

# Iowa Permit Tech Association Board Meeting Agenda

## January 16, 2025

**1. Call to Order:** IPTA Board meeting was called to order at 3:05PM.

**2. Roll Call:** Board members present at roll call: Jenn Naylor (Pres), Ryan Sampica (Vice). Board members absent at roll call: Karen Rowan (Treas) and Tiffany Stinson (Sec). Karen arrived on Zoom at 3:32. Members present: Shawn Siems, Jamie Miller, Jennifer Bartles, Kara Maxwell.

**3. Consider Approval of:**

- a. Agenda: Deferred to the next ITPA meeting, as a quorum was not present for a vote.
- b. Minutes from the previous meeting November 12, 2024: Deferred to the next ITPA meeting, as a quorum was not present for a vote.
- c. Minutes of the previous dinner meeting November 13, 2024: Deferred to the next ITPA meeting, as a quorum was not present for a vote.

**4. Acceptance of the Treasurer's Report:** Deferred to the next ITPA meeting, as a quorum was not present for a vote.

**5. ICC Annual Report:** Jenn reported that she submitted the ICC Annual Report today and that she received an email confirmation of receipt. It will take 5-7 days for the info to be processed. She will receive a confirmation email when it is ready, and our chapter benefits will then be available, including a free training day, free registration for the Chapter Leadership Academy or ICC Annual Conference, discounts, and others.

**6. Secretary of State Biennial Report:** Ryan reported that he submitted the Secretary of State Biennial Report on January 8, 2025. He received email confirmation that it was filed and that the officers were updated.

**7. Committees:** Jenn brought up having each board member serve on a committee as something that might need to be added to the bylaws if there is interest. She asked if there were certain committees that board members might best serve. Ryan stated that it makes sense to him to have the Vice President on the education committee, that the Treasurer would make sense to serve on the membership committee due to the amount of money that flows through for membership, having the Secretary serve on the communications committee, and the President serve on the bylaws committee. The President is a member of all committees. Jenn agreed with the logic behind this.

- a. Membership committee member Shawn Siems suggested a webinar as a possible way to address member engagement and application. He said he didn't realize we might not have all of the contact info that we needed to reach out to members/potential members. Ryan volunteered to reach out with an email blast to MICCC and EICCC, as there are jurisdictions within those groups that likely don't realize that all of their applicable staff members may not have renewed if they only sent one person to the conference, for instance. Depending on what is generated from the email blast, the membership committee can work with the communications committee in determining how best to organize and get people registered or re-registered.
- b. Ryan explained the benefits of becoming an ICC Preferred Provider, including becoming fully independent and not having to rely on IABO. The cost would be \$280 per year. It was an idea discussed with Ryan by Luke Maloney, the IABO President and his boss. Jenn explained that we were able to offer CEUs for Steve Burger's class, because IABO was a Preferred Provider, as Steve didn't offer CEUs for his class. She briefly explained how the process of donating the education day to IABO and the entire reimbursement process is complex and would become unnecessary if we were our own Preferred Provider. Shawn asked if it would be severing a relationship with IABO. Ryan explained that it would not, that IABO will be there to help us with anything we need. Karen moved to become a Preferred Provider, seconded by Ryan. Motion carried. Ryan also explained how we could set up a free Eventbrite account. Karen explained her hesitation with Eventbrite and

their confusing reports. She said the process of registering for the Annual Conference through Eventbrite would be okay, but every other transaction, such as membership payments, needs to go through Zelle or even Venmo, which could be set up. That also avoids having to charge members extra fees. Ryan moved to set up our own Eventbrite account, seconded by Karen. Motion carried.

- c. As it was nearly 4:00, Jenn gave a quick update as to what needed to be updated on the website. The communications committee will need the login credentials to begin updating the minutes, membership applications, photos, events, etc. They'll also need login credentials for the IPTA Facebook page.
- d. Bylaws: Jenn explained that the bylaws committee would need to research and decide on if there should be a sunset clause on Officer membership fees. For instance, once a Past President serves a one-year term, if that person wants to remain a member, do they go back to paying for their membership, or are they exempt/bestowed an "Honorary Member" title, which is a free membership? What if they only hold one or two positions, remove themselves from the Board, but want to remain a member? Another topic for the bylaws committee is travel expenses. Ryan proposed that IPTA could pay the travel expenses (hotel, food, etc.) for board members to attend our own annual conference, which would need to be researched and worked on by the bylaws committee. Jenn said she emailed the Board the section of IABO's bylaws that addresses this topic for consideration.

**8. Old Business Including PermitTechNation:** Deferred to the next ITPA meeting as we ran out of time.

**9. New Business –2025 Chapter Leadership Academy:** Deferred to the next ITPA meeting as we ran out of time.

**10. Adjourn:** Ryan moved to adjourn the meeting at 4:04PM. Seconded by Karen. Motion carried.