

Minutes
PermitTechNation Monthly Teleconference
May 17, 2018

- I. The May 17, 2018, PTN monthly teleconference meeting was called to order at 11:02AM CST by President Carey Frazier. Members present: Dawn Neil, NJ; Tamara Hagerman, KS; Carey Frazier, TX; Tiffany Little, OR; Jack Applegate, OR; Jesse Sorensen, CO; Michele Miller, WA; Cindi Somers, WA; John Darnall, WA; Terina Lefler, ID; Jim Brown, ICC; Katy Haun, MN and Rick Hauffe, ICC.
- II. President Frazier asked for review/corrections of the April 19, 2018 minutes. Cindi Somers moved Tiffany Little seconded the motion to approve the minutes with changes. Motion carried.
- III. Treasurer's report
 - A. Report from April 2018 motion to accept the treasurer's reports made by Dawn Neil and seconded by Michele Miller. Motion to accept the treasurers report carried
- IV. News, Announcements, Reminders...
 - A. Chapter Leadership Academy in Denver, CO-reminder the chapter is sending Kecia Lara to the academy.
 - B. 2018 ICC ABM – Still waiting for the information to be made available on the ICC Website. PTN will host a round table at the ABM.
- V. Committee Reports
 - A. Bylaws – Kecia Lara / Tamara H / Robyn Harp – No report.
 - B. Education – Jessie S / Jammie Newsome / Tiffany Little – Dawn gave an update.
 1. Code Specialist Class – 9 participants were at the class. We didn't cover the expenses. PTN will be sending survey to the participants for input.
 2. Rhode Island – PTN helping with this, have 41 registered. Still need code books.
 - C. Finance and Auditing – April Schrader / Janie Morales / Brooke Cooper – no report.
 - D. Membership – Brenda Sirkis / Dawn Neil / Cindi Somers – still working on membership drive.
- VI. Old Business
 - A. Mentorship –John Darnall was present to update us. He hadn't been in contact but would attempt later in the week. Cindi asked John if she could assist with his mentorship.
 - B. 2018 Building Safety Month/April (BSM) – PTN involvement.
 1. Proclamations from every state, jurisdiction. Keep sending them to Dawn.
 2. Activity all can host during April – activity at library, Cody books to library
 - C. Membership update/reminder – don't forget use Memberplanet to sign up
 - D. Permit Tech Membership Council –
 1. still gathering information to bring back to the membership. Region II has started to "spotlight" the permit techs and ICC seems more open to Permit Techs.
 2. Jim Brown/Rick Hauffe both noted a membership council is a budget item to ICC as they give the council monies to help facilitate meetings and participation.

3. Uniqueness – how are we set apart from the other councils already available and why should we be considered for a council.

VII. New Business

- A. ICC Combination Certification – This certification will be automatically assigned when both the Permit Tech and Code Specialist Test are passed. ICC should be doing behind the scenes.
- B. 2018 PTN Booth –
 1. Tiffany Little/Michele Miller – have the booth location booked/comped.
 2. Rooms for the “roundtable” and PTN ABM have been reserved.
 3. Tiffany Little/Brooke Cooper have a list to track attendees, will send it around
 4. Dawn has a bunch of the pens left.
 5. Design a Pin – send ideas to Dawn
 6. Swag from anyone?
 7. Set-up has a conflict with H4H, need to contact Brian to see about early access

VIII. Open Floor –

1. Rick Hauffe, thank you to Dawn Neil on the BSM proclamations.
2. Rick Hauffe, Katy Haun and he went to Hiawatha, IA to help start a permit chapter along with Ron Hoover. They have 40 people so far. A steering committee has been created to help with by-laws, officers. Need any help with creating a statement to present to the Governing Body on why a Permit Technician chapter would be beneficial to the community as a whole. A template could be created and placed on the PTN website for future use.
3. Cindi Somers/Dawn Neil – ICC BOD Nominations Committee have had 3 letters or request so far: Jim Brown, WY; Jim Sayer, OR; Steve McDaniel, NY and also Ron Hansen, KY, which went to Dawn. Letters can still arrive from potential candidates.
4. PToFY Award – present to the Region the awardee is from during the ABM. Need a process to accept applications.
5. Jack Applegate gave the website to check out the Permit Tech site
6. BOAT/PT classes in Texas during May 26th.
7. Rhode Island – hosting Steve Burger’s The Complete Permit Technician and still need any text books you can loan.

IX. Next Meeting – June 21, 2018

- X. Adjournment – Dawn Neil moved and Michele Miller seconded a motion to adjourn the meeting at 12:16am CST; motion carries.

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