

**Minutes of the Regular Business Meeting
of the PermitTechNation Group
January 27, 2016**

- I. Regular Business meeting commenced at 12:11pm with the following in attendance: Dawn Neil, NJ; Cindi Somers, WA; Tamara Hagerman, KS; Kecia Lara, SC; Carey Frazier, TX; John Darnell, WA; Jill Stone, TX; Darla Brooks, CO; Jammie Newsome, GA and Ella Ochoa, AZ.

- II. Approval of minutes from November 18 2015: Carey Frazier, TX made a motion to approve the minutes and was seconded by Jammie Newsome, GA. Motion carried.

- III. Treasurer's Report (see attached)
Jill Stone, TX moved and Carey Frazier, TX seconded a motion to pass the treasurer's report as submitted. Motion carried.

- IV. Old Business
 - a. IRS 501(c)3 Status update – Dawn updated the group on her research towards non-profit status.
 1. Hire an attorney? There appears to be several hours which would need to be put in to complete the paperwork. Jill Stone, TX would check with her connections and see if anyone could provide guidance.
 2. CPA for Annual Tax Filing – Cindi Somers, WA proposed filing tax papers ourselves and see what happens, first. Jill Stone noted if IRS kicks back allowed to fix.
 - b. Website – Dawn had several issues to go over regarding the website
 1. E-mail addresses to associate with the site (president, membership...) and the associated costs which were \$3.75/month include 30 email addresses. Cindi Somers, TX moved and Jammie Newsome, GA seconded a motion to approve the costs of providing the emails with the website.
 2. Domain Privacy \$10/year (\$100 covers 10 years). Tamara Hagerman, KS moved and Carey Frazier, TX seconded a motion to approve the cost of Domain Privacy for 10 years at the cost \$100.
 3. Pages links to chapters, social media. Dawn would send out a form to gather information and place the links and contacts on the website.
 4. Chapter info pages would be added as well.

- c. WA State Filing – Cindi Somers, WA this has been completed.
- d. National Chapter Committee Report – there was discussion about pursuing Professional Status as long as an education benefit was included. John Darnall, WA asked if the education was the main issues then go with the professional status. IABO is not a national chapter but they are asking for equal representation with ICC on the playing field, we need to have equal representation with ICC if the goal is to be recognized as equal.

V. New Business

a. Chapter Policies

1. Specified amount the BOD can spend without approval at a meeting- there was discussion regarding spending caps. Several other chapters have the same caps for differing amounts. Carey Frazier, TX moved and Darla Dwyer, Co seconded a motion to approve a \$250 cap per transaction limit for the BOD to spend without the benefit of a vote by the chapter membership. The motion passed unanimously.

b. Grief/Illness Donations – Does the chapter need a policy for future events and after discussion the decision was to have a card be the representation from the chapter.

c. ICC ABM in KC – Tamara Hagerman, KS is trying to determine if a class on Code Specialist would be feasible at the 2016 ABM. Issues which have been in discussions are financing, 2 day vs 1 day class. The suggestion was to send out an email/letter to other chapters and Regions and see if anyone would be interested in donating either an unused Education Benefit or a monetary donation.

VI. Our next meeting will be scheduled for February 24, 2016 at 12 noon; Eastern Standard Time.

VII. Tamara Hagerman, KS, moved and Cindi Somer, WA seconded a motion to adjourn. Motion carried

Adjourned at 1:22pm

Submitted by:

Tamara Hagerman, CPT

PermitTechNation Secretary