

Minutes

PermitTechNation Chapter Meeting
November 17, 2016

- I. The November 17, 2016, PTN monthly conference call meeting was called to order at 12:05PM EST by President Cindi Somers. Members present: Carey Frazier, TX; Jill Stone, TX; Jammie Newson, GA; Brenda Sirkis, NJ; Barb Williams, MN; Darla Brooks, CO; Jessie Sorensen, CO; Katy Huan, MN; Erin Scharf, WI; Dawn Neil, NJ, Liz Matons, OR; Rick Hauffe, ICC.
- II. President Somers asked for review/corrections of the October 16, 2016 minutes. Carey Frazier, TX motioned the October 16, 2016 minutes be approved as written; 2nd by Erin, Scharf, WI. Motion approved by members present.
- III. Treasurer's report ending October 31st was reviewed with ending balance of \$4,037.70. Barb Williams, MN motioned the October 2016 Treasurer's report be accepted with 2nd by Jill Stone, TX. Motion accepted by members present.
- IV. Committee Reports
 - a. Membership: Assigned to Jammie Newsome & Carey Frazier. This committee will use the membership applications forwarded by the treasurer once monthly to create a database of membership with historical data such as year joined.
 - b. Finance & Audit: Assigned to Katy Huan and Jill Stone. Michele Miller had to stepdown due to new job. Bylaws require 3 members to review the books annually with the Treasurer. Revised bylaws for President to obtain from Treasurer if not in attendance at the ICC AMB.
 - c. Education: Assigned to Jessie Sorensen and Erin Scharf. Each chapter should send their education planned dates to Jessie Sorensen ASAP so that PTN can plan webinar dates that don't conflict with other chapter dates. Jessie can be e-mailed at jsorensen@cityofwestminster.us.
 - d. By-Laws: Assigned to Bonnie Lanz, Kecia Lara and Tamara Hagerman. *Addendum to minutes*: Bonnie submitted changes to the following sections 8.1.2 and 8.1.4 (see attached).
- V. Old Business
 - a. 2016 EXPO PTN Booth: Cindi Somers thanks everyone for all of their help. We had 2 winners from drawings done from the business cards collected at the booth. The winners were asked to provide the awards to their PT/Front Counter Staff.
 - i) Cindi reported that Doug Wise, West Palm Beach County, was the winner of the PTN giveaway of the full set of ICC Code books for the PT Exam (courtesy of ICC) plus reimbursement for the PT exam fee upon a successful pass of the cert. exam prior to the 2017 ABM.
 - ii) Richard Grace, Fairfax County, VA, was the winner of the comp'd registration seat to the Permit Tech Institute offered provided by ICC.
 - b. Disaster Preparedness: Jill Stone, TX, provided update for the proposed disaster preparedness information to be posted on the PTN web, advising us she has received just one packet from Wyoming. She is currently working with the BOAT Chapter to utilize the plan they have been creating and will tailor it to work for us.
 - c. Website Update: Dawn Neil updated us that she will be updating the website as discussed at the October meeting to the Business Platform; she wanted to confirm with the membership whether or not to pay for 1 or 2 years at a time before proceeding. The members agreed to purchase 2 years. Dawn also asked if someone would like to assist with website duties. Barb

Williams volunteered as she has an IT background. This also brought up the PTN Facebook page which is managed by Erin Scharf, Dawn asked that Erin assign a few admins to the FB page. Erin agreed to assign Dawn Neil & Barb Williams to assist with keeping the page updated.

- d. Webinar:
 - i) Cindi thanked Carey Frazier for reaching out to Frank Morris and coordinating the details and she also thanked Brenda Sirkis for getting everyone registered in such a short amount of time. Great job to both.
 - ii) Brenda reported that we had 49 participants for the webinar and that it created a bit of a membership drive.
 - iii) Congratulations to those who have since taken and passed!
- e. Education:
 - i) MBPTA-NPTJD update from Katy Hauan; Katy spoke with Michelle Porter, ICC, and Shirley Ellis, newly elected ICC BOD, about an educational curriculum for the Permit Tech career path. She discussed how MBPTA is already in the works with the University of Wisconsin on this and that she is trying to work with both Iowa and ICC. Jim Brown & Greg Wheeler are interested in pursuing a level II PT.
 - ii) Katy also reminded everyone that she has a database of job descriptions and is actively accepting them from anyone who wishes to share.
 - iii) PTN is officially an ICC Preferred Provider.
- f. Banner: ICC has completed our chapter banner and mailed it to Dawn Neil.

VI. New Business

- a. 2017 Building Safety Month:
 - i) President Somers asked that all members get involved and track annually for future Chapter of the Year application.
 - ii) Please send Proclamations to President Somers from your chapters & jurisdictions.
 - iii) Partner with your local library for story time.
 - iv) Work with KCMAPT to utilize their curriculum & Rick to work ICC PR Dept. to have program designed.
- b. ICC Building Official Membership Council: This would be asking for an additional seat on the council. Rick suggested waiting a few years to apply until we are more established. Cindi will send a link to the governance committees.
- c. Jill Stone asked for feedback from members on the ICC Inspectors Skills course. A few members had heard that it was a well designed program and although the title is deceiving it is highly recommended for PT's.

There will be no December meeting; the January Meeting set for January 17, 2017, Tues EST Noon / 9am PST

Motion to adjourn at 1:05pm EST; motion approved by members present.

Respectfully submitted by: Dawn Neil, NJATA, PTN Past President / November 21, 2016