

## MINUTES

### PermitTechNation Monthly Teleconference September 25, 2018

I. The September 25, 2018, PTN monthly teleconference meeting was called to order at 12:05pm ET by President, Carey Frazier. Members present: Dawn Neil, NJ; Michele Miller, WA; Kecia Lara, SC; Brenda Sirkis, NJ; Kristi Petersen, WY; Tiffany Little, OR; Bobbi Kaufman, ID; and Jessie Sorensen, CO.

#### II. Minutes – July 26, 2018

President Frazier asked for review/corrections of the July 26, 2018 minutes. Correction is noted for VIII. Katy Huan is no longer with the City of Ramsey however she will finish out her term with the MBPTA. A motion was made by Dawn Neil and Second by Michele Miller. All in Favor none opposed.

#### III. Treasurer's Report – August 2018

- a. Treasurer, Brenda Sirkis submitted a revised report for July 2018 as there was an error in the formula that didn't include \$212.85. The correct ending balance is \$11,352.56.
- b. Treasurer, Brenda Sirkis presented the report for August 2018.

Beginning Balance	\$11,352.56
Income- Membership	\$ 50.00
Total Income	\$ 50.00
Expenses-	
Rhode Island Seminar – Steve Burger	\$ 606.60
Rhode Island Seminar – Dawn Neil	\$ 405.89
Rhode Island Seminar – City of Richland	\$ 67.54
Rhode Island Seminar – WSAPT	\$ 256.38
Rhode Island Seminar - Cynthia Somers	\$ 747.82
Signature Pins (Pins for ABM)	<u>\$ 588.00</u>
Total Expenses	\$ 2,672.23
Ending Balance	\$ 8,730.33

A motion was made by Dawn Neil to accept the revision to July's report and to accept August's report as submitted and second by Michele Miller. All in favor none opposed.

#### IV. News, Announcements, Reminders...

- a. Kecia Lara reported that Bennettsville, SC has started damage assessments, she asked for the contact information to share with the jurisdiction for assistance from PTN. Dawn Neil emailed Kecia the information.
- b. PTN is ready to assist those affected by Florence in NC & SC. We have 48 volunteers, 6 coordinators. We have had several conference calls and are running test emails. No requests yet.
- c. 2018 ICC Annual Conference in Richmond, VA
  1. Signup sheet for H4H and info on arrival/departure/hotel went out only a few have filled it out. Carey will resend.
  2. Cindi will send out a list of questions to prepare for the roundtable.
  3. Michele asked who needed badges for the Expo that isn't registered for the conference. Brenda Sirkis and Sue Mealy will need them as well as Jammie's mom. Michele will register them on Friday September 28<sup>th</sup>.
  4. Tiffany will send out signup for booth shifts.
  5. Set-up can be done on Saturday Oct. 20<sup>th</sup> until 5pm

## V. Committee Reports

- a. Bylaws – Dawn Neil submitted a revision to align subsections 4.2 and 5.5 of the bylaws. In 4.2 it's noted that there are 5 members at large who serve as board of directors. In 5.5 when establishing terms only positions 1-4 are referenced. This revision will correct the term expirations of position 3, 4 & 5 due to initial staggering. In addition the three BOD's elected in 2017 were noted in the minutes to be 3 year terms. BOD positions are for two years and as such need to be amended to expire in 2019 not 2020. Jessie Sorensen made a motion to accept the changes and send them off to all members to be reviewed and then voted on at the October 21, 2018 meeting in Richmond. Kecia Lara second, all in favor none opposed.
- b. Education – Jessie asked for a deadline for information from Glenn Mathewson for his webinar he will be presenting on November 8, 2018. Dawn indicated that we should open registration for the webinar on October 8<sup>th</sup> to give people enough time to register. Jessie will reach out to Glenn for the information to pass along to Dawn.
- c. No Report
- d. Dawn sent the updated membership list to Carey. We stand at 57 members.

## VI. Old Business

- a. No report; neither was on the call.
- b. PTN ABM Scholarship:
  1. Complimentary registration is awarded to Cindi Somers. Per chapter policy, registration not used by the President shall be passed down within the list of officers, then members. There were two applications from two officers. A blind drawing was done by President Carey Frazier.
  2. During the last meeting it was discussed to offer \$1,000 to cover the President's expenses, anything left would be split with members. Previous Chapter Policy had been established offering up to \$2500 in expenses for travel associated with the annual ICC Conference & ABM. An expense report and receipts shall be submitted no later than 30 days post ABM to the Treasurer. Michele Miller made a motion to go with the established policy, Kecia Lara second. All in favor none opposed.
- c. Cindi Somers worked with Rick Hauffe to get out letters of support for Jim Brown, Jim Sayers, Cindy Davis and Mike Boso for ICC Board of Directors. Carey also received a request from Michael Savage, he is not known to any of our members therefore we have chosen not send a letter of support. Carey will advise him and request that he meet us at our booth in Richmond.

## VII. New Business

- a. Cindi Somers sent out a survey on the type of award for PT of the Year. She will make the purchase and bring to ABM.

## VIII. Open Floor

- a. Dawn asked Brenda if she received the email about renewing our WA State business license. Brenda did and she took care of the renewal.

IX. Next meeting – Sunday October 21, 2018 in Richmond, VA 11am-2pm

X. Adjourn – A motion was made by Jessie Sorensen and second by Kecia Lara, All in favor.

Respectfully submitted:

Dawn Neil, BOD