**Iowa Permit Tech Association Board Meeting Minutes – Zoom Format**
**November 6, 2025 2:30 PM**

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

2. **Roll Call:** 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 Ryan. Motion carried.

   b. Minutes from the previous meeting October 16, 2025: Jenn moved to approve the October 16, 2025 minutes with an amendment to updating keeping 2026 fees the same to keeping the 2026 membership fees the same. Seconded by Ryan. Motion carried.

4. **Treasurer's Report:** Karen updated the board on the months bank activity. We have a membership check from Grimes for $40 to be deposited. We need to refund Veenstra & Kim $110 for the conference fee as the member can no longer attend the conference, but we will keep $40 for the membership fee. We own Kara Maxwell $1,500 for conference swag; receipts have been submitted. Final we have a debit charge for $61.12 for conference materials, fee is pending but we have the receipt. 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:** No old business to discuss.

6. **Last Minute Annual Conference Items - Nov 13-14, 2025:**
   a. Donation form for Mary? Karen was working on that. – Working on donation form.

   Board discussed what our next steps are if flights get delayed or canceled due to government shutdown. Plan B: discussed doing conference via zoom or google team.

   b. 20 attendee's total – update total attendees 19.

   c. Agenda – reviewed drafted agenda and discussed reminder email to attendees with PowerPoints and material needed for class.

      Day 1 – Plan Review for Permit Technicians
      Materials Attached (to bring):
      - PowerPoint handout
      - Review worksheets

      What to Bring:
      - International Residential Code (IRC)
      - Architectural/Engineering scale
      - Calculator

Day 2 – Residential Blue Print Reading
Materials Attached (to bring):

- PowerPoint handout
- Set of prints (please print at 11" x 17" for readability)
- Small site plan

What to Bring:

- International Residential Code (IRC)
- Calculator

d. Social hour – discussed meeting at the hotel lobby or Burger Shed for social hour this year. Tiffany emailing Hyatt about lobby space.

Tiffany will print course evaluations for both days.

**7. Committee Reports and Action –**

a. **Membership:** Any member not attending who hasn't sent in a separate app for 2026 will need to be invoiced next year

b. **Education:**

c. **Communications:**

d. **Bylaws:**

**8. New Business/Open Agenda**

Next scheduled meeting prior to annual conference: November 12, 2025 after conference setup.

**9. Adjourn:** Karen moved to adjourn the meeting at 3:31 P.M. Seconded by Ryan. Motion carried.