

Minutes
PermitTechNation Monthly Teleconference
August 23, 2017

- I. The August 23, 2017, PTN monthly teleconference meeting was called to order at 9:02AM PST by President Cindi Somers. Members present: Cindi Somers, WA; Dawn Neil, NJ; Tamara Hagerman, KS; Jessie Sorensen, CO; Wendy Danielson, ID; Tiffany Little, OR; Jammie Newsome, GA; Carey Frazier, TX; Bobbie Coffman, ID; Katy Hauan, MN; Terice Watts, KS; Barb Williams, MN and Rick Hauffe, ICC.
- II. President Somers asked for review/corrections of the July 18, 2017 minutes. Dawn Neil moved and Carey Frazier seconded the motion to approve the July minutes with the change; adding Wendy Danielson's name to the roster. Motion carried.
- III. Treasurer's report
 - A. June 2017 report: ending balance \$ 3329.50. included deposits of \$100 for Chapter dues (Idaho). Carey Frazier moved and Dawn Neil seconded a motion to approve the June 2017 Treasurer's report. Motion carried
 - B. July 2017 report: tabled for corrections
- IV. Committee Reports
 - A. ByLaws – Kecia L / Tamara H
 1. Update – Tamara submitted changes addressing Section 1.2 Financing and Auditing Committee. The change would facilitate the auditing of the books once a year, and would allow for the Treasurer not to be present at the ABM. Notification of changes would be duly recorded by the Secretary for records retention. No current sitting Board Member shall be a member of the Financing and Auditing Committee. Tamara submitted changes addressing Section 1.4 By-Laws Committee. The changes cleaned up the language and added the ability to make a presentation to the board of directors for possible action.
 2. Volunteer – The By-Law Committee is short a member and has asked the membership at large for a volunteer.
 - B. Education – Jessie S
 1. August 14th & 21st training: first day the website crashed had to reschedule
 2. November training – 2 full days dates confirmed 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.
 3. THANK YOU, JAMMIE!!!
 4. A few issues with registration and payment. Work in progress.

- C. Finance and Auditing – Jill S / Katy H – Dawn will contact Brenda to have PTN books available for audit at the ICC AMB in Ohio.
- D. Membership – Carey F / Jammie N – updating and then forwarding to President
- E. Nominations – Dawn/Tamara/Jammie
 - 1. A letter of support – received 2 additional letters requesting support. ICC had a deadline which has passed. Not responding to the latest letters.
 - 2. PTN Officer / BOD –
 - a. Carrie has accepted her President Nomination
 - b. Kecia nomination acceptance for Vice President still pending. Dawn will follow up on this and report back to the Board
 - c. Board of Director Positions (2yrs) – Jill Stone, Bonnie Lanz, Kecia Lara are the positions available. Dawn will send out a request for volunteers for BOD positions.

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 – possible ReStore work instead of build site.
 - 3. ICC Chapter Presidents – contact Karla Higgs to make sure your registration is completed for the event.
 - 4. Tamara sent a current list of all Certified Permit Techs by state to Cindi to update our map. Map completed.
 - 5. Pins – New pins have been delivered to Dawn, she'll have at booth
 - 6. Booth Set up – 3pm to set up/tear down booth
 - 8. Cuppy Proposal – Region II has been taking the ICC cup “Cuppy” around various functions and PTN has been approached to do a fund raiser by promoting “Selfie with Cuppy” and proceeds could be donated to the H4H in Columbus. Cindi will check with ICC to determine if allowed inside the Expo.
 - 9. Liz, ICC, is donating an ICC PT Institute registration as a give-away this year.
 - 10. Export SignUp.com – Tamara or Tiffany.

VI. New Business

- A. ICC Member Council
 - 1. Cindi had discussion with Ron Piester, ICC Ex. Dir., about a Permit Tech Council.
 - 2. PermitTechNation, a national ICC chapter vs Permit Technician Membership Council. What would a council bring to ICC the PTN chapter doesn't already. Typically takes a year for ground work on creation of Member Council before create a board of directors. (after ICC blesses the council)
 - a. Membership

- b. Publicizing
 - c. Outreach
 - d. Need committee to work on PT Member Council
 - e. Two meetings a year financed by ICC; Spring and Fall.
- B. Elementary Project – Cindi spoke with ICC (Ron and Maddie) regarding Amy Barenklau’s school code education program.
- C. Open Floor –
- a. Tiffany Little, OR will be bringing swag
 - b. Barb and Katy will be arriving on Monday, ship items to Dawn or hotel
 - c. Banner - new one from ICC
 - d. Schedule of members – will have a spreadsheet for everyone
 - e. Dinner – Saturday evening?
- D. Next Meeting – September 10, 2017 at 11am, Room C162B, Columbus

VI. Adjournment –Jessie Sorensen moved and Dawn Neil seconded a motion to adjourn the August 23rd meeting at 10:04am PST; motion approved by members present.

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