

Minutes
PermitTechNation Monthly Teleconference
January 18, 2018

- I. The January 18, 2018, PTN monthly teleconference meeting was called to order at 11:04AM CST by President Carey Frazier. Members present: Cindi Somers, WA; Dawn Neil, NJ; Tamara Hagerman, KS; Jessie Sorensen, CO; Carey Frazier, TX; Laurie Weld, TX; Tiffany Little, OR; Barb Williams, MN; Bobbie, FL; Katy Haun, MN; John Darnell, WA; Jill Stone, CO; Eirene Knott, KS and Rick Hauffe, ICC.
- II. President Frazier asked for review/corrections of the November 16, 2017 minutes. Barb Williams moved and Dawn Neil seconded the motion to approve the minutes. Motion carried.
- III. Treasurer's report
 - A. Tabled the Oct – Dec 2017 reports
 - B. Excise tax was completed on January 3, 2018
- IV. Committee Reports
 - A. Bylaws – Kecia Lara / Tamara H / Robyn Harp – No report
 - B. Education – Jessie S / Jammie Newsome / Tiffany Little –
 1. Dates – need one or two dates: 1st of May and 1st of November
 2. Topics – Code Specialist be one; inspection skills, management
 3. Instructor – Use Frank again
 - C. Finance and Auditing – April Schrader / Janie Morales / Brooke Cooper – no report
 - D. Membership – Brenda Sirkis / Dawn Neil / Cindi Somers – create some type of membership drive
- V. Old Business
 - A. Mentorship – Carey had touched base with Robyn, who is retiring, 2017's winner. John D. updated on Michele Coward, 2018 winner, and she's waiting on the books to arrive from ICC.
 - B. 2018 Building Safety Month/April (BSM) – PTN involvement.
 1. Proclamations from every state, jurisdiction. Start getting ready in March.
 2. Activity all can host during April – activity at library, Cody books to library
 3. Find a company (Wick, Morton) who would donate plastic hard hats to pass out to kids during events.
 4. Rick H suggested we contact Rebecca Finch and see if she would be willing to share her ideas for BSM.

5. Find a junior achievement organization to participate with.

VI. New Business

A. Membership website application/software – Dawn Neil, Barb Williams, Michele Miller committee reviewed and made a determination to present to members

1. MemberPlanet – is a platform which would have payments, member's page, email, newsletters and discussion boards.

2. Costs – Using PayPal now 3.9% per transaction. MemberPlanet annual \$300 with 2% platform fee and 3% + .30¢ per payment or monthly \$30 with 2% platform fee and 3%+ .30¢ per payment.

3. Perks – receive individual phone #, could receive mass texts/emails

4. Multiple admins to help run platform.

Carey would entertain a motion.

Cindi Somers moved and Michele/Bobby seconded the motion to authorize Dawn to proceed with using MemberPlanet as the software platform for PTN.

Friendly motion to move forward with enrolling PTN in a one year plan

Motion carried.

B. Emerging Leadership Council

1. Previous discussions about co-creating an elementary program for BSM

Dawn moves and Jill seconds a motion to authorize Cindi Somers to reach out to ELC/Region II to implement a program. Motion carries.

C. Conference call meetings

1. A suggestion was made to hold Board meetings monthly and have all Member meetings annually or bi-annually.

2. Dawn noted when we started this chapter it was with the intention any member could participate during a conference call meeting and if something came up in which the BOD needed to discuss first, then a special BOD only meeting would be called. There is a time at the end of PTN meetings for open floor discussions if needed

D. Coordinated events across America for PTN

1. Habitat for Humanity project

2. Kids Building Project

3. A Brush with Kindness Project

4. or HBA's

Cindi usually does something around April 21 and Dawn is looking at April 28. Jill suggested PTN members look at participating in some event during April and get pictures!!

E. Create video or brochure how to's:

1. log in your CEU's on ICC website

2. how to find exam information on ICC website

- VII. News, Announcements, Reminders...
1. New edition of Legal Aspects of Code Administration 2017
 2. Received thank you letter from James Morganson
 3. Theme for 2018 BSM is "Building Codes Save Lives"
 4. Received a call for immediate assistance with assessments of building impacted by Hurricane Maria and Irma in the US Virgin Islands. See attached if interested in helping.
 5. Chapter Leadership Academy is in Denver, CO June 4-6, 2018.
 6. 2018 ICC ABM is in Richmond, Virginia October 20-23, 2018 and the Code Hearings are from October 24-31, 2018
- VIII. Open Floor –
1. Cindi brought up funding or partially funding someone to attend the Chapter Leadership Council. Tamara mentioned she was aware of other chapters which fund their vice-president to attend the Leadership Council. Carey asked Jill and Dawn to research the costs of having the VP attend and to have the information at the next meeting for further discussion.
 2. Jill said she had several requests about the disaster assessment system. She thought creating an SOP to have available would be helpful to others.
 3. Cindi brought up Region II had a committee to spotlight the permit technician and she thought it would be good to sit in on the conference call regarding raising the profile of PT's.
 4. Rick H. suggested if any jurisdictions are interested in participating in BSM to get their info turned in early this year and send any information and pictures of events to Dawn as soon as possible. The ICC BOD is trying to gauge the success of Building Safety Month outside of us, the building people.
- VIX. Next Meeting – February 15, 2018
- X. Adjournment –Dawn Neil moved and John Darnall seconded a motion to adjourn the meeting at 12:11am CST; motion carries.

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