

**Minutes of the Regular Business Meeting
of the PermitTechNation Group
April 20, 2016**

- I. Regular Business meeting commenced at 12:07pm with the following in attendance: Dawn Neil, NJ; Tamara Hagerman, KS; Carey Frazier, TX; Felicia Johnson, GA; Barb Williams, MN; Brenda Sirkis, NJ; Jammie Newsome, GA; Eirene Oliphant, KS; Lisa Finley, NE; Kecia Lara, SC; and Sharon Johnson, SC .

- II. Approval of minutes from March 23, 2016: Jammie Newsome, GA moved and Kecia Lara, SC seconded a motion to approve the minutes. Motion carried.

- III. Treasurer's Report (see attached)
Carey Frazier, TX moved and Barb Williams, MN seconded a motion to pass the treasurer's report. Motion carried.

- IV. Old Business
 - a. IRS 501(c)3 Status update – Dawn updated the group; paperwork has been completed, PTN is a tax deductible public charity

 - b. ICC ABM in KS –Tamara Hagerman, KS gave an update Code Specialist class will not be part of the event but we will have a class geared toward front counter personnel. Still gathering volunteers to help during the ABM. If interested please let Tamara know. Habitat day would be sponsored by WICED, Eirene is working on this and hopes to have details soon. Registration for the ABM opens after the Louisville events. Dawn reminded everyone to file their chapter reports for complimentary registration.

 - c. ICC Chapter Application – aiming for completion and having for the July BOD meeting.
 - 1. Resolution 16-01 To Apply for Chapter Status was approved during the last meeting.
 - 2. Complete list of officers and board members will go with completed packet to Karla by mid-May.
 - 3. Several letters of support for PTN becoming a chapter as well as the PTN brochure.

 - d. Building Safety Month Proclamation - send to Dawn to forward to ICC

V. New Business

- a. Annual Report 2015 – 990-N completed and filed by Brenda. Filed tax return.
- b. Disaster Preparedness – packet to put on website. Carey will contact Jill and see what they had for their recent disaster.
- c. 2016 Permit Tech Booth
 - 1. Committee & Chair – Tamara Hagerman, Cindi Somers and Amy Barenklau will co-chair
 - 2. Theme – logo for conference: musical note, blues, jazz, BBQ – send to Dawn
 - 3. Slogans – send them to Dawn

VI. Our next meeting will be scheduled for May 18, 2016 at 12 noon; Eastern Standard Time.

There was a conflict and the meeting was rescheduled to May 24, 2016, time the same.

VII. Adjourn –Jammie Newsome, GA moved and Tamara Hagerman, KS seconded a motion to adjourn. Motion passed. Adjourned at 12:38pm

Submitted by:

Tamara Hagerman, CPT

PermitTechNation Secretary