

Minutes

PermitTechNation Monthly Teleconference

April 17, 2019

- I. The April 17, 2019, PTN monthly teleconference was called to order by President Lara at 9:01am PT. No quorum. All items requiring vote put on hold. Members present: Kecia Lara, TX, Cindi Somers, WA, Bobbi Kaufman, ID, Carey Frazier, TX, Rick Hauffe, ICC; Tiffany Little, OR. *Side Note: Cindi Somers reports additional members present roll call list misplaced.*
- II. Minutes – review and approval of March 20, 2019 Monthly Teleconference. Motion to approve made by CareyF, with 2nd by JessieS. May 2019 minutes approved with correction to add teleconference attendee, Tiffany Little, OPTA.
- III. Treasurer’s Report – Brenda Sirkis was not on call; report tabled until May.
- IV. Committee Reports
 - a. **By-Laws** – Signatures pending for current bylaws. Kecia will verify if last page has been returned to her.
 - b. **Education** – Jessie (Chair), Jammie and Tiffany
 - i. As of today’s teleconference, eight (8) registered as of teleconference.
 - ii. Website has been updated with next Webinar for Code Specialist May 13 & 14, 2019. Dawn sent an email out to both email distribution lists inviting them to attend the webinar. She created an event on the PTN Facebook page for the webinar.
 - iii. Members are encouraged to send the flier out to their State Chapter Membership and local jurisdictions.
 - c. **Finance and Auditing** - Michele (Chair), Carey and Kecia – Carey and Kecia received packets.
 - i. Annual Audit SOP will be developed.
 - ii. Audit will be moved to Q1 rather than waiting for the ABM in Q3.
 - iii. Brenda has mailed the information for review.
 - iv. Kecia will have report complete for May 2019 teleconference.
 - d. **Membership/Nominations – Carey, Dawn and Erin –**
 - i. Carey has not received any new requests for ICC Board support, will continue to gather. Will touch base with Dawn N on questionnaire and SOP’s on how to address the support of ICC candidates by PTN
 - ii. Received one new Chapter Membership (NJATA) and one new Individual Membership Carla Campos.
 - e. **2019 ICC ABM (Ad hoc) – Carey, Erin, Jessie and Kecia**
 - i. Have received SOP’s and will start to contact on booth reservation and such after the ICC Committee Action Hearings.
 - ii. Discussed ideas for booth theme and T-Shirts – send all ideas to Carey.
 - Viva PTN!
 - You Can Bet on PT’s
 - Don’t Gamble with Building Safety

- What Happens in Vegas Stays in PTN
- PT's – A Sure Bet
- iii. Suggestion made to make map larger. Cindi offered, will need to send via USPS/UPS.
- iv. Dates and ABM schedule.
 - ICC ABM: Oct 20-23
 - Arrive Friday Oct. 18 to participate in Habitat Build, Sat., Oct 19.
 - Habitat Build typically organized by WICED, Eirene; Kecia will touch base during WICED meeting for update.
 - PTN ABM – Sunday, Oct 20
 - Building Safety & Design Expo Booth – Sunday/Monday, Oct 20-21
 - Public Comment Hearings: October 23–30, 2019
 - Rio Hotel & Convention Center. Venue should be able to accommodate all guest rooms. Room Block # will be released in May – reservations can be made now
 - Keynote Dame Judith Hackett – green cell tower fire – author, Building a Safer Future
 - Membership can email CFrazier if attending; she will watch for release of block rooms.
- v. Rick Hauffe added the Membership Committees will be holding their meetings on Wednesday of the conference to Sunday clear for ABM activities.

V. Unfinished Business

- a. Chapter Leadership Academy – Downtown Denver – 4th Annual – June 4-5 > Arrive Monday June 3 / start 8am 4th / end 4pm 5th
 - i. Sending VP to ICC Chapter Leadership Academy – vote put on hold due to lack of quorum.
 - ii. Cindi shared importance of sending upcoming leaders. Suggestion made to send both President & VP this year. In 2020, send the 2020-2021 **incoming** VP. By ensuring PTNs President & VP have attended the ICC Leadership training **before** they are elected to position, will provide for stronger leadership.
 - iii. New Topic at Leadership Academy - How to Get Ahead when you Can't Get Away – using social media to engage members
 - iv. Best Practices - If your Chapter has a BP you would like to share, send email to Chapers@iccsafe.org
 - v. Qualifications for leadership academy – any chapter leader; although ICC strongly encourages someone other than President send upcoming leaders
 - vi. Submittal of Chapter Annual report triggers Chapter President's Benefit. This benefit can be used for either Leadership Academy (room/board/travel) OR ICC ABM Registration. Benefit is not sent until the Annual Chapter Report has been submitted. Annual Report Due Aug 15 > myICC > myChapters > view update Chapter Details.
 - vii. ICCsafe.org > Safety 2.0 Page > Leadership Academy will have PP or summary from activities at Chapter Leadership Academy if unable to attend

VI. New Business

- a. Remind your chapter members to update their individual or jurisdiction Voter Validation
- b. BSM – Chapters all rec'd email regarding available BSM posters. Take posters to Chapter Events. Two posters are available for every Chapter. Contact khiggs@iccsafe.org, supply address where you would like the poster to be mailed. See ICC > About > BSM

VII. Open Floor

- a. Due to demands of new job, Kecia Lara, PTNs 2018-2019 President, stepped-down. Michele Miller, PTN Vice President, will assume President position. Jessie Sorenson offered to step into VP position for remainder of term (ends Oct. 20, 2019). Thanks given to President Lara for work accomplished for PTN this year and for future participation.

VIII. Next Teleconference – Wednesday, May 15, 2019

IX. Adjournment: 10:01 PT