

**Iowa Permit Tech Association Board Meeting Minutes – Zoom Format
September 18, 2025 2:30 PM**

- 1. Call to Order:** IPTA Board meeting was called to order at 2:31 P.M.
- 2. Roll Call:** Board members present: Jenn Naylor (Pres), Ryan Sampica (Vice), Karen Rowan (Treas) and Tiffany Stinson (Sec).

Others in Attendance: Kara Maxwell

3. Consider Approval of:

- a. Agenda. Tiffany moved to approve the agenda. Seconded by Karen. Motion carried.
- b. Minutes from the previous meeting August 28, 2025: Ryan moved to approve the August 28, 2025 minutes. Seconded by Karen. Motion carried.

- 4. Treasurer's Report:** There has been no activity in the last month since the last board meeting. Ryan moved to accept the Treasurer's report. Seconded by Tiffany. Motion carried.

- 5. Old business:** There was none.

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

Discussed annual conference registration. Instructor requested a max of 40 participants for Plan Review for Permit Techs.

Ryan moved making the event a 1 ticket, 2-day event with a cap at 40 participants at \$150 per ticket with a complimentary membership of the IPTA for 1 year. With the caveat of reconvening if the ticket sales run out and either:

Plan A: See if instructor will allow a few more participants to register

Or

Plan B: Offering admission into day 2 of the conference at a reduced ticket price of \$100 per ticket.

Seconded by Tiffany. Motion carried.

- a. Eventbrite: Goes live September 19, 2025 at midnight. Registration deadline October 31, 2025.
- b. Other: Kara offered to create a post for the annual conference to post on social media once registration goes live.

Need to create an evaluation for both days of the conference for the preferred provider status.

7. Committee Reports and Action –

- a. **Membership:**
- b. **Education:** Courses submitted and approved; need sign-in, certificates, name tags, evaluations re: course
- c. **Communications:** Update website with minutes, meetings, Annual Conference
- d. **Bylaws:** Jurisdiction changes mid-year; membership fees after serving

8. New Business/Open Agenda

- a. Member Engagement/Expansion
- b. Scholarships

Next scheduled meetings prior to annual conference:

- October 16, 2025 at 2:30PM
- November 6, 2025 at 2:30PM
- November 12, 2025 after conference setup

Karen will be in Italy from 10/6 through 10/20, so she cannot attend the 10/16/25 meeting.

9. Adjourn: Tiffany moved to adjourn the meeting at 3:21 P.M. Seconded by Karen. Motion carried.