

## Minutes

PermitTechNation Annual Business Meeting  
October 16, 2016

- I. The October 16, 2016, first annual business meeting of PTN was called to order at 3:05 by President Dawn Neil. Members present: President Dawn Neil, Cindi Somers, Jammie Newsome, Steve Burger, Rick Hauffe, Bonnie Lanz, Carey Frazier, Katy Hauan, Michele Miller, Erin Scharf, Somers, Jessie Sorenson, John Darnall, Tiffany Little, Brooke Cooper, Diane Parke, Amy Barenklau, Tamara Hagerman.
- II. August 2016 Minutes – Erin Scharf moved the August 30, 2016, be approved as written; Carey Frazier second. Motion approved by members present.
- III. Treasurer's Report – Sept 2016 – Beginning balance \$2080.13; Income \$2933.48 Expenses \$1274.34; Ending balance \$\$,3739.27. Michele Miller moved to approve; Katy Hauan second. Motion approved by members present.
- IV. Old Business
  - A. **2016 PTN Booth**
    1. Great job setting up! Check with Cindi for schedule, make sure to overlap on coverage. Suggestion made to network and educate contacts on PT position. Jammie's mom, Eileen, is available to help.
    2. Decision was made to forego decorations to streamline and present a professional appearance.
    3. Thanks given to Katy for bringing baskets.
    4. The PTN Banner will be re-created, logo resolution was not high enough. ICC provided us the temporary card board signs.
    5. Code Hunt game, enter the code to earn points on the app.
    6. Grand prize – 2 drawings to be held. ICC again graciously donated the PT reference materials, PTN will reimburse the winning jurisdiction if their PT successfully passes the PT exam by next ABM. Winner must belong to a jurisdiction and the name of front counter staff needing to be certified must be written on the back of their card. ICC also provided a comp'ed registration for one of the two ICC Permit Technician Institutes to be held in 2017.
  - B. Disaster Preparedness – Information packet to be put on website to for use in event of disaster. Reminder given to Email your jurisdiction disaster forms to Jill Stone.
  - C. WICED Habitat Build Day, we had a great day. WICED/PTN 18 volunteers working on 3 projects: rear deck constructed; front porch sanded, primed and painted; interior trim and doors hung. It was mentioned that at the 2015 LB build, both families were onsite which made a connection to efforts. No information was known about this year's family which would have been fulfilling. PTN to co-sponsor Habitat Building with WICED next year in Ohio.
  - D. Election of 2016-2017 PTN Officers.
    1. There were no nominations from the floor. Membership elected: President : Cindi Somers; VP: Carey Frazier; BoD: Jammie Newsome; BoD: Jessie Sorenson.
    2. Steve Burger commended President Neil on the great job of leadership provided to PTN.

V. New Business

- A. Webinar update / Continued Education Benefit (CEB)
  - 1. Kudos given to Carey Frazier for coordinating with Tri-State for 1<sup>st</sup> conference offered by PTN.
  - 2. Kudos to Brenda Sirkis for great job on registration for webinar.
  - 3. PTN's inaugural CEB along with NJATA donated CEB covered the cost of the webinar.
  - 4. 2017 CBE discussion regarding use and/or partnership. CEB=6hr training. Webinar based training would be best option for PTN. Suggestion to encourage Steve Burger to develop webinar based on his seminar, *The Complete Permit Technician*.
  - 5. Discussion on how CEB proceeds should be split. Policy needed. Cindi, Jammie and Carey to work as adhoc under Education to work on CEB policy.
- B. Committee Chair assignment
  - 1. Education Chair – Jessica Sorenson, Erin Scharf, Katy Hauan committee
  - 2. Membership Chair – Jammie Newsome, Carey Frazier committee
  - 3. Bylaws: Chair - Kecia Lara, Tamara Hagerman, Bonnie Lanz committee
  - 4. Finance/Audit: Katy Hauan, Jill Stone, Michele Miller (*side note, Michele Miller declined 11-15-16 due to new employment*).
- C. Chapter Policies have been combined into one document.
- D. ICC Preferred Provider. Dawn Neil motioned PTN become an ICC Preferred Provider, Amy B. second. Discussion by membership with motion approved unanimously. President to complete application with Treasurer making payment.
- E. Code Specialist/Permit Specialist
  - 1. ICC was approached to explore possibility of changing title from 'Specialist' to Permit Technician II. Michelle Porter, Director, ICC Certification, shared that the designation was intended (and would be) used for Fire, Building, and Permit combination titles. If the issue was the word 'Specialist' is deemed as a lower clerical position by Human Resource Depts. Michelle to create an ICC title description for those seeking reclassification once the PS designation was received, that can be supplied to municipality to reflect PS is technical not a lower paid technical job.
  - 2. Katy Hauan shared MBPTA has available a DACUM (Developing or designing A CURiculum) study completed by University of Wisconsin for the Building Permit Technician field. The link for the DACUM can be found on MBPTA's website.
  - 3. Suggestion made to pursue having Permit Technician listed on the federal job list. John D shared that he recalled Sara Yerkes had accomplished this in earlier years.
- F. Website – cost is currently free. To house a store front, for webinars, clothing, etc., an upgrade would be needed. Jessie S. moved for upgrade, Jammie N. second. Discussion included the suggestion to have a password protected-members only area; upgrade cost \$25/month. Motion approved by members present.

Next meeting at 12pm EST November 17, 2016  
Motion to adjourn made by Amy B., second by Dawn at 5:23pm

Respectfully submitted by: Erin Scharf