

Iowa Permit Tech Association Board Meeting Minutes – Zoom Format
March 28, 2025 9:00AM

1. Call to Order IPTA Board meeting was called to order at 9:02 A.M.

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

Others in Attendance: Jamie Miller and Kara Maxwell.

3. Consider Approval of:

a. Agenda: Ryan moved to approve the agenda. Seconded by Tiffany. Motion carried.

b. Minutes from the previous meeting February 20, 2025: Karen moved to approve the February 20, 2025 minutes. Seconded by Jenn. Motion carried.

4. Treasurer's Report: Karen emailed the board members the February bank statement, showing a balance of \$5,671.29. This month the only charge was from American Airlines for \$645.37 for airfare for the ICC Leadership Academy, Ryan will submit the invoice to Karen and ICC should reimburse the cost of travel. There have been 3 new membership application, registration checks still need to be deposited. Tiffany moved to approve the Treasurer's report. Seconded by Ryan. Motion carried.

5. Congrats to Karen Rowan and Kara Maxwell on their ITPA certifications: Congratulation ladies!

6. Status updates on Eventbrite account and PermitTechNation membership: No updates on progress of Eventbrite account or PermitTechNation membership.

7. All things Annual Conference: Need a map of members to figure out a central location for the meeting. Discussed date for annual conference, November 13-14, 2025 seems to work for members who attended the meeting. Discussion started on what topics we should have for the conference. Membership committee to send out survey.

8. Committees:

a. **Membership: New members added?**

- Update membership Google Sheet with any new members
- Create any other necessary database, including committee membership
- Contact and invoice previous members who didn't attend conference for 2025 membership

b. **Education:**

- Start brainstorming topics and locations – Possibly draft a poll/questionnaire

c. **Communications:**

- Get login credentials for Facebook to members
- Building Safety Month posts; ICC hosting webinar 4/3/25 at 2pm with tips for hosting community events, creating social media campaigns, resources, etc; check out iccsafe.org to register [Direct Link](#); Lots of resources posted
- 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**
- d. **Bylaws:**

9. New Business – Chapter Leadership Academy: Ryan will be attending the ICC Chapter Leadership Academy this year in Orlando, FL April 25-26.

Next IPTA meeting April 23rd at 9:00AM

10. Adjourn: Tiffany moved to adjourn the meeting at 10:02 A.M. Seconded by Jenn. Motion Carried.