

Minutes
PermitTechNation Monthly Teleconference
March 20, 2019

- I. The March 20, 2019, President Kecia Lara called PTN monthly teleconference meeting to order at 11:02AM CST. Members present: Dawn Neil, NJ; Tamara Hagerman, KS; Carey Frazier, TX; Michele Miller, WA; Bonnie Jo Keel, FL; Bobbi Kaufman, ID; Delores, SC; John Darnel WA; and Eirene Knott, KS.
- II. President Lara asked for review/corrections of the February 20, 2019 minutes. Kecia Lara moved and Bobbie K seconded a motion to approve the minutes. Motion carried.
- III. Treasurer's report – table to April meeting
 - A.
- IV. Committee Reports
 - A. Bylaws – Kecia Lara / Tamara H / Bobbie K – Need signatures
 - B. Education – Jessie S / Jammie Newsome / Tiffany Little –
 1. April or May for 2-day class – dates?
 2. Fee Schedule for Training – 2 days \$150 for non; \$100 for members. Kecia felt staying with status quo would be best at this time.
 3. Tiffany updated on Jessie's email regarding the fall class.
 4. Dates week of May 13th confirm with Frank.
 5. Dawn sent survey, find instructors who can do webinars
 - C. Finance and Auditing – Michele Miller (Chair) / Carey Frazier / Kecia Lara – Brenda sent the documents
 - D. Membership – Carey Frazier/ Dawn Neil /Erin Scharf – starting to receive letters of intent from ICC BOD hopefuls. Discussion on how to make decisions on who to support. Short questionnaire to send to hopefuls. Dawn will create.
 - E. 2019 ICC ABM (Ad hoc) – Carey Frazier/Erin Scharf/Jessie Sorenson/Kecia Lara
 1. Education – Cindi S is working on submitting for education for 3 hours.
 2. Booth - Tiffany feels the booth is very beneficial and Kecia feels the same.
 3. Participation – everyone who attends the ABM needs to spend time in the booth. John suggested doing follow up with the business cards to determine the worth of the booth.
 4. Round table – reach out to other members to invite them to the meeting.
- VI. Old Business
 - A. 2019 PTN ABM – Booth vs Education. Check schedules against ICC items.
 - B. SOP – for meeting submittals
 - C. Emails – set up emails for officers.
- VII. New Business
 - A. ICC Candidates – anyone receiving a letter forward to nominating committee.

VIII. Open Floor –

1. BSM is May, send your proclamations to Dawn
2. Issue with PTN meeting request, didn't post correctly for Carey's calendar
3. Booth Committee – Carey, Erin, Jessie, Kecia. T-shirts?
4. Chapter ICC Leadership – funded to go – ICC reimburses travel. Send Vice President.
5. Test emails have been sent to Kecia and Carey. Let Michele Miller know if works.
6. John – the sun is shining!
7. Dawn updated all on Wyoming going before the ICC BOD for chapterhood.

IX. Next Meeting – April 17, 2019

- X. Adjournment – Kecia Lara moved and Carey Frazier seconded a motion to adjourn the meeting at 11:48am CST; motion carries.

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