

Iowa Permit Tech Association Board Meeting Minutes – Zoom Format
April 23, 2025 9:00AM

1. Call to Order: IPTA Board meeting was called to order at 9:05 A.M.

2. Roll Call: Board members present: Jenn Naylor (Pres), Ryan Sampica (Vice), Karen Rowan (Treas) and Tiffany Stinson (Sec) joined at 9:08.

Others in Attendance: Shawn Siems.

3. Consider Approval of:

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

b. Minutes from the previous meeting March 27, 2025: Ryan moved to approve the March 27, 2025 minutes. Seconded by Karen. Motion carried.

4. Treasurer's Report: Karen emailed the board members a screenshot of the checking account, showing a deposit that included three membership dues and Ryan's American Airlines airfare for the ICC Leadership Academy. Ryan will submit the invoice to Karen, and ICC should reimburse the cost of travel. Ryan moved to approve the Treasurer's report. Seconded by Jenn. Motion carried.

5. Old business: Eventbrite account and PermitTechNation updates; Google sheets: Ryan will work on getting Eventbrite set up for the IPTA. Karen will update the membership Google sheets with the three new members' information.

6. All things Annual Conference Nov 13-14, 2025

a. **Did Karen generate a membership map so we can choose location? Did membership committee send out survey?** Karen and Shawn created a map of the membership.

b. **Course search:**

c. **Other:** Board discussed location options. Karen moved the 2025 Iowa Permit Technician Annual Conference be held in Altoona. Seconded by Ryan. Motion carried.

7. Committees – What does each committee need to do as we plan the conference?

a. **Membership:**

b. **Education:**

c. **Communications:** Need FB login for Communications Committee and board members.

d. **Bylaws:**

8. New Business

a. **Chapter Leadership Academy:** Ryan will be representing the Iowa Permit Technician Association at the leadership conference. Will give an updated on the trip at next meeting.

b. **Other:** Next IPTA meeting May 21st at 9:00AM

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