

**Minutes**  
PermitTechNation Monthly Teleconference  
July 18, 2017

- I. The July 18, 2017, PTN monthly teleconference meeting was called to order at 9:20AM PST by President Cindi Somers. Members present: Cindi Somers, WA; Dawn Neil, NJ; Tamara Hagerman, KS; Jessie Sorensen, CO; Wendy; Tiffany Little, OR; Jammie Newsome, GA; and Rick Hauffe, ICC.
- II. President Somers asked for review/corrections of the June 20, 2017 minutes. Dawn Neil moved and Jammie Newsome seconded the motion to approve the June minutes. Motion carried.
- III. Treasurer's report
  - A. Tabled report.
- IV. Committee Reports
  - A. ByLaws – Kecia L / Tamara H
    1. Update – table
    2. Volunteer – table
  - B. Education – Jessie S
    1. August 14<sup>th</sup> & 21<sup>st</sup> all set up and ready to go.
    2. November training – 2 full days \$1600 (\$1400 PTN) proposing 11/13-14 Permit Specialist Class; 100 attendees max. 20 free seats to NJ for transferring their Education certificate to PTN. 2 seats per chapter at PTN rate. November registration right after ICC ABM.
  - C. Finance and Auditing – Jill S / Katy H – Tabled until next meeting. Dawn will contact Brenda to have PTN books available for audit at the ICC AMB in Ohio.
  - D. Membership – Carey F / Jammie N – membership is stationary at this time. discussed adding a column to show when member joined, charter members, history of officers and BOD.
  - E. Nominations – Dawn/Tamara/Jammie
    1. A letter of support has been sent to ICC supporting the candidates who contacted PTN, curtesy of Rick H. Thank you Rick!
    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. 2017 ICC/PTN ABM Expo – Update – Carey F – Tamara H, Co-Chairs
    1. Booth Setup/Swag- anyone with local chapter swag is invited to bring some to the booth. SC is bringing chip clips, PTN has pens and pins, any items remaining from last year.

2. H4H – asking for a monetary donation, they would like \$1500.
3. ICC Chapter Presidents – contact Karla Higgs to make sure your registration is completed for the event.
4. Tamara will get a current list of all Certified Permit Techs by state to Cindi to update our map.
5. Pins – Dawn will design a new pin for our chapter this year. A puzzle pin was discussed. Also, a standard PTN for members was also discussed.
6. Land's End – don't forget to order your shirts: white for booth, grey for H4H.
7. Booth Set up – 3pm to set up/tear down booth
8. Attendee roster – OPTA has an excel spreadsheet to use for our roster

B. Preferred Provider – Offered a one year complementary subscription to the 2015 ICC codes.

1. Start date
2. Managed by recorder – Tamara Hagerman

## VI. New Business

A. Emerging Leaders Council

1. Code Officials 35 years or younger or less than 10 years in the code business.
2. Closing date to join was July 17, 2017
  - a. Jessie Sorensen was suggested as a person who should join, contact Rick Hauffe and see if he can help get her on council.
3. PermitTechNation Mentorship Program – start discussions, develop path to follow, assign a PTN member to follow up on the person who wins the code books. Discuss at Business meeting.

B. Steve Burger wrote an article which was published in the Building Safety Journal. Cover of BSJ has Cindi's Fire Marshall on it.

C. A member has been asked to “walk away from permit tech groups” and was asking for some guidance as to how to respond. This person is a board member and the term is a 2 year commitment with 1 year left to fulfill. This person would ask the other group to be allowed to finish her commitment to PTN.

D. Open Floor – no additions.

E. Next Meeting – August 21, 2017 at 12noon, EST/ 9am PST. MONDAY.

VI. Adjournment – Jessie Sorensen moved and Dawn Neil seconded a motion to adjourn the July 18<sup>th</sup> meeting at 10:20am PST; motion approved by members present.

Respectfully submitted by:  
 Tamara Hagerman, CPT  
 Secretary, PermitTechNation  
 City of Baldwin City, KS