

Minutes
PermitTechNation Monthly Teleconference
June 20, 2017

- I. The June 20, 2017, PTN monthly teleconference meeting was called to order at 9:06AM PST by President Cindi Somers. **Need attendees added**
- II. President Somers asked for review/corrections of the May 16, 2017 minutes. Jessie S moved and Kecia L seconded the motion to approve the May minutes with no correction
- III. Treasurer's report
 - A. April – Beginning Balance of \$0000.00, Income of \$100.00 for membership, Ending Balance of \$0000.00. Misty N. moved and Jessie S seconded the motion to approve the April Treasurer report with no corrections
 - B. May – Beginning Balance of \$3,777.80, Income of \$48.25 for membership, Expenses of \$596.55 for ICC ABM, Ending Balance of \$\$3,229.50. Carrie F moved and Jessie S seconded the motion to approve the May Treasurer report with no corrections
- IV. Committee Reports
 - A. ByLaws – Kecia L / Tamara H
 1. Update – Amendment 8.1.2/8.1.4 – Discussed the wording in the bylaw regarding what type of membership can serve on the BOD and Committees. Tabled until next meeting. Kecia will review the bylaws and get something out to the board. Bonnie will unfortunately no longer be able to serve on the board which will bring the bylaws committee to only two members.
 - B. Education – Jessie S
 1. Received the Poll results:
 - a. Class Type: Permit Technician Class was preferred over a Code Specialist Class
 - b. Class Format: Members prefer 2 – 6hr classes
 2. Jessie will get back to Frank with the selected class and format. The attendance will be capped at 100 participates. If that fills up quick PTN will look at hosting another session. Currently looking at the following classes for hosting the webinar.
 - a. 1st Choice – Wednesday, August 16th and 23rd
 - b. 2nd Choice – Monday, August 14th and 21st
 - c. 3rd Choice – Tuesday, August 15th and 22nd
 3. NJATA has donated their ICC CEB Voucher to PTN. Invoice for the class will be sent to the PTN Treasurer and they will submit it to ICC for payment.
 - C. Finance and Auditing – Jill S / Katy H – Tabled until next meeting. Will be performing an audit at the ICC AMB in Ohio.

D. Membership – Carey F / Jammie N – Received 1 new application from Idaho who has recently applied for Chapter Status.

E. Nominations – Dawn/Tamara/Jammie

1. Rick will write up a form letter supporting both David Spencer and Kris Bridges. We received two additional requests for support from James Morganson and Jay Elbettar for the ICC BOD. Rick will also write up individual for letters supporting both James and Jay due to their support of Permit Techs. The PTN Board approved supporting all four candidates
2. PTN Officer / BOD – Tabled until next meeting.
 - a. Carrie has accepted her President Nomination
 - b. Kecia nomination acceptance for Vice President is still pending.

V. Old Business

A. PTN ABM – Rm C162B, convention cntr 11am to 2pm Sunday September 10. The PTN ABM and Region Meetings will be at non-conflicting times so there shouldn't be any overlap.

B. 2017 ICC Expo – Update – Carey F – Tamara H, Co-Chairs

1. Booth Setup/Swag
 - a. Colors: Received confirmation on booth colors. Drapes will be blue, white, and green with royal blue dividers. A couple of tables and chairs will be provided.
 - b. Booth Swag: PTN will order 500 pens and pins. Cindi will confirm booth inventory with Katy H prior to ordering supplies. Katy will also be bringing baskets for the tables, decorations, and leftover supplies to the conference. Jamie will check with the SCPTA on donating PTN chip clips again. If your chapters want to donate any swag, please contact Carey.
2. Lodging
 - a. PTN members will be staying at the Drury Inn. Reservations will need to be booked in two different blocks if you are planning on staying until Thursday.
 - b. There is a bed available in the PTN reserved room at the hotel if anyone still needs to find a room or is willing to share with Dawn. If you are interested please email Cindi.
3. ICC reference materials confirmed as donated from Michelle Porter, ICC Certification Director.
4. Shirts
 - a. Instead of having themed t-shirts this year the board has decided to have everyone order shirts from the PTN Lands' End online store. Carrie will look online for a common color that wouldn't clash with the booth theme and send out an email to the membership with the selected colors so we can all match but be still comfortable in our own style.
 - b. Discussed having a separate color of shirt for the Habitat for Humanity day. No decision was made.

- c. Be sure to sign up for Lands' End sale emails or text alerts to receive discounts and free shipping
5. Attendee roster – there is a sheet attached to your meeting packet, please fill in the information and send to Carrie at cfrazier@friscotexas.gov.
6. Expo Booth – For those willing to work in the PTN booth Cindi will be sending out a Sign-up.com email invitation.

VI. New Business

- A. Preferred Provider New Features
 - a. ICC provided 1-year complimentary use of 2015 Code suite to each chapter.
 - b. Process for use? One person at a time can be in it.
 - c. PP seminar roster when uploaded to PPsite, will move CEU seamlessly to 'My Certifications'. The upload and update to 'My Certs' feature is currently under construction.
 - d. If you are not an ICC member or have certification, you will be able retrieve CEUs.
 - e. ICC University partnership with PP education
 - f. Certification exam sessions will be available online
- c. Open Floor – no additions.
- d. Next Meeting – July 19, 2017 at 12noon, EST/ 9am PST

VI. Adjournment –Carey Frazier moved and Misty seconded a motion to adjourn at 9:46 am PST; motion approved by members present.

Respectfully submitted by:
Tiffany Little, OPTA Vice President