



Annual General Meeting

June 23, 2024 11:30 am

Room 101B, Long Beach Convention & Entertainment Centre
Long Beach, California

Held in person and virtually

1. **Call to Order – President Nancy Sinclair** called the Annual General Meeting of the Canadian Right of Way Education Foundation to order at 11:38 am

Members Present:

Nancy Sinclair, Chapter 63, President
Brian Taylor, Chapter 62, Vice-President
Cynthia Dubeau, Chapter 63, Secretary (virtually)
James Hardy, Chapter 65, Treasurer
Keith Turner, Region 10 Chair, Board Member
Vicki Green, Region 10 Vice Chair, Board Member
Jay Wong, Region 8 Chair, Board Member
Kim Millar, Region 8 Vice-Chair, Board Member

Sharon Slauenwhite, Chapter 65, IRWA International past President
Stu Anderson, Chapter 79, past CRWEF President
Dawn MacDougall, Chapter 65, past CRWEF President
Shannon Favaro, Chapter 54, past CRWEF President
Sandy Grigg, Chapter 29, past CRWEF President

Special Guests:

Denise L. Skinner, President Elect
Koby T. Godwin, IRWA Vice President
Lee Hamre, IRWA Past President
Rakhshan Mazarei, IRWA Chief Financial Officer
Amir Vafamanesh, Education Manager IRWA

Canadian Members at large:

Janet Walker, Chapter 29
Lucie Jabour, Chapter 29
Paul Connor, Chapter 29
Frank Fucille, Chapter 29
Tracey Larkin, Chapter 63

Steve Biro, Chapter 63
Megan Carboneto, Chapter 54
Troy Davidson, Chapter 65
Trevor Martens, Chapter 48
Adam Creech, Chapter 62

2. **Quorum** – CRWEF Vice Chair Brian Taylor confirmed quorum
3. **Welcome and Introductions** – President Nancy Sinclair gave welcoming remarks and introduced Board of Directors: Nancy Sinclair, Brian Taylor, James Hardy, Cynthia Dubeau, Keith Turner, Vicki Green, Jay Wong and Kim Millar and special guests/IEC members and Past CRWEF Presidents: Dawn McDougall, Stewart Anderson, Sandy Grigg and Shannon Favaro; past IEC President Sharon Slauenwhite and Lee Hamre; and IEC members, Denise Skinner and Koby Godwin.
4. **Donation Announcements** – President Nancy Sinclair requested that anyone that wished to make a donation to CRWEF to come forward at the IRWA AGM.
5. **Approval of Minutes:** The 2023/24 AGM minutes were distributed by the Chapter leaders in advance of the AGM and posted to the CRWEF website.

A motion for acceptance of the 2023/24 minutes as written was made:

Moved by: James Hardy Seconded: Tracey Larkin

Motion carried.

6. **Business from Minutes:**

Treasurer's Report: James Hardy, Treasurer, provided a copy of the Foundation's Balance Sheet as prepared by the accounting firm of Jeffrey J. O'Rourke Professional Corporation reflecting transactions occurring up to March 31, 2024.

Motion to accept the financial report as read:

Moved by Kim Millar Seconded by Jay Wong

Motion Carried.

An audit is underway for the fiscal year 2023/24 and is being conducted by MRSB Chartered Professional Accountants. Copies of the audit will be available to members upon request and will be provided to the chapter leadership.

The proposed budget for 2024/25 was also presented by James Hardy, Treasurer.
Discussion:

Motion to accept the 2024/25 budget as presented:

Moved by: Kim Millar

Seconded by: Tracey Larkin

Motion Carried.

- **Scholarship – Brian Taylor**, Vice-President advised that this year's \$2500 scholarship award – Brian acknowledged CRWEF members who assisted in the review of the applications. Thanks to Brian Taylor for coordinating this scholarship award and to the CRWEF members for their participation in the review and award process. This year's recipient Joseph Paul Martinez has provided the following thank you for the scholarship opportunity:

I am writing to express my heartfelt gratitude for selecting me as a recipient of your generous scholarship. It is with immense appreciation that I accept this award, which will significantly support my education and all pursuits. Over the past three years, I have studied in the field of appraisal, space, finding both skill and purpose in the career. With the CRWEF scholarship, I am better equipped to focus on my studies and pursue my passion for real estate appraisal. Once again, my sincerest thanks for this opportunity. I am committed to making the most of the support, and I am interested to know where my journey into appraisal will lead me.

With gratitude,

Joseph Martinez

- **Member scholarship program:** Nancy Sinclair: Last fall CRWEF commenced the rollout of the new member-based scholarship program. In partnership with the Canadian Chapters, 5 awards have been made to Canadian members seeking certification The program includes:
 - CRWEF providing a commitment of \$3000 per year to each of the 7 Canadian Chapters for each of the next 3 years
 - Chapters can match or add to the scholarship amount
 - Criteria is based on the member's good standing and seeking a designation through the IRWA. Chapters may further define criteria for their members but the intent is to make available to all members seeking designation (not recertification)
 - Chapters are responsible for the receipt and review of member applications

Memorandums of Understanding have been executed with most Chapters

Discussion:

Clarification that this scholarship is for those pursuing designation, not recertification

- **Website** – Cynthia Dubeau, Secretary, indicated that the website continues to be updated throughout the year. Regions & Chapters are invited to post notice of upcoming events such as Region Forums or Educational Seminars on the CRWEF site. Contact Nancy Sinclair or Cynthia Dubeau if you'd like to do so.
- **Sponsorship Program** – Brian Taylor Vice-President reported that we had few requests this year:
 - ✓ CRWEF completed its \$2,765 CDN commitment for the rewrite of the Principles of Right of Way textbook which is available now and can be found in the exhibit hall. A copy is also available as part of the CRWEF fundraising raffle. Tickets available in the exhibit hall.
 - ✓ CRWEF committed \$22,500 USD (approx. \$30,000 CDN) to the sponsorship of the Appraisal course 400, 421 and 431 updates which received approval to proceed on June 17th.
 - ✓ CRWEF coordinated the Chapter 29 sponsorship of the Environmental Course updates. This \$30,000 CDN Sponsorship having been held in trust by the foundation on behalf of Chapter 29
 - ✓ CRWEF committed \$1250 to Region 10 for delivery of webinar.

Sponsorship request forms, guidelines and policies are on the website and BOD members can be contacted for further information

- **Fundraising/Booth**- Cynthia Dubeau acknowledged the donations and assistance of volunteers for this year's booth and fundraising:

Thanks to Dan Bucan **Verdanterra** has generously donated a Browey 600W Portable Power Station Generator with Built-In Solar Panel to CRWEF – while the item can be viewed at Verdanterra's booth, it will be part of the CRWEF raffle.

The **International Professional Education Committee** has donated a copy of the new Principles of Right of Way textbook to the raffle

CRWEF will also be including a customized computer backpack in the raffle.

Please come to the CRWEF booth in the exhibit hall to purchase your raffle tickets and partake in some Canadian snacks – only available in Canada!

- **Monday Night Event** – Nancy Sinclair - As always, CRWEF will be supporting the RWIEF for this year's Monday Night Event to be held at the Aquarium
- **Canadian Hospitality:** Nancy Sinclair acknowledged Chris Thompson for his organization of another exciting Tuesday night Canadian Hospitality Suite event at Café Sevilla of Long Beach, 140 Pine Ave.

In order to support CRWEF fundraising efforts, a door charge of \$20 USD has been introduced this year. Wrist bands for entry can be purchased at the CRWEF booth in the exhibit hall until Monday afternoon.

As we move forward, we'd like to see some transition of the event from Chris to other volunteers. If you or anyone you know would be interested in the opportunity to learn more about large scale event planning and fundraising, please contact a member of the BOD or Chris Thompson.

7. **Nancy Sinclair** - Motion to ratify all administrative decisions made by CRWEF Board of Directors for fiscal 2023/24.

Moved: Sharon Slauenwhite Seconded by Janet Walker
Motion carried.

8. **President's Report:** Nancy Sinclair addressed the membership to acknowledge members' ongoing support and need to continue to support the work of International Professional Education Committee in the delivery of many new courses and updates. This work requires the ongoing financial support of the Foundations.

9. **2025 CRWEF Annual General Meeting**

Motion to approve that the 2025 AGM will take place in Virginia Beach, North Carolina

Moved: Brian Taylor Seconded: Cynthia Dubeau
Motion carried.

10. Meeting adjourned 12:39 pm

