

PermitTechNation Monthly Teleconference

Wednesday, November 20, 2019

- I. Welcome and Roll Call – 11:05am
Members present: Jessica Sorenson, CO; Bobbie K, ID; Bobbi Jo, FL; Cindi Somers, WA; Tiffany Parsons, KS; Barb Williams, MN; Tamara Hagerman, KS; Dawn Neil, NJ; Michele L, OR; Rick Hauffe, ICC Govt.
- II. Minutes – October 20, 2019 Tiffany Parsons, KS moved and Jessie Sorenson, CO seconded a motion to approve the minutes with changes to Glenn Matthewson’s name in VI and Leslie Carpenter in IV.
- III. Treasurer’s – table for next meeting
- IV. Committee Reports
 - a. By-laws: Tamara, Bobbie Jo, Bobbi – no report
 - b. Education: Jessica, Cindi, Serena
 - i. Webinar details: the deck webinar from the 14th went phenomenally. Covered patio is on the 20th and have 20-24 people for this class. Had the same for the deck class, also.
 - ii. Feedback on Webinar: one person took class and was over whelmed by the amount of information and the speed of the class. good information just a lot to process.
 - c. Finance & Audit: Michele M, Jammie, Kecia – table report
 - d. Membership/Nominations: Carey, Dawn, Michele L – no report
 - e. 2020 ICC Expo (ad hoc): Leslie, Cindi, Jessica – no report
 - f. H4H Coordinator: Cindi (mentor), Michele L, Jessica Lether – Cindi will contact the committee in April.
- V. Unfinished Business
 - a. 2019 ICC ABM Recap
 - i. Booth – Jessie felt it was a productive event, thanks to all.

- Dawn noted people coming to the booth and wanting to get involved. The map banner was a huge success
- ii. HRH – the veteran’s build was a great event. The premise behind the area was inspiring. Home Depot wants to participate with the builds somehow.
 - iii. Scholarships – tabled until the straggler gets her stuff turned in.
- b. Past President’s Committee
 - i. Include all the past presidents: Dawn, Cindi, Carey
 - ii. Create a luncheon event during the annual meeting?
 - iii. If we add this, we need to make sure Karla with ICC is aware so we have a room.
 - c. Membership Tiers – create an additional active membership choice in by-laws.
 - d. PT Mentorship (winner from ABM)
 - i. Contact made with recipient? Michele M has the name
 - ii. Establish check-in schedule with winner

VI. New Business

- a. Banking Updates – Dawn, Cindi
 - i. Signature card will need to be updated
 - ii. Checks have old address; Dawn suggests just listing PermitTechNation across the top in address spot only. Members agree.
 - iii. W-9 will need updated
 - iv. Credit card usage is up, looking at options for payments
 - v. Tamara suggested purchasing a laptop for the chapter so information is uploaded and can be accessible to whomever the chapter deems. All online so would have all the documentation in one place. Purchase and upload 365Office and Wave Financial
 - vi. Federal/State – the State taxes are delinquent will get updated. Federal is due April 15th, N-990/M-990 form.
- b. Webinars
 - i. Discussion regarding the Code Specialist class versus the Permit Tech class. CS has been the last 3 webinars. Look

into setting up a PT webinar. Steve Burger will be doing a 2-day class in NJ in April.

- ii. Dawn met with Hoover (?) during the ABM and they host fee pre-recorded webinars.

VII. Open Floor

- a. Dawn gave update on the website. She has removed the membership app and email list. Will update and add.
- b. Shirts for the ICC Idaho donated late for the cutoff so ordered some polo's from Land's End and had direct shipped.
- c. Update contact Information going out to chapter members
- d. Contact Lists
 - i. Create one for committee members
 - ii. National list
 - iii. Board of Directors
 - iv. Paid members
- e. Education ideas
 - i. Send local chapter education dates to education committee (trying not to overlap with local chapters)
- f. Info from RII
- g. Ad-Hoc Shadow Committee: Cindi, Jessie, Michele L
 - i. David Spencer had suggested PTN sponsor a PT (maybe from a state without a PT chapter)
 - ii. Criteria
 - i. need to be a PTN member (Bobbie Jo Keel)
 - ii. separate from ICC's shadow program.
 - iii. might reach out to Region II to discuss their program
- h. Chapter of the Year
 - i. Jessie suggested we look into this

VIII. Next Meeting – Wednesday, December 18, 2019

- IX. Adjourn – 12:17pm Dawn moved and Cindi seconded a motion to adjourn. Motion carried.

