

PermitTechNation Monthly Teleconference

Wednesday, December 18, 2019

- I. Welcome and Roll Call – 11:04am
Members present: Michele Miller, WA; Jessica Sorenson, CO; Bobbi Kaufman, ID; Tamara Hagerman, KS; Dawn Neil, NJ; Carey Frazier, TX; Jammie Newsome, GA; and Kecia Lara, TX.
- II. Minutes – November 20, 2019 minutes tabled for next meeting
- III. Treasurer's – Dawn updated
 - a. Account transactions
 - i. Wave linked to bank
 - ii. Finance Committee send email to Dawn so she can add them to Wave account
 - iii. Fees similar to PayPal
 - iv. Ending balance on 9/29 - \$ 15,951.85 with deposits & charges ending balance currently \$ 18,397.40.
 - v. Wave pulls information on every transaction, breakdowns which internal account is being debited/added to
 - vi. Breaks down into categories. Can create other categories as needed.

Michele asked for a motion to accept the Treasurer Report presented. Carey moved and Bobbi seconded a motion to accept the report as presented. The motion carried

- IV. Committee Reports
 - a. By-laws: Tamara, Bobbie Jo, Bobbi – still gathering information
 - b. Education: Jessica, Cindi, Serena
 - i. Webinar details: spring education – Permit Tech Class
 - c. Feedback on Webinar Instructors – send out request for instructors.
 - d. Finance & Audit: Michele M, Jammie, Kecia – table report
 - e. Membership/Nominations: Carey, Dawn, Michele L – no report
 - f. 2020 ICC Expo (ad hoc): Leslie, Cindi, Jessica – no report

- g. H4H Coordinator: Cindi (mentor), Michele L, Jessica Lether – Cindi will contact the committee in April. Host Chapter for 2020 reach out to Home Depot see what type of help they were thinking about.
- V. Unfinished Business
- a. Past President Committee – Dawn, Cindi, Carey - no report
 - b. Membership Tiers – bylaw change
 - i. Minnesota PT's have some verbiage which may be helpful to create additional tiers for PTN
- VI. New Business
- a. ICC ABM Scholarship Requests – Jessie
 - i. Sent receipts to Dawn as treasurer. The scholarship fund is \$ 2,500.00
 - ii. Requests received from the following:
 - i. Dawn for \$ 537.85
 - ii. Cindi for \$ 286.96
 - iii. Tamara for \$ 1,010.18.

Jessie moved to award the three scholarships to the people listed. Carey seconded. The motion carried.
 - b. ICC Chapter of the Year
 - i. Ad Hoc Committee Members – Tamara Hagerman (chair), Carey Frazier
 - ii. Documents/Information – Emerging Leader participants: Jessie, Michele L, Erin
 - c. Banking Updates
 - i. discussed under Old Business, all business is online.
 - ii. Checks need tweaked will work on this.
 - d. Organization Laptops
 - i. Dawn suggested two laptops: one for Treasurer and one for Secretary positions.
 - ii. Most documentation can be set up in the Cloud.
 - iii. Will look for deals

Tamara moves to allocate no more than \$800.00 for the purchase of two laptops for the chapter. Jessie seconds the motion. The motion carried.

VII. Open Floor

a. Shadow Committee

- i. Tamara brought this up. Thought a discussion had occurred at the last meeting.

VIII. Next Meeting – Wednesday, January 15, 2020

IX. Adjourn – 11:57 am

Minutes presented by:
Tamara Hagerman, CPT
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