

MINUTES

PermitTechNation Monthly Teleconference February 20, 2019

I. The February 20, 2019, PTN monthly teleconference meeting was called to order at 12:05pm ET by Vice President, Michele Miller. Members present: Dawn Neil, NJ; Tiffany Little, OR; Bobbi Kaufman, ID; Barb Williams, MN; Delores Shabazz, SC; Amelia Ivy, GA; Jammie Newsome, GA; Tami Morris, OH and Rick Hauffe, ICC.

II. Minutes – January 23, 2019

No Minutes included in Agenda Package, Tabled until March Meeting

III. Treasurer's Report – Review & Accept November 2018, December 2018 & January 2019

No Treasurer's Reports included in Agenda Package, Tabled until March Meeting

IV. Committee Reports

a. **Bylaws** – Dawn Neil submitted a revision to align subsections 4.2 and 5.5 of the bylaws. In 4.2 it's noted that there are 5 members at large who serve as board of directors. In 5.5 when establishing terms only positions 1-4 are referenced. This revision will correct the term expirations of position 3, 4 & 5 due to initial staggering. In addition the three BOD's elected in 2017 were noted in the minutes to be 3 year terms. BOD positions are for two years and as such need to be amended to expire in 2019 not 2020. At the September meeting Jessie Sorensen made a motion to accept the changes and send them off to all members to be reviewed and then voted on at the October 21, 2018 meeting in Richmond. Kecia Lara second, all in favor none opposed. It was never noted in the October minutes whether or not the vote took place, therefore we asked for a motion to accept the above noted bylaw changes. Jammie Newsome made a motion, which was seconded by Barb Williams, all in favor, none opposed. Motion carries.

b. **Education** – Jamie Newsome discussed the survey conducted, Code/Permit Specialist training is the class currently being requested with 49% of respondents requesting it. It was decided that single day training would be sought for most classes except for those exam prep classes. We will look to schedule the Code/Permit Specialist class for possibly April and then look to do a basic plan review, inspector's skills class for the fall. Glenn Mathewson and Shaunna Mozingo both produce webinars; Jessie asks that if you know of any other trainers who do webinars to please contact her.

c. **Finance & Audit** – Michele Miller indicated that no discussion on an Annual Audit SOP has taken place to date. She did indicate that she is having some trouble receiving emails from both Kecia & Carey; however she will reach out to Kecia upon her return from vacation. Brenda Sirkis had indicated in a previous email that she had all of the 2018 finance documents ready to be reviewed; Dawn Neil asked Michele is she had a preferred way of receiving those documents. Due to some recent issues with spam/phishing emails they both thought it best to have Brenda mail photocopies of the documents to Michele Miller, Carey Frazier and Kecia Lara for review, Michele would then set up a conference call with them to do the review. Dawn will advise Brenda to send the documents.

d. **Membership/Nominations-**

i. Dawn sent the updated membership list to Kecia. We stand at 55 members. We are very excited about all the NEW members that have joined this year and those who have re-joined. This says a lot about the hard work we have put into building this Chapter. Here is the link to the membership application <https://www.permittechnation.org/membership.html> Members will fill out a Google Form, if paying via credit card they will click the appropriate checkout link, if paying via check or purchase order they will print and mail the membership form they get via email with the payment.

ii. Dawn is working on updating the contact info and training/meeting info for each chapter/subcommittee. If you go to those sections on the website, you will see that the ones that have been updated have a date under them. Anyone who hasn't yet completed the information can fill it out via this link

<https://goo.gl/forms/QDHBzVth2wQx2Pco1> and she will update the website. If you already completed the form and just need to update training info please email Dawn info@permittechnation.org and she will update the website with the additional information.

iii. Member Planet has been downgraded to the free plan; all membership levels have been removed from each member to hopefully avoid anyone who hasn't fixed their membership profile to remove auto-renewal. Dawn advises that all members who were part of the auto-renewal in January should log into their accounts to be sure they remove any auto-renewal on their accounts; this cannot be done by PTN.

e. **2019 ICC ABM (ad hoc)** – No one from the committee was on the call, Michele indicated that she did forward the contact card to the group.

VI. Old Business

None

VII. New Business

a. Cindi Somers is working on a submittal for an education presentation by PTN members during the ABM. She is submitting for a 3 hour CEU class. Michele, Carey and Dawn agreed to work on and present, anyone else who is interested please contact Cindi.

b. Dawn suggested an SOP for meeting preparation with submittal deadlines for items to be added to the agenda and also a date for sending out the meeting agenda packet and meeting notification. It was discussed that items to be added to the agenda, treasurer reports and any other items to be included in the meeting packet should be sent to the President by the 7th of each month. This gives the President time to prepare the agenda and put the meeting packet together. Then by the second Wednesday of the month, the president will send out the meeting notice with the packet. All were in favor of this SOP.

c. Emails- Michele and Dawn have been working on getting our G Suite email alias to forward. Michele has finally been able to get the VP email to forward to her personal email, but not her work email. Both Michele and Dawn will work with Kecia next to try to get her email set up. Once we know that hers is working we will set up the treasurer and secretary.

VIII. Open Floor

a. Rick Hauffe, ICC has emailed out the draft copy of the Building Safety Month Proclamation. He asked that we try to get every jurisdiction to submit one. Michele suggested we make it a contest to see which State could submit the most proclamations. Everyone liked the idea; we will work on a trophy or something that we can present at the ABM each year to be help by that chapter for the year. Dawn will send an email out asking that copies of the signed proclamations be emailed to her to post on our website and she will send a copy to Rick to be posted on ICC's website.

b. Delores Shabazz, SC and Bobbie Kaufman, ID asked again about joining and not receiving emails. Dawn explained that membership runs from January to December and that they need to renew membership each year. The meeting notices are sent out to the current year membership list.

IX. Next meeting – Wednesday, March 20, 2019 Teleconference 9am PT, 10am MT, 11am CT & Noon ET

X. Adjourn – The meeting adjourned at 12:41pm ET

Respectfully submitted:

Dawn Neil, BOD