

Minutes

PermitTechNation Annual Business Meeting
2017 ICC ABM-Columbus Ohio
September 10, 2017

- I. The annual PTN ABM, September 10, 2017, meeting was called to order at 11:02AM EST by President Cindi Somers. Members present: Cindi Somers, WA; Dawn Neil, NJ; Tamara Hagerman, KS; Jessie Sorensen, CO; Brooke Cooper, OR; Tiffany Little, OR; Jammie Newsome, GA; Carey Frazier, TX; Vevie McPherrren, OR; Janie Morales, TX; Karen Dobzyski, OH; Jean Haughn, OH; Robyn Harp, OH; Michele Miller, WA; April Schrader, WA; and John Darnall, WA.
- II. Pledge of Allegiance and a moment of silence was observed
- III. President Somers asked for review/corrections of the August 23, 2017 minutes. John Darnall moved and Jammie Newsome seconded the motion to approve the August minutes. Motion carried.
- IV. Treasurer's report
 - A. July 2017 report: ending balance \$ 3329.50. Included deposits of \$100 for Chapter dues (Idaho). Carey Frazier moved and Dawn Neil seconded a motion to accept the June 2017 Treasurer's report. Motion carried
 - B. August 2017 report: beginning balance \$3999.70. Income was \$4421.91 and expenses were \$2628.03 for an ending balance of \$5793.58. President Somers asked for a motion. Brooke Cooper moved and Robyn Harp seconded the motion to accept the treasurer's report for August 2017 as submitted. The motion carried.
- V. Committee Reports
 - A. ByLaws – Kecia L / Tamara H
 1. Second Reading – Tamara read the by-law amendments for the record (see attached). 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.

President Somers asked for a motion. Dawn Neil moved and John Darnall seconded a motion to approve the by-law changes. President Somers asked if there was an discussion. John Darnall asked for a clarification on who appoints the members. President Somers called for the vote. Motion carried.

B. Education – Jessie S

1. Updated on the August 14th & 21st training, little rough start but ultimately a good education.
2. November 13 & 14 Code Specialist training – 2 full days dates confirmed. 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. President Somers asked if there were any suggestions for changes after the August training. Jammie noted the registration forms weren't being forwarded from the treasurer's side to the education side which slowed down the ability to verify enrollment in the training. Dawn suggested assigning one person to oversee a training session. The person would be responsible for receiving the education registration forms and payments. Creating a spreadsheet to track the attendees and making sure all payments are forwarded to the treasurer. May start using Google Docs to help facilitate this system.

C. Finance and Auditing –Katy H / Barb W / April S – will be auditing the financials of PermitTechNation and submitting a report to be dispersed to the members at a later time.

D. Membership – Carey F / Jammie N – as of this date we have 41 members. Once Google Docs is set up will update the membership information.

E. Nominations – Dawn N / Tamara H / Jammie S

1. Kecia Lara accepted to the nomination for Vice-President
2. PTN Officer / BOD –
 - a. Carrie has accepted her President Nomination
 - b. Michele Miller, WA; Tiffany Little, OR; Dawn Neil, NJ have accepted the nominations for the open 3yr Board of Directors positions.
 - c. Nominations may be accepted from the floor. Hearing no nominations from the floor the nominations stand as recommended.
 - d. Elections will take place during the New Business.

VI. Old Business

- A. 2017 ICC/PTN ABM Expo – Update – Carey F – Tamara H, Co-Chairs
 1. Volunteer to assist with mentoring recipient of PT Certification Exam.
 2. PTN will reimburse the cost of the ICC exam if taken and passed prior to the ICC ABM.
 3. John Darnall volunteered to mentor the recipient of the 2017 PT Cert Exam.
 4. 2018 ICC Expo Chairs: Michele Miller and Tiffany Little

B. Membership Council

1. Council versus National Chapter. Goals are set by ICC then strive to achieve them. The consensus was to hold off on pursuing the Membership Council as our national permit chapter places us in a unique position and we don't want to compromise our goals.

C. Elementary Program – Ad Hoc Committee. This is the elementary program Amy Barenklau does in Kansas.

1. Cindi spoke with Ron Piester about creating a program.
2. Committee Members: Amy Barenklau, Chair; Dawn Neil, Michele Miller, Tamara Hagerman.
3. Conference call with the committee members, Sarah Yerkes, Ron Piester, Maddie Dominescy.

VII. New Business

A. Disaster Recovery Efforts

1. Carey Frazier gave a brief overview of the issues in Texas after the hurricane.
2. BOAT accessed the areas impacted to evaluate and assess and PTN volunteered to enter the assessment forms remotely.
3. PTN utilized other municipalities in Texas, New Jersey, Arizona to name a few.
4. NCPTC purchased a scanner to facilitate getting forms sent out to others. Jill Stone will be the keeper of the scanner.
5. Dawn Neil was a major contributor in taking the form ATC-45 and tweaking it to meet Texas standards. Hopefully this is a model to build on going forward. Dawn noted 30-35 people have been used and this seems to be a good figure.
6. Dawn and Cindi also brought this remote data entry to Region II incase PTN could be called upon for help. Dawn is looking into adapting the ATC-45 Rapid Evaluation Safety Assessment Form to cover fire catastrophes.
7. Dawn hopes to have the ability to create forms and be able to adapt documents for any disaster.

B. Sandy Hurricane NJ

1. Dawn brought a video of the aftermath of the Sandy event for viewing.
2. Disaster Recovery credentials – look at your state and make sure they are certified so FEMA recognizes and will reimburse costs.
3. ICC offers training.
4. Personal Protective Equipment (PPE) – make sure everyone who might be deployed for a disaster has a kit readily available to them.

C. NRDA

1. Create a document in google docs to match Texas's ATC-45 which should make data entry smoother.

VIII. Honorary Member/Presidents Award

- A. Cindi noted we need to create an award for this category.
 - 1. Nominate Dawn Neil.
 - 2. Nominate John Darnall for Lifetime

IX. Facebook

- A. Moderators-
 - 1. Dawn explained we created the PTN page as a private page just for members but we need to explore a public page for anyone to post items related to our industry. Our admins are Erin Scharf, Dawn Neil, Cindi Somers and Carey Frazier.
 - 2. Dawn will be contacting people to help with the public page for PTN.

X. Elections - 2017/2018 Officer and Board of Directors

- A. Candidates for the position of 3yr Board member are as follows:
Dawn Neil, NJ; Michele Miller, WA; Tiffany Little, OR.
- B. Candidates for the position of President are as follows: Carey Frazier, TX.
- C. Candidates for the position of Vice-President are as follows: Kecia Lara, SC.
- D. With no nominations from the floor the slate of candidates for election are presented to the membership to unanimous approval.
- E. John Darnall swore in the new officers/board members of PermitTechNation.
- F. The complete 2017/2018 Officers/BOD: Carey Frazier, President; Kecia Lara, VP; Brenda Sirkis, Treasurer; Tamara Hagerman, Secretary; 3yr Term: Tiffany Little, OR; Michele Miller, WA; Dawn Neil, NJ. 1yr Term: Jessie Sorenson, CO; Jammie Newsome, GA.

XI. President's Remarks – Carey Frazier touched on expanding the membership, working to help others whose CBO's were not as open-minded as some of ours keep pursuing educational opportunities, and support disaster victims.

XII. Committee Appointments

- A. By-Laws: Chair Tamara Hagerman and Robyn Harp
- B. Education: Chair Jessie Sorenson, Jammie Newsome, Tiffany Little
- C. Membership: Chair Brenda Sirkis, Dawn Neil, Cindi Somers
- D. Finance & Audit: Chair April Schrader, Janie Morales, Brooke Cooper

XIII. Open Floor –

- A. Brooke asked for a Standard Operating Procedure (SOP) be created to help when disseminating information to PTN members. I.E. if ICC sends some type of notification how to send to members. Also, have an SOP for updating chapter agendas, minutes and notifications.
- B. Dawn wanted to thank everyone for all their hard work making PTN the great chapter it is.

XIV. Next Meeting – October 19, 2017 at 11am.

XV. Adjournment –Jammie Newsome moved and Dawn Neil seconded a motion to adjourn the September 10th meeting at 1:57pm EST; motion approved by members present.

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

DRAFT