

**Iowa Permit Tech Association Board Meeting Agenda – Zoom Format
June 26, 2025 2:30 PM**

1. Call to Order: IPTA Board meeting was called to order at 2:31PM.

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

Others in Attendance: Ben Pothhoff, Shawn Siem and Kara Maxwell.

3. Consider Approval of:

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

b. Minutes from the previous meeting May 21, 2025: Karen moved to approve the May 21, 2025 minutes with the time correction, Tiffany joined at 9:09AM in section 4. Seconded by Jenn. Motion carried.

4. Treasurer's Report: Karen updated the board on the month's bank activity. Monthly statement emailed to board member prior to meeting. Ryan moved to approve the Treasurer's report. Seconded by Tiffany. Motion carried.

5. Old business: Eventbrite account; membership apps

a. Has Eventbrite account been created? (Ryan was going to try) Still working on getting Eventbrite set up. Roger gave us the "what you need" to set up the account. Will be set up before our annual conference registration.

b. Membership apps have been updated with space for email addresses: Jenn updated the membership application to add email address space for each applicant on same application form. Form needs to be added to website.

c. Google doc with member information has been updated by Karen.

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

a. Discussion of proposal Kara obtained from Building & Fire Code Academy: Currently out of our price range to go with the Building & Fire Code Academy.

b. Tiffany reached out to Mary Dickson and Frank Morris to get availability, class options, and pricing.

Mary Dickson- Offers 6 class options; Hoarding and the I Codes, IPMC and Dealing with Dilapidated Structures, Basic Overview of the IBC, From the Ground Up, Counter Intelligence, Plan Review for Permit Techs & Residential Blue Print Reading for Permit Techs. No charge for teaching, but requests being reimbursed for travel, meal, etc. expenses.

Frank Morris - Offers the Code Specialist Exam Prep 2-day course priced at \$6,700.

Tiffany will reach out to Steve Burger to see what other classes besides the Permit Technician course and email to board for review.

c. Tiffany shared room block pricing for the Hyatt Place Altoona.

Block 20 rooms for one night 11/13/2025

Block 10 rooms for two nights 11/12-13/2025 for board setup and out of town guest staying the night before the training.

Need to look into blocking at least 1 room for Friday night 11/14/2025 if the trainers flight doesn't go out until Saturday.

d. Need to look into preferred provider credit for training in November since Mary is not on the ICC preferred provider list. Iowa Permit Tech group is now a preferred provider. Ben explained ICC

offers 1 day of training up to \$1,800.

- e. Kara told board and attending members about the forum ICC stated for the member community on the ICC website.
- f. Jenn will look into food for conference.

7. Committee Reports and Action –

- a. **Membership:**
- b. **Education:**
- c. **Communications:**
- d. **Bylaws:**

8. New Business/Open Agenda

- a. **Other:** Next IPTA meeting July 22nd at 2:30PM.

9. Adjourn: Tiffany moved to adjourn the meeting at 3:32 P.M. Seconded by Karen. Motion Carried.