

Minutes
PermitTechNation Monthly Teleconference
August 16, 2018

- I. The August 16, 2018, PTN monthly teleconference meeting was called to order at 10:02AM PST by President Carey Frazier. Members present: Brenda Sirkis, NJ; Sue Mealey, NJ; Bobbie Jo Keel, FL; Cindi Somers, WA; Dawn Neil, NJ; Carey Frazier, TX; Bobbi Kaufman, ID; Jesse Sorensen, CO; Tiffany Little, OR; Michele Miller, WA; Donny Phipps, SC; Eirene Knott, KS and Rick Hauffe, ICC.
- II. President Frazier asked for review/corrections of the July 26, 2018 minutes. Corrections were to correct name spelling for Bobbie Joe from Florida and April Shrader. Jesse Sorensen made motion to approve with corrections and Cindi Somers seconded the motion. Motion to carried to approve the minutes.
- III. Treasurer's report
 - A. Report from July 2018 was read Beginning Balance of \$7,243.48, Deposits of \$3,906.23, Expenses of \$10.00 and an ending balance of \$11,139.71. A copy will be available next month with \$750.00 in sponsorship.
- IV. News, Announcements, Reminders...
 - A. 2018 ICC ABM – Michele not getting notifications – Dawn will look into
 - B. Signup sheet will go out via Google Docs – Cindi will send out a test to see sho is getting emails
 - C. PTN potion of ICC conference is October 20 – 22.
- V. Committee Reports
 - A. Bylaws – Kecia Lara / Tamara H / Robyn Harp – No report.
 - B. Education – Jessie S / Jammie Newsome / Tiffany Little – From application to Certificate of Occupancy Webinar scheduled for 10/01/18
 - C. 2. Rhode Island – PTN helping with this, have 41 registered. Still need code books.
 - D. Finance and Auditing – April Schrader / Janie Morales / Brooke Cooper – no report.
 - E. Membership – Brenda Sirkis / Dawn Neil / Cindi Somers – 3 New Members – 55 Total – 12 of those are chapter memberships
- VI. Old Business
 - A. Update by John/Cindi on Mentorship –
 - John doing much better and will continue to improve
 - No update on the mentee
 - B. PTN ABM Funding with scholarship drawing – Michele mode a motion and Jammie seconded to approve the application with corrections
 - Add a disclaimer stating applicant must be able to attend the conference in order to receive and you must assist with staffing the expo booth when not attending events such as First Timers Orientation
 - Kecia (or Vice President) to be listed as point of contact

- Amount budgeted – after President expenses, whatever is left will be used for the scholarship – President Frazier will not be using the complimentary PTN Registration but should know the remaining amount being used by the end of the month
- Send out scholarships in two parts – ABM Conference voucher and expense reimbursement

C. 2018 PTN AMB

- Permit Tech Roundtable
 - Sunday 9:00 am – 10:45 am
- Number of attendees
 - We will send out a survey via Member Planet to get a list of those attending
- Jack Applegate organized an educational program for STPT at the conference. He will be unable to attend the education program but was wondering if PTN would take I over Sunday 4:45 pm
- Room Set-up
 - 2:00 on Sunday
- EXPO update
 - Set up on Saturday – those participating in morning Habitat for Humanity can set up booth
 - Cindi will take care of PTN Map
 - Dawn and Brenda are driving, if you need to ship anything they have offered to carry them to the conference. Please contact one of them for arrangements.
- Pins and Bags are both ordered
- Swag for booth
 - Include in participation email
- Volunteer Booth Sign-Up
 - Getting a list of who is coming and then will send out signup sheet
- Habitat participation

VII. New Business

A. ICC BOD letters of support

- Rick will write the letters of support
- PTN voted to support
 - Jim Sayer – Oregon
 - Jim Brown – Wyoming

B. PTN Permit Tech of the Year Award?

- 5 Nominations, 2 declined
- Voting for the 3 nominees was sent out via Member Planet with only 25 responses; Cindi to send out a reminder

VIII. Open Floor –

- A. Katy Hauan is no longer with the city of will finish out her term with the Minnesota PT chapter
- B.

IX. Next Meeting – September 20, 2018

X. Adjournment – Jessie Sorenson made motion and Dawn Neil/Michele Miller seconded a motion to adjourn the meeting at 11:50am CST; motion carries.

Respectfully submitted by:
Carey Frazier, CPT, CPS
President, PermitTechNation
From notes by Tiffany L Little

DRAFT