

Minutes
PermitTechNation Monthly Teleconference
March 15, 2018

- I. The March 15, 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; Carey Frazier, TX; Tiffany Little, OR; Barb Williams, MN; Bobbie Coffman, CA; Kecia Lara, SC; Janice Blackhawk, ??; Eirene Knott, KS and Rick Hauffe, ICC.
- II. President Frazier asked for review/corrections of the February 15, 2018 minutes. Dawn Neil moved Tiffany Little seconded the motion to approve the minutes with changes. Motion carried.
- III. Treasurer's report
 - A. Tabled the reports
- IV. News, Announcements, Reminders...
 - A. Chapter Leadership Academy in Denver, CO-Registration is either \$750 or a chapter registration certificate. PTN will cover the airfare, meals, and hotel expenses.
 - B. 2018 ICC ABM – Keep aware of any information so we can get rooms together in the same hotel. PTN will have some time for a roundtable discussion.
- V. Committee Reports
 - A. Bylaws – Kecia Lara / Tamara H / Robyn Harp – No report. Dawn will add the changes to the website.
 - B. Education – Jessie S / Jammie Newsome / Tiffany Little –
 1. Dates – Frank has dates set as 4/30 & 5/01 for the Code Specialist Class
 2. Topics – Permit Technician Class annually; Code Specialist every other year
Cindi Somers moved and Tiffany Little seconded a motion to hold the PT Class on an annual basis. Motion carried.
 3. Memberplanet – Dawn will update events. Fees the same. Must be a member of PTN no less than 30 days prior to any education to receive the members cost.
 - 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. Dawn noted we have 19 confirmed members. Dawn suggested a different board member resend the invitation to join and see what happens. Tamara suggested someone from their own areas, local chapter presidents, send out an invitation for their areas to join.

VI. Old Business

- A. Mentorship –John D. has been in touch with Michele Coward, 2018 winner, and she her books from ICC.
- B. Tiffany is going to ask Bonnie Lanz if she’s willing to share the PT class she created with PTN.
- C. 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
- D. Permit Tech Membership Council – Update from Cindi who’s been in contact with Region II and they are very supportive of creating a council for PT’s. One reason to push for our own council is we can’t vote on items/ideas in other councils. Rick suggested looking into the by-laws of other councils and see how they are set up/worded and how different they are from PTN.
Tiffany has signed up for the Emerging Leaders Council and is waiting to hear about the next meeting.

VII. New Business

- A. 2018 PTN/ICC Conference
 - 1. spreadsheet to document costs, use for requests
 - 2. recommendation on hotel or wait on ICC’s choice
- B. 2018 PTN Booth
 - 1. Michele Miller and Tiffany Little have volunteered to co-chair this year.
 - 2. SOP for booth set-up, volunteers.
 - 3. New pins
- C. Round Table/PTN ABM
 - 1. Sunday or Wednesday – Sunday: 9a-10:45a Round table/11a-2pm ABM
- D. Nominations at the ICC ABM
 - 1. Jack Applegate has asked for PTN’s support. PTN will send a letter to the ICC Nominations Committee on his behalf.
 - 2. Nominating Committee – review, discuss and make our decisions and present an agenda of nominations for all of the categories.

VIII. Open Floor –

- 1. Rick Hauffe informed us Iowa would have the newest PT Chapter in May. Ron Hoover has been helping get them established.
- 2. Rick noted there is a teleconference set up for the Emerging Leaders Council

IX. Next Meeting – April 19, 2018

- X. Adjournment –Cindi Somers moved and Barb Williams seconded a motion to adjourn the meeting at 12:03pm CST; motion carries.

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