

**Iowa Permit Tech Association Board Meeting Minutes – Zoom Format
May 21, 2025 9:00AM**

1. Call to Order: IPTA Board meeting was called to order at 9:06 A.M.

2. Roll Call: Board members present: Jenn Naylor (Pres), Ryan Sampica (Vice), Karen Rowan (Treas) and Tiffany Stinson (Sec) joined at 9:09.

Others in Attendance: Kara Maxwell and 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 April 23, 2025: Karen moved to approve the April 23, 2025 minutes. Seconded by Ryan. Motion carried.

4. Treasurer's Report: Karen updated the board on the months bank activity. Mainly the Chapter Leadership Academy Ryan attended. Ryan moved to approve the Treasurer's report. Seconded by Jenn. Motion carried.

Tiffany joined meeting at 3:09AM.

Karen motioned to have IPTA cover Ryan's extra meals that ICC did not cover while at the Chapter Leadership Academy. Seconded by Tiffany. Motion carried.

5. Old business: Eventbrite account and PermitTechNation updates; Google sheets

Ryan to set up Eventbrite this Summer before annual conference registration.

PTN - Sent us invoice; sent us login info for payment

Invoice needs paid and IPTA will officially be members of PermitTechNation.

Has Google Sheets been updated with all membership info to date?

Jenn is adding the new members to the Google Sheets.

6. Chapter Leadership Academy: Ryan updated the board on what he learned at the Chapter Leadership Academy.

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

- a. **Course search:** Discussed different course options for annual training. Nothing decided on yet. Will continue discussion in June.

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

- a. **Membership:**
- b. **Education:**
- c. **Communications:** Shout out the Kara Maxwell for creating posts and posting them on the IPTA Facebook page for Building Safety Month. Nice work!
- d. **Bylaws:**

9. New Business

- a. **Other:** Next IPTA meeting June 26th at 2:30PM.

9. Adjourn: Tiffany moved to adjourn the meeting at 10:00 A.M. Seconded by Karen. Motion Carried.