

Agenda

PermitTechNation Monthly Teleconference
February 20, 2019

- I. Welcome & Roll Call
- II. Minutes – review and approval of 01-16-2019 Monthly Teleconference
- III. Treasurers Report
 - a. Review and acceptance of November & December 2018
 - b. January 2019
- IV. Committee Reports
 - a. **By-Laws-Tamara (Chair), Bobby and Kecia**
 - b. **Education – Jessie (Chair), Jammie and Tiffany**
 - i. We need to plan our training for Spring & Fall. We had talked about offering the PT 2 Day Webinar this winter and several half-day classes. I’m getting emails asking about training. We also need to establish a fee schedule to charge for training.
 - c. **Finance and Auditing - Michele (Chair), Carey and Kecia**
 - i. Annual Audit SOP-We discussed moving this to the 1st Quarter rather than waiting for the ABM in the 3rd Quarter. Brenda has all the information available to be emailed for review.
 - d. **Membership/Nominations – Carey, Dawn and Erin**
 - i. 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.
 - ii. Dawn is 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. I will update monthly with the membership email addresses (see attached) and the payment reports (see attached).
 - iii. Member Planet has been downgraded to the free plan, all membership levels have been removed from each member to avoid anyone who hasn’t fixed their membership profile to remove auto-renewal. Waiting on final Fund Transfer to complete which should be this week. Dawn will follow-up with the final report from them.

e. 2019 ICC ABM (Ad hoc) – Carey, Erin, Jessie and Kecia

V. Unfinished Business

VI. New Business

- a. Call for Presentations – 2019 ICC Annual Expo (Cindi)
- b. Prepping for meetings takes a lot of work and collaboration. We need to establish an SOP for submittal deadlines for agenda topics, treasurer reports, membership reports, etc. In addition, the Agenda and Meeting Packet should go out in advance of the meeting along with an invite. So perhaps we can say that items need to be submitted by the 7th of the month so that it can be put together and sent out along with the meeting invite by the 2nd Wednesday of the month. Thoughts?
- c. Emails – Dawn will need to work with each of you to set up your PTN email and have it forward to the email address of your choice. If she and Michele try it first, then they can get each person set up.

VII. Open Floor

VIII. Next Teleconference – Wednesday, March 20, 2019

IX. Adjourn