

# **Iowa Permit Tech Association Board Meeting Agenda**

## **Zoom Format**

### **February 20, 2025 3:00PM**

**1. Call to Order** IPTA Board meeting was called to order at 3:04 P.M.

**2. Roll Call:** Board members present: Jenn Naylor (Pres), Karen Rowan (Treas) and Tiffany Stinson (Sec).  
Board members absent: Ryan Sampica (Vice).

**Others in Attendance:** Jamie Miller, Shawn Siems, and Kara Maxwell.

**3. Consider Approval of Three Deferred Items from Previous Meeting and Two Current Items:**

- a. Agenda deferred from 1/16/25 meeting: Karen moved to approve the January 16, 2025 agenda. Seconded by Tiffany. Motion carried.
- b. . Minutes deferred from the previous meeting November 12, 2024: Karen moved to approve the November 12, 2024 minutes. Seconded by Tiffany. Motion carried.
- c. Minutes deferred from the previous dinner meeting November 13, 2024: Karen moved to approve the November 13, 2024 minutes. Seconded by Jennifer. Motion carried.
- d. Agenda for 2/20/25 meeting: Tiffany moved to approve the February 20, 2025 agenda. Seconded by Karen. Motion carried.
- e. Minutes from the 1/16/25 meeting: Karen moved to approve the January 16, 2025 minutes. Seconded by Jennifer. Motion carried.

**4. Deferred and Current Treasurer's Report:**

- a. Treasurer's Report deferred from the 1/16/25 meeting: Tiffany moved to accept the January 16, 2025 Treasure's Report. Seconded by Jennifer. Motion carried.
- b. Current Treasurer's Report: Karen emailed the board members the current IPTA bank statement for review and a list of IPTA swag. Current balance is \$6,316.66. There has been no activity in February. Karen did report an application with the \$40 registration check received February 20. It will be deposited to the account as soon as she can make it to the bank. Tiffany moved to accept the Treasurer's report. Seconded by Jennifer. Motion carried.

**5. Preferred Provider and Eventbrite status updates:** The IPTA is officially an ICC preferred provider. Board is looking into creating an Eventbrite for the group.

**6. Committees:**

- a. **Revisit possibly having each board member be a member of a committee, as IABO does:**  
The president is part of each commission and it was discussed that another member from the board is also a part of each committee.

- b. **Membership:** Members: Cathy Coppess and Shawn Siems.
  - **Update membership spreadsheet**
  - **Create any other necessary database, including committee membership**
  - **Contact and invoice previous members who didn't attend conference for 2025 membership**
- c. **Education:** Members: Jamie Miller and Shawn Siems.
  - **Start brainstorming topics and locations – Possibly draft a poll/questionnaire**
- d. **Communications:** Members: Tiffany Stinson, Shawn Siems and Jill Hanson.
  - **Get login credentials**
  - **Post minutes, update any “Coming Soon” things (membership levels, documents, etc.)**
  - **Update new photos, new membership app in Resources tab, post bylaws**
  - **Update “No Meeting Held” after Minutes 5-29-2024 in Resources tab**

Kara Maxwell volunteered to be a part of the communication committee. All board member approved the request.

Updated communications commission list- Tiffany Stinson, Shawn Siems, Jill Hanson and Kara Maxwell.
- e. **Bylaws:** Members: Karen Rowan and Ginger Feller. **Sunset clause on Officer membership fees? Should each Board member be on a committee? Travel?**
  - Discussed adding an honorary member status to bylaws and travel covered by IPTA for board members to attend annual training.

**7. Old Business – Including PermitTechNation:** Still in the process of joining the PermitTech Nation group.

**8. New Business – Setting up our own Eventbrite, bylaws regarding Board member travel, 2025 Chapter Leadership Academy:**

Ryan is going to the 2025 Chapter Leadership Academy in Orlando, FL on April 25-26, 2025. Karen moved to allow Ryan to use the IPTA credit card for expenses in attending the academy with reimbursement to IPTA for costs from ICC or by Ryan (for anything ICC will not cover). Seconded by Tiffany. Motion carried.

Next IPTA meeting schedule for Thursday March 27, 2025 at 3:00 P.M.

**9. Adjourn:** Karen moved to adjourn the meeting at 3:55 P.M. Seconded by Tiffany. Motion Carried.