

**Minutes of the Regular Business Meeting  
of the PermitTechNation Group  
February 24, 2016**

I. Regular Business meeting commenced at 12:07pm with the following in attendance: Dawn Neil, NJ; Cindi Somers, WA; Tamara Hagerman, KS; Carey Frazier, TX; Felicia Johnson, GA; Barb Williams, MN; Kristi Petersen WY; Steve Burger, CA; Brenda Sirkis, NJ; John Darnell, WA; Jammie Newsome, GA and Rick Hauffe, ICC.

II. Approval of minutes from January 27, 2016: Barb Williams, MN moved and Carey Frazier, TX seconded a motion to approve the minutes. Motion carried.

III. Treasurer's Report (see attached)

Jammie Newsome, GA moved and Carey Frazier, TX seconded a motion to pass the treasurer's report with a minor date change. Motion carried.

IV. Old Business

a. IRS 501(c)3 Status update – Dawn updated the group; there is a one-time fee of \$400, it's a 3 page application; we can file ourselves. This is a onetime filing.

Barb Williams, MN moved and Carey Frazier, TX seconded a motion to approve paying the \$400 one-time fee and having Dawn submit the application to the IRS.

b. ICC ABM in KS –Tamara Hagerman, KS gave an update on the process in trying to have the Code Specialist certification class during the 2016 ABM. Submitted information to the ICC Education Committee and was waiting to hear from them. The cost of the training was slightly prohibitive and PTN was looking for possible donations.

c. Emails on Website – Dawn found out the emails were actually alias's and dropped this idea.

1. E-mail addresses to associate with the site (president, membership...) and the associated costs which were \$3.75/month includes 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.

## V. New Business

### a. Chapter Policies

1. ICC ABM Complimentary Registration (for current presidents) – a current president is granted a complimentary registration from ICC to attend the ABM's. In the event the sitting president, cannot use the registration it will be passed down within the list of officers and approval of the transfer will be obtained from ICC.

Carey Frazier, TX moved and Felicia Johnson, GA seconded a motion to approve the distribution per ICC guidelines of the complimentary registration to the ICC ABM.

b. ICC Chapter Application – Dawn has two emails out to Karla Higgs, ICC to confirm the process and will keep the chapter updated.

c. Chapter Website – Dawn is creating state chapter pages and was thinking of creating sub-committee pages as there are several groups in this category, Arizona, Northern California, Central Ohio, this will allow them to be included on the website.

d. 2016 Booth – Kansas/Missouri will be hosting the booth this year.

## VI. Notes/News

a. Rick Hauffe, ICC, asked for outreach to the Arizona and Ohio groups to encourage chapter status. He noted Nebraska only needed 5-6 more members to apply for chapter status. Iowa needed more development towards the chapter creation goal. Rick suggested contacting the governmental reps Dave Nichol and Corey to see what PTN might be able to offer with the pursuit of chapter status.

b. Carey Frazier apprised everyone NCTPTC was hosting the Code Specialist certification on 4/05-4/06/2016. She would update us on the class during the May meeting.

VII. Our next meeting will be scheduled for March 23, 2016 at 12 noon; Eastern Standard Time.

VIII. Adjourn – Steve Burger, CA moved and Jammie Newsome, GA seconded a motion to adjourn. Motion passed. Adjourned at 12:40pm

Submitted by:

Tamara Hagerman, CPT

PermitTechNation Secretary