

Agenda

PermitTechNation Monthly Teleconference
March 20, 2019

- I. Welcome & Roll Call
- II. Minutes – review and approval of February 20, 2019 Monthly Teleconference
- III. Treasurers Report
 - a. Review and acceptance of November & December 2018
 - b. January and February 2019
- IV. Committee Reports
 - a. **By-Laws-Tamara (Chair), Bobby and Kecia**
 - i. Attached is the adopted by-law revision. All the officers need to sign the last page
 - 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**
 - e. **2019 ICC ABM (Ad hoc) – Carey, Erin, Jessie and Kecia**
- V. Unfinished 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 – 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.

VI. New Business

- a. ICC Board Candidates

VII. Open Floor

VIII. Next Teleconference – Wednesday, April 17, 2019

IX. Adjourn