

**Iowa Permit Tech Association Board Meeting Minutes – Zoom Format
July 22, 2025 2:30 PM**

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

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

Others in Attendance: Mary Dickson, Luke Maloney, Kara Maxwell, Ben Pothoff, and Shawn Siems.

3. Consider Approval of:

a. Agenda. Jenn noted the agenda has the wrong date and amended the agenda date to July 22, 2025. Ryan moved to approve the amended agenda. Seconded by Tiffany. Motion carried.

b. Minutes from the previous meeting June 26, 2025: Karen moved to approve the June 26, 2025 minutes. Seconded by Ryan. Motion carried.

4. Treasurer's Report: Karen updated the board on the month's bank activity; there has been no activity in the last month. Monthly statement emailed to board members prior to meeting. Ryan moved to accept the Treasurer's report. Seconded by Tiffany. Motion carried.

5. Introduction to Mary Dickson: Mary talked to the board and attending members about her career and training classes available.

Commission decided to lock in Mary Dickson for the November Annual Conference. IPTA to reimburse Mary for hotel, food, flight, and rental car while in town.

6. Old business: Eventbrite account; membership

a. Eventbrite account has been created!! He shared the login info with the Board. Thank you, Ryan!

b. Inquiries about IPTA (Tyler Avis, Grinnell)/conference (Christina Schneider from Maquoketa). Jenn updated group on a few recent inquiries.

7. Support for At-Large Candidates Jack Applegate and Rachael Parrish: Luke talked about how Iowa Association of Building Officials IABO hands support of at-large candidates. Luke will send Board the letter template to support candidates that reach out and request. He also mentioned IABO supporting Ben Pothoff from Dubuque. Ben was in attendance and also respectfully asked for IPTA's support. Consensus was to offer IPTA's support for these candidates.

8. All things Annual Conference Nov 13-14, 2025:

Location: Altoona City Hall

Trainer: Mary Dickson

Course Day 1: Plan Review for Permit Techs (cap at 40 people)

Course Day 2: Residential Blue Print Reading for Permit Techs

Jenn is looking into lunches both days and will get an occupancy count for the Council Chambers

based on available space and tables/chairs.

Kara is working on swag and door prizes. Karen will send out the budgets she had last year for swag and snacks. Will get a budget when we have a better idea of number of registrants. Last year's budget was \$1,200/\$1,500)

Tiffany working on hotel pricing and blocks.

Save the dates to come out first week of August.

9. Committee Reports and Action – No groups met this last month. – No reports.

a. **Membership:**

b. **Education:**

c. **Communications:**

d. **Bylaws: Jurisdiction changes mid-year; membership fees after serving** – To be addressed next meeting

10. New Business/Open Agenda

a. **Member Engagement/Expansion:** Kara made a tri-fold brochure about IPTA to hand out and spread the word about the group. Shawn offered to hand them out as he travels around Iowa for work. Kara is also working on pin designs to hand out at our Annual Conference as well as the ICC Annual Conference. She will send out the designs. Will have IABO, PermitTech Nation, and EICCC send out the Save the Date and the conference invitation to members. Brief discussion was also held about possibly offering webinars for free or discounted fees to members, to make membership in IPTA more valuable.

b. **Scholarships:** Will discuss at next meeting. Ran out of time.

c. **Next IPTA meeting:** Set for August 28, 2025, at 2:30PM.

11. Adjourn: Ryan moved to adjourn the meeting at 3:42 P.M. Seconded by Karen. Motion carried.