postings of some kind and enlist users over the next 30 days to promote activity. It was also agreed that more ideas discussed between board members in unofficial discussions or regular email will be posted on the website as another means of activity.

### **IV. Executive Session**

- Board discussion on the application by Fulkerson Land Service for membership, ideas for upcoming AASHTO and IRWA conferences and forming a Membership Chairman.

### **V. Fulkerson Land Service Membership Application**

- Membership application for Fulkerson Land Service was denied by a quorum of the board – 8 nays 1 abstain – pursuant to Article 2, Section 1, Bullet 7 of the Council Bylaws.

Lunch break from 12 noon to 1pm

### **VI. MOU with IRWA and IRWA Conference**

- Charlie Davis will be contacting IRWA to reserve a slot for the Council. ~~and to~~ Charlie Davis presented the fully executed a-Memorandum of Understanding

(MOU) between the Council and IRWA. The MOU ~~will be~~ is a cooperation agreement outlining the relationship with the two groups.

- For a topic of a session, Ray Armstrong recommended bringing in a specialist who would give a presentation on general business practices and hiring tactics that may be useful to the membership. The board members were all in agreement to pursue something like this for the IRWA conference in June '05 and Charlie Davis would request a time for Tuesday of that week.

#### **VII. Update on Incorporation**

- Larre Sloan update the board that all incorporation papers have been filed in Delaware and that there was no update to give on the IRS as no taxes have been filed to date.

#### **VIII. E & O Insurance Update**

- Update given by Charlie Davis and Mark Bilyeu that Bill Orcutt from North American Group insurance agency is still working with underwriters to educate on our industry and begin to create or find a carrier who will provide group coverage. At this time, this process is not moving along in a timely manner as expected but in the mean time, Mr. Orcutt has been able to provide E&O quotes to some members that have proven to be cost savings. Mark Bilyeu reminded the board that many members have still not provided the requested information to Bill Orcutt. Lisa Harrison recommended that this update be given on the website for the members, as well as any support from those members who have experienced cost savings from the quotes given by Mr. Orcutt. Wade Brown reiterated this as his company had experience a 50% cost savings with Mr. Orcutt. Other members stated they were still working on the information to give Mr. Orcutt and would follow up to make sure he was given the necessary information. The board did agree to give more updates on this topic and to post the results to encourage the membership to participate, if they have not already, and to show value to being a member.

#### **IX. General Business / Discussion**

- Board to pursue hosting a hospitality suite at the AASHTO conference in Austin, Texas in May '05.
- Council will contact AASHTO to request a time slot at the conference also.
- Recommendation to research the different state qualifications for right of way consultants to present at the AASHTO conference in hopes of advising the state DOT representatives of the differences faced by consultants and any potential to help those states who are looking for assistance in this area. The board agreed to pursue this and to request volunteers from the membership on the website to aide in the research. The idea is to have a committee formed that would research each state requirement for the presentation.
- Board agreed to consider notifying all membership of pending member applications in the future and to seek nominations for a Membership Chair.

- Board agreed for the next meeting to be a work session prior to the AASHTO conference. This work session is set for April 4, ~~and 5,~~ 2005 in Las Vegas, Nevada.

**X. Adjournment**

- The board adjourned the meeting at 2pm.