

Minutes

PermitTechNation Regular Conference Call Meeting November 15, 2018

- I. The October 21, 2018, PTN Regular Conference Call meeting was called to order at 12pm (EST) by President Kecia Lara. Members Present Kecia Lara, SC; Dawn Neil, NJ; Tamara Hagerman, KS; Cindi Somers, WA; Jammie Newsome, GA; Delorase Sabazz, NC; Barb Williams, MN; Brenda Sirkis, NJ; Michele Miller, WA; Carey Frazier, TX; Carrie Spencer, LA; Michele Linbarger, OR; Jessie Sorensen, CO; Kristi Petersen, WY; Rick Hauffe, ICC; John Darnall, WA; Bobbi Kaufman, ID; Erin Scharf, WI; and Alan Hampton, CA.
- II. President Lara asked for review/corrections of the October 21, 2018 annual business meeting minutes. Jessie Sorensen, CO moved and John Darnall, WA seconded the motion. The minutes passed with corrections to the terms of office for the board of directors.
- III. Treasurer's Report – Brenda Sirkis presented the October 2018 report. Barb Williams moved and Carey Frazier seconded a motion to accept the treasurer's report as submitted.
- IV. Committee Reports –
 1. By-Laws – No Report
 2. Education – Jesse S, updated the group regarding the half day class on 11/04 presented by Glenn Mathewson, Building Code College. The class was very popular and we could probably offer additional classes from Glenn. Kecia appointed the Education committee to decide on a schedule of topics of future education from Glenn and present at the next meeting. Glenn asked if PTN would be agreeable to adding a link on our website which would send people to his website. Kecia moved to add a link for Building Code College to PTN's website. Cindi suggested a disclaimer might be in order. Kecia recapped the discussion and appointed Cindi and Jessi research and make a decision to bring back to members at the next month's meeting.
 3. Finance & Auditing – No report
 4. Membership – Carey look into honorary members and how to select a person or persons.
- V. Unfinished Business –
 1. Debrief the 2018 ICC ABM. The committee did a great job.
 2. 2018 Volunteers – Carey will forward to Michele M and Tiffany.

3. PTN Website – Dawn updated the site, page dedicated to emergency guidelines, modified wording for request from jurisdiction, volunteers, standing volunteer list.
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- VI. New Business –
 1. 2019 Service Projects
 - a. Construction Career Day? National program website tsa.org
 - b. Kids Build Day – SC does a butterfly/bird house and partners with Habitat. Donations of wood and paint. Pick a school to use.
 - c. Home Depot – host a booth to promote building permits
 - d. Chapter Merit/Year Award – email group and collect as much information, photos, declarations as possible. Deadline is end of February.
 2. Increase Membership
 - a. Create groups or use the Region divisions and create a brochure/cover letter to send to chapters/associations inviting them to join PTN.
 3. New Chapter Date – 3rd Wednesday of the month, same times
 4. SOP Annual Audit – have for next meeting
 5. New Email – Michele still researching whether to keep MemberPlanet or go with something else. Dawn Webley, our website host, has an email system. Report for next meeting.
 - VII. Open Floor –
 1. John Darnall expressed his encouragement to Kristi Petersen for creating the chapter in Wyoming with the help of Jim Brown. Kristi noted several groups helped with mentorship and financial donations.
 - VIII. Next Meeting – January 16, 2019
 - IX. Adjourned at 1:03pm EST