Iowa Permit Tech Association

Board Meeting Minutes

August 12, 2024

**Zoom meeting. 2:30 pm.**

1. **Call to Order** IPTABoard meeting was called to order at 2:39 P.M.
2. **Roll Call:** Board members present: Jenn Naylor (Pres), Ryan Sampica (Vice) and Tiffany Stinson (Sec). Board members absent: Karen Rowan (Treas) and Holly Jackson (Past Pres).

Karen joined meeting at 2:40pm.

1. **Consider Approval of:**
   1. Agenda: Tiffany moved to approve the agenda. Seconded by Karen. Motion carried.
   2. Minutes from the previous meeting July 25, 2024: Jenn moved to approve the July 25, 2024 minutes. Seconded by Ryan. Motion carried.
2. **Treasurer’s Report:** Karen emailed the board members the July 2024 US Bank statement. The current balance is $5,208.69. There has been no activity since November 2023. Group will be joining PermitTech Nation, just need to register by emailing the organization for a Chapter Membership rate. Karen also reported she booked the hotel room for instructor Steve Burger with her personal credit card to be reimbursed later. Rooms rates for Steve were two nights at $114 and an additional night at $169 as Steve is not departing Iowa until Saturday morning. Tiffany moved to approve the Treasurer’s report. Seconded by Ryan. Motion carried.
3. **Steve Burger Introduction:** Steve gave an overview of his class, The Complete Permit Technician. What he would be covering, what attendees will need to bring, and his travel itinerary. Board asked questions about the class and schedule to help prepare for the Annual Conference.
4. **Website Status Update – Will we be ready to accept registrations online soon?** Tiffany is still waiting to hear about the website launch. Sent follow-up email to KWSM Digital on Monday for more details. Tiffany will follow up with the board as soon as iowapermittech.org launches.
5. **Save the Dates – When to send?** Save the date to be sent via email and Facebook by the end of this week (August 16, 2024). Tiffany will make updates to the flyer and hopefully have it completed by the end of August to be sent out in September.
6. **Discussion/Formal Action for next meeting:** Next meeting is scheduled via Zoom for September 12, 2024 at 3:00pm to be set up by Jenn.
7. **Adjourn:** Karen moved to adjourn the meeting at 3:46 P.M. Seconded by Tiffany. Motion Carried.