

Minutes
PermitTechNation Annual Business Meeting and Elections
October 21, 2018

I. The October 21, 2018, PTN Annual Business meeting was called to order at 11:09AM CST by President Carey Frazier. Members present: Dawn Neil, NJ; Tamara Hagerman, KS; Carey Frazier, TX; Jesse Sorensen, CO; Michele Miller, WA; Bobbi Kaufman, ID; Erin Scharf, WI; Michele Linbarger, OR; Richard Hauffe, ICC; Cindi Somers, WA; Tiffany Little, OR; Brooke Cooper, OR; Douglas Dick, OR; Jammie Newsome, GA; Adrienne Seal, ICC Shadow; Kraig Stevenson, ICC; April Shrader, WA; Kecia Lara, SC; and Brenda Sirkis, NJ.

II. 2018 – 2019 Officers/Board of Directors: Moved to accommodate schedules

1. Elections - The Nominating Committee presented the panel of nominees.

President – Kecia Lara, South Carolina

Vice-President – Michele Miller, Washington

1 year Term BOD – Cindi Somers, Washington (fill open position if Miller elected)

2 year Term BOD – Jessica Sorenson, Colorado

2 year Term BOD – Jammie Newsome, Georgia

There being no nominations from the floor, nominations were closed. A motion to accept the slate of officers as presented was made by Kecia Lara and seconded by Tiffany Little. Motion carried.

III. President Frazier asked for review/corrections of the September 20, 2018 minutes. Jessica Sorenson moved and Erin Scharf seconded a motion to approve the minutes. Motion carried.

IV. Treasurer's report

1. September 2018 Treasurer's report was presented by Brenda Sirkis. A motion to accept the treasurer's report was made by Erin Scharf and seconded by Bobbie Kaufman. Motion carried.

V. Committees

1. Membership – 60 members currently. 2019 Memberships will be going out soon and will be due by January 31, 2019, through MemberPlanet.

VI. Old Business

1. Volunteers for upcoming year

a. Volunteer to assist with mentoring recipient of PT Certification Exam reference materials. Determine after giveaway.

b. Volunteer for 2019 Expo Chair –

c. Statuses of PTN's disaster assistance program – Coordinators are Tiffany Little, Dawn Neil, Samantha Marrow, Cindi Somer, Carey Frazier and Jill Stone. There is a database set up and an email available disasterassist.ptn@gmail.com. The information will be placed on the PTN website.

- d. Fall Class – had some issues with signing up which have been addressed. The instructor is very excited to host the class. Have about 40 people signed up for the class.

II. 2018 – 2019 Officers/Board of Directors (ICC BOD's arrived)

1. Induction of Officers/BOD presented by Shirley Ellis and Jim Brown.
2. Outgoing President Carey Frazier presented her Board with a gift of PTN inscribed backpacks.

VIII. New Business

1. ICC Board Members and Staff Comments – Rick Hauffe, ICC Govt Liaison, noted the similarities between PTN and Emerging Leaders. He also suggested using social media to get our message out. Kraig Stevenson, ICC Govt Liaison, enjoy working with PTN. Both touted joining committees, getting involved in the Emerging Leadership program, appoint someone to attend committee hearings and pushing to form new chapters. Ms. Shirley Ellis, ICC BOD and Jim Brown, ICC BOD both expressed their satisfaction in helping to advance the Permit Technicians into ICC.
2. Carey Frazier, presented the Permit Technician of the Year award to Dawn Neil, New Jersey. Dawn is a founding member of PTN and has sacrificed untold hours of her time to help make PTN what it is today.
3. New President – Kecia Lara spoke eloquently of her appreciation in the membership and the goals she has for PTN. She wants to see the membership grow and the chapter move forward.
4. Honorary Members – need to consider this and create an award.
1. PTN home address for business permit – currently PTN uses Cindi Somers work address and as she is going to retire soon she would like to have the address become her domicile. Erin Scharf moved and Jessica Sorenson seconded a motion to have PTN's business address become Cindi Somers home address. Motion carried.
2. Create a new committee to be in charge of archiving information. Maybe use google docs.
3. 2019 Service Projects
 - a. Construction Career Day go on the website and coordinate work days with PTN members, see if Regions will participate.
4. New Committee Members –
 - a. By-Laws – Tamara Hagerman, Chair; Bobbie Kaufman
 - b. Membership/Nominations – Carey Frazier, Chair; Erin Scharf, Dawn Neil
 - c. Finance and Auditing – Michele Miller, Chair; Carey Frazier
 - d. Education – Jessica Sorenson, Chair; Jammie Newsome, Tiffany Little
 - e. Ad Hoc Conference – Carey Frazier, Erin Scharf, Kecia Lara, Jessie Sorenson

IX. Open Floor –

1. Tamara Hagerman updated the chapter on her contact information
2. Dawn Neil feels the chapter has reached the point where we need to invest in an email suite. This would create generic emails for President, VP, Treasurer, Secretary positions

to make contact easier to access and also eliminate the issue of changing emails if someone changes jobs or something similar. Michele Miller would research and see what were some options to review.

- X. Next Meeting – November 15, 2018, Noon EST. The group agreed to skip December. Discussion commenced on keeping the same day of the week. Consensus of the group was to move the meetings to the 3rd Wednesday of the month starting in January 2019. Time would still be Noon EST; 11am CST, and 9am PST.
- XI. Adjournment – Kecia Lara moved and Tamara Hagerman seconded a motion to adjourn the meeting at 1:16pm EST; motion carries.

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

DRAFT