

# Minutes

PermitTechNation Chapter Meeting  
March 23, 2016

- I. The March 23, 2016, PTN monthly conference call meeting was called to order at 12:00PM EST by President Dawn Neil. Members present: Rick Hauffe, ICC; Jammie Newsome, GA; Cindi Somers, WA; Carey Frazier, TX; Lisa Finley, NE; Kristi Peterson, WY; Kecia Lara, SC; Sharon Johnson, SC; Stacey Rappleye, CA; Eirene Oliphant, KS; Barb Williams, MN.
- II. President Neil asked for review/corrections of the February 24, 2016 minutes. Kecia Lara motioned February 2016 minutes be approved with correction to delete Cindi Somers as present; 2<sup>nd</sup> by Barb Williams. Motion approved by members present.
- III. Treasurer's report was reviewed with ending balance noted as \$1,876.53. Cindi Somers motioned the March 2016 Treasurer's report be approved with 2<sup>nd</sup> by Carey Frazier. Motion approved by members present.
- IV. Old Business
  - A. IRS 501c3EZ Filing - President Neil completed the PTN IRS non-profit application via the 501c3EZ online process on March 10, 2016; cost \$400. No details other than the payment receipt were received. Caution for IRS via USPS notification given to Cindi Somers.
  - B. ICC ABM in KS
    - The Code Specialist Module offered by England Training, did not make the cut for education offered at the 2016 ICC ABM. This session was not approved due to the seminar being 2-full days and limited number of target audience attending. As an alternative, a ½ day seminar has been submitted. Tamara Hagerman to keep PTN updated on progress.
    - Tamara offered to recruit volunteers from KCMAPT members to staff the PTN booth at Expo.
  - C. ICC Chapter Application Status
    - The PTN ICC Chapter application will be completed and submitted for the July ICC BOD meeting. President Neil shared PTN will be applying for ICC Professional Chapter Status, which Karla Higgs had advised would be the logical classification. For this classification, PTN needs 20 ICC members and at least 10 need to be building safety professionals. Once the required submittal items are complete, President Neil will send to Board members for review.
    - The Resolution to apply for ICC Chapter status was reviewed. Carey Frazier motioned the resolution that PTN proceed with applying for ICC Chapter status; 2<sup>nd</sup> by Jammie Newsome. Motion approved by membership.
    - Letters of support from your local, state or regional chapter due by April 8, 2016. President Neil will send out samples for use following conference call.
- V. New Business
  - A. 2016 Building Safety Month Proclamation - 2016 Building Safety Month Proclamation by PermitTechNation. Barb made the motion to submit the proclamation to ICC, 2<sup>nd</sup> by Sharon Johnson. Motion approved by members present.
  - B. Disaster Preparedness – informational packet to share on PTN website; tabled until Jill Stone, TX, can be present. President Neil did share that following the wake of Hurricane

Sandy, FEMA did not recognize NJ TA's and as such, they were not able to work on disaster coordination. Discussion included suggestion that records such as maps and resident list be kept offsite; packet to be generic for use by jurisdictions.

Motion to adjourn at 12:31 EST made by Barb, 2<sup>nd</sup> by Jammie Newsome. Motion approved by members present.

Respectfully submitted by: Cindi Somers, WSAPT, PTN VP / April 18, 2016

FEMERAL