

Minutes of the Regular Meeting of the PermitTechNation Group November 18, 2015

- I. Conference call commenced at 12:00pm with the following in attendance: Dawn Neil, NJ; Cindi Somers, WA; Kecia Lara, SC; Bonnie Lanz, OR; Kristi Petersen, Carey Frazier, TX; Karla Higgs, ICC; Rick Hauffe, ICC; and John Darnell, WA.
- II. Approval of minutes from October 29, 2015: with correction to spelling of John Darnell, WA name. Kecia Lara, SC made a motion to approve the minutes and was seconded by Carey Frazier, TX. Motion carried.
- III. Treasurer's Report –None submitted
- IV. Old Business
 - a. IRS 501c3 – Dawn Neil explained that she did research to determine the process for filing and suggested it may be best to hire an attorney to handle the process. She provided approximate costs for doing so. Cindi Somers offered to reach out to Region II for their advice and she will get back to the group. Dawn will send an e-mail out after hearing back from Cindi.
 - b. CPA for Filing Taxes – Dawn Neil questioned whether we should hire a CPA to file our first year's tax return. Kecia Lara indicated that they file form 990 on their own and Cindi Somers indicated that she was sure WSAPT did the same but would confirm with their treasurer and report back.
 - c. Website – Dawn Neil sent out the website pricing sheet with the meeting packet. She suggested going with the Starter package for \$8.00 per month so that we could obtain our own domain name. We can reevaluate at a later date if we need to upgrade the website package based on need for additional features. Carey Frazier made a motion to allow Dawn to use the PTN Debit Card to pay the monthly fee, Kecia Lara seconded, motion carried.
 - d. Booth Expense Report – Cindi Somers presented an expense report for the booth in Long Beach. She is waiting for the 2nd shirt order to be complete so she can include it in the report. In addition she set it up so that expenses can be tracked from year to year.
- V. New Business
 - a. National Chapter Committee – Dawn Neil asked Carey Frazier to go over the memo issued by Committee Chair Tamara Hagerman. Carey asked what our priority was so the committee could discuss its approach. Dawn Neil said Education should be top priority since we want to fill the gap for those that don't have a chapter in their home state to provide education training. Karla Higgs mentioned that voting privileges would not be part of Chapter status anyway since they are for governmental members. Kecia Lara indicated ICC Certification should also be a priority. A discussion then took place about encouraging chapters in states that have their own codes and how ICC does offer the ability to do a special exam. Cindi Somers will forward out information about these

special exams. Cindi also suggested checking with the jurisdiction's Risk Management Insurer about possible reimbursement to exam taker for obtaining certification. Carey then asked those on the committee for dates for a conference call and those on the call agreed to December 9th at noon ET. They will submit a committee report for the January meeting.

VI. Next Meeting: Wednesday January 27, 2016

VII. Kecia Lara, SC moved and Carey Frazier, TX seconded a motion to adjourn. Motion carried

Adjourned at 12:45pm

Submitted by: Dawn Neil, PermitTechNation President

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