

**Iowa Permit Tech Association Board Meeting Minutes – Zoom Format  
October 16, 2025 2:30 PM**

**1. Call to Order:** IPTA Board meeting was called to order at 2:30 P.M.

**2. Board members present:** Jenn Naylor (Pres) and Tiffany Stinson (Sec).

**Board members absent:** Ryan Sampica (Vice) and Karen Rowan (Treas).

**Others in Attendance:** Kara Maxwell

Ryan joined meeting at 2:46 P.M.

**3. Consider Approval of:**

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

b. Minutes from the previous meeting September 18, 2025: Ryan moved to approve the August 28, 2025 minutes. Seconded by Jenn. Motion carried.

**4. Treasurer's Report:** Tiffany moved to defer the Treasurer's report as Treasure was absent. Seconded by Jenn. Motion carried.

**5. Old business:** No old business to discuss.

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

Discussed current registration is 18 of 40 open spots.

**7. Committee Reports and Action –**

a. **Membership:** Discuss fees for 2026, invoicing/ICC reimbursement  
Board decided to keep 2026 membership fees the same

Jenn will email Mary requesting an invoice request for training as ICC allocates \$1,200 to participating groups. Since Mary is donating her time for training and only requests travel and hotels fees, could suggest donating extra earnings back to the IPTA group.

b. **Education:** Sign-in, certificates, name tags, evaluations re: course  
Tiffany to work on updating the course evaluations. Need an evaluation for both days specific to each class being offered.

c. **Communications:**

d. **Bylaws:** Review proposed amendment review with board.

**8. New Business/Open Agenda**

a. Member Engagement/Expansion: Next year's agenda item.

b. Scholarships: Next year's agenda item.

Next scheduled meetings prior to annual conference:

- November 6, 2025 at 2:30PM
- November 12, 2025 after conference setup

**11. Adjourn:** Tiffany moved to adjourn the meeting at 3:13 P.M. Seconded by Ryan. Motion carried.