

Minutes
PermitTechNation Monthly Teleconference
June 21, 2018

- I. The June 21, 2018, PTN monthly teleconference meeting was called to order at 11:02AM CST by President Carey Frazier. Members present: Carey Frazier, TX; Brenda Sirkis, NJ; Tiffany Little, OR; Jack Applegate, OR; Shirley Ellis, ICC; Barb Williams, MN; Kathleen White, UT; Jammie Newsome, GA; Jill Stone, CO; Bill Nash, ICC; and Rick Hauffe, ICC. Dawn Neil, NJ;
- II. President Frazier asked for review/corrections of the May 17, 2018 minutes. Barb Williams moved Brenda Sirkis seconded the motion to approve the minutes with changes. Motion carried.
- III. Treasurer's report
 - A. Report from May 2018 motion to accept the treasurer's reports made by Tiffany Little and seconded by Jammie Newsome. Motion to accept the treasurer's report carried
- IV. News, Announcements, Reminders...
 - A. 2018 ICC ABM – information is 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 – survey results were shared;
 2. Rhode Island – class went very well
 3. Class descriptions to be shared so one of maybe 3 can be shared
 - 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 –No update
 - B. Status of NJATA Chapter Education Benefit donated for Nov 2017 webinar – Cindi and Dawn to research
 - C. Membership update – Dawn shared the latest information
 - D. Code Specialist Survey results – various positions on how the webinar went with such a small class and only a few survey responses.
- VII. New Business
 - A. 2018 PTN ABM Budget and disbursement – little input at this time will revisit
 - B. 2018 PTN Expo at ICC Conference – still progressing, arrangements for space secured and now discussing color of shirts to be worn at booth – white, red and or gray. Possibility to wear the 'Cuppy' shirt one day
 - C. 2018 PTN Pin – Tiffany hopes to have final quote and proof next meeting
 - D. 2018 PTN Swag for booth (bag with logo) Michele and or Tiffany to research for next

meeting

- E. Volunteer sign up via Memberplanet for the booth – Dawn will assist with the setup using Memberplanet as time gets closer
- F. **THANK YOU** to Michele Miller, WSAPT for coordinating the lending & shipping of resource materials for The Complete Permit Technician class in RI. Michele was able to obtain and ship approx. 10 set of resources. I would also like to thank Northwest Code professionals for loaning us a complete set of resource materials and Michael Stewart, Independence, MO for loaning us Legal Aspects of Code Administration. Because of your efforts we are able to train 42 front counter staff in RI and other New England States!! – Bill Nash shared statistics from the event that just ended and was very appreciative to have Dawn Neil and Cindi Somers present and the assistance provided.
- G. PTN Lending Library (ICC Prices go up Jun 30th) – a discussion was shared by many that lending libraries are very hard to maintain and difficult to track where the books are. At this time PTN would differ to the area chapters to assist or lend the study and test materials to those interested.

VIII. Open Floor –

- A. Jack Applegate gave the website to check out the Permit Tech site; Jack also requested that we continue all effort to raise recognition of all front counter staff and Permit Tech's. Jack stated that the 'Cuppy' t-shirts are still on sale and all should go out and get one before the cutoff and would love to see us all wear them at the PTN/ICC Conference in October.
- B. Chapters should continue all efforts to promote and 2018 Permit Tech of the Year and will be sending a PermitTechNation – 2018 Permit Tech of the Year form to nominate our first Permit Tech of the Year for 2018. The nomination should be a PTN or ICC Permit Tech Chapter member who shows outstanding service within PTN, his/her individual ICC PT chapter, jurisdiction, community or any area that promotes public safety and customer service. Individuals can nominate themselves or be nominated by other members.

IX. Next Meeting – July 19, 2018

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

Respectfully submitted by:
Carey Frazier, CPT, CPS
President, PermitTechNation
City of Frisco, TX