

**Minutes of the Regular Meeting of the PermitTechNation Group
February 18, 2015**

- I. Conference call commenced at 12:05pm with the following in attendance: Dawn Neil, NJ; Kecia Lara, SC; Bonnie Lanz, OR; Barb Williams, MN; Felicia Johnson, GA; Michele Miller, WA; Brenda Sirkis, NJ; and Jammie Newsome, GA
- II. Approval of minutes from January 21, 2015: Dawn Neil indicated that the correct amount of shirts sold was actually \$425. Michele Miller made a motion to approve the minutes with the change about shirt sales as stated; the motion was seconded by Jammie Newsome; All in Favor.
- III. Old Business:
 - a. Final Review of the by-laws: After review and some discussion it was decided that the by-laws would be sent out by Dawn Neil to the group for a final vote.
 - b. Final Review of the Membership Application: It was discussed to add a line for the Associate Member designee and to correct the spelling of "student". A motion was made by Jammie Newsome to accept the membership application with the stated changes and that the Federal ID# would be added to the form once obtained, Bonnie Lanz seconded the motion; All in favor.
- IV. New Business:
 - a. Updated Expense Report:

Balance from ICC ABM	\$ 75.13
Shirt Order #2	\$425.00
N-Zone Invoice	-\$276.18
Postage (Kecia)	-\$ 53.92
<u>Balance (due to PTN)</u>	<u>\$170.03</u>
 - b. Non-Profit & 501c3 Status in each state: Dawn Neil provided information from the State of NJ; the group had a discussion about what state to establish the chapter in. They eliminated Georgia because of the red tape associated with organizing there. Kecia explained that she established WICCED as a foreign chapter in the State of SC because its business address was established in KS. Dawn and Michele brought up the discussion that John Darnell had at the January meeting about the ease of establishing in the State of WA. Michele thought maybe that WA was less paperwork because the state doesn't collect State Income Tax. Bonnie suggested that we reach out to John Darnell and Karla Higgs for their assistance. Bonnie also sent out a copy of the Region II by-laws so we could see how it was worded for the "Principal Office" of the chapter. Dawn Neil will reach out to John and Karla and share with the group.
 - c. Incorporation: We are reaching out to John Darnell and Kara Higgs for some guidance as to whether or not this is necessary.
- V. Our next meeting is scheduled for Thursday March 19, 2015 at noon ET.
- VI. Adjourned: 1:05pm