

Minutes

PermitTechNation Chapter Meeting
October 26, 2017

- I. The October 26, 2017, PTN monthly conference call meeting was called to order at 12:05PM EST by President Carey Frazier. Members present: Brenda Sirkis, NJ; Barb Williams, MN; Erin Scharf, WI; Dawn Neil, NJ, Bobbie Jo Keel, FL; Cindi Somers, WA; Michele Miller, WA; Tiffany Watts, KS
- II. President Frazier asked for review/corrections of the September 10, 2017 minutes. Cindi Somers motioned the September 10, 2017 minutes be approved as written; 2nd by Erin, Scharf. Motion approved by members present.
- III. Treasurer's report ending September 30th was reviewed with ending balance of \$5,149.23. Barb Williams, MN motioned the September 2017 Treasurer's report be approved with 2nd by Dawn Neil. Motion approved by members present.
- IV. Committee Reports
 - a. Membership: Looking at the potential of using some sort of automated form collection; Google docs was suggested, however manual invoicing would need to be done with that. Dawn will look into other form collection apps compatible with our website. JotNot is a form collection app but has a monthly fee to maintain. Also discussed setting up separate emails, to allow finance emails to be separate from other business. Dawn will research different options. Memberships are due January 31st and membership is valid Jan-Dec.
 - b. Finance & Audit: 2016 Audit was completed at the September 2017 ABM by Katy Hauan, MN, Barb Williams, MN and April Schrader, WA. Katy submitted the complete report, all is in order. The original report will remain with the Treasurer.
 - c. Education: Code Specialist registration is underway for the November 13/14 class. 25 have applied, 23 paid, registration open until November 6. Cindi Somers will send reminder to National PT List, Carey asked that all chapters also send out a reminder.
 - d. By-Laws: Nothing to report
- V. Old Business
 - a. 2017 Expo Booth Review

There did not seem to be as many folks stopping by. Barb gave Jammie thank you for the interviewers with ICC; provided explanation of PTN mission and goals. Carey shared J had no prep. Dawn we need to work on schedule for booth. Not so many at booth each time as it become crowded. Michele will make note. Carey – provide hand bag for carry out of literature rather than pens. Shirts – Dawn has a bag and will put them on website for sale
 - b. Elementary Program table
 - c. Mentorship – table

- d. Calendar – No meeting in December. November call takes place shortly after Code Specialist class. Dawn made a motion to accept calendar. Dawn asked for reminder is sent prior to meeting – Carey will send out reminder 30 days prior and 2nd
- e. PPP – suite of ICodes provided and will be used beginning 2018 Dawn made a motion Cindi 2nd motion approved
- f. BSM – encourage membership to send proclamations to ICC. Each chapter should forward what they collect to their GR Rep. Dawn has been invited to be member of ICC Focus Group to discuss building safety month activities. At the November meeting Carey will have someone maintain list of BSM. Barb - Chapter members can ask for letter from ICC to your local government to support BSM

VI. New Business

- a. Scholarship idea – Chapter Leadership Academy

Jill has resigned from Garland and moving to centennial co. safe built. Cindi made a motion to send Jill / Dawn 2nd. Motion tabled. Carey will add to the November meeting Agenda. Carey will research

- b. Next Meeting will be November 16, 2017

Motion to adjourn by Brenda at 1:00pm EST; motion approved by members present.

Respectfully submitted by: Dawn Neil, NJATA, PTN BOD/ November 14, 2017