

**Iowa Permit Tech Association Board Meeting Minutes – Zoom Format**  
**January 15, 2026, 2:30 PM**

1. **Call to Order** The IPTA Board Meeting was called to order at 2:32 P.M.
2. **Roll Call:** Ryan Sampica (Pres), Tiffany Stinson (Treas), Kara Maxwell (Sec), Jenn Naylor (Past Pres)

**Others in Attendance:** Deb Miller, Ben Pothoff (Dubuque), Christina Schneider (Maquoketa), Jamie Miller (Clive), Pam Kalstrup, and Paula Good.

**3. Consent Agenda:**

- a. Agenda for the January 15, 2026 meeting.
- b. Minutes from the previous meeting November 6, 2025:
- c. Treasurer's report

**Motion to Accept by Tiffany. Second by Kara. Motion carried.**

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

5. **Introductions (name, jurisdiction, role within that jurisdiction, 10 min)** IPTA members gave brief introductions.

**6. Mission & Purpose Review (5 minutes)**

**a. Review mission statement**

Ryan validated the importance and relevance of IPTA's mission statement: To provide, promote, and support education, networking, professionalism, certification, and recognition of its membership.

**b. Why the work matters this year (this year's motto: Expand & Grow)**

Ryan thanked Jenn for her contributions to the organization. He emphasized an intention to focus on outward growth. He shared ideas of collaborating with other state code chapter organizations and wants to gather more input from members. Kara acknowledged PermitTechNation (PTN) as the national chapter for permit techs and advised members that every IPTA member has complimentary PTN membership. Ryan provided an update that IPTA is now featured on PTN's State Chapter webpage. Additionally, IPTA's board members are identified on the Secretary of State's website.

**7. Goals and priorities for 2026 (15 min)**

**a. Scholarship program – flesh out, make progress**

Ryan shared that one of his goals during his tenure as President of IPTA is to establish a scholarship program. He has consulted with Luke Maloney and Roger Schemmel and is still gathering details. Kara mentioned capacity concerns for the Education Committee as the group would also like to implement virtual training sessions. As a group, it was decided that the scholarship program may take a backburner to that initiative.

**b. Member engagement/expansion – invite jurisdictions/people**

Ryan discussed the growing membership numbers of IABO and lowAce and asked for input on how to increase IPTA's member numbers. Kara reported that Lucas Gonyier with lowAce had success with cold calls to building officials throughout Iowa. Ryan will make phone calls to various building departments and will report back on the progress.

**c. Look at member onboarding process/app process (online instead of paper?)**

Ryan asked Tiffany if there was a possibility to take membership applications online. Ben Pothoff reported that lowAce successfully implemented online membership applications and even auto-renewals. Tiffany will investigate the possibility of online member onboarding and report back on the progress.

**d. Virtual classes/trainings**

Kara agreed to investigate the tiered preferred provider statuses and their associated costs through the ICC. She will report back on the findings.

**e. Possible collaboration with lowAce**

Ryan talked with Lucas Gonyier, President of lowAce, who had interest in a collaboration with IPTA. Lucas stated he would bring the concept to the lowAce board at their next meeting. Ryan will report back to the group on progress.

f. **Greater Committee involvement**

Ryan was interested in strategies to get members more involved in committee work. Eventually, his vision is to have a board member serve as a liaison on each committee who would bring the member ideas discussed within their committee to the board for approval.

**8. Roles, expectations, & engagement (10 min)**

a. **Leadership Introductions**

Present board members introduced themselves at the beginning of the meeting.

b. **Member Roles and opportunities to get involved**

Members are encouraged to get involved through committee contributions.

c. **Attendance and participation expectations**

Board members are expected to attend at least 75% of the annual IPTA Board Meetings.

**9. Committee Reports and Action – (review directives – reports starting at February meeting, 5 min)**

a. **Membership Committee – 2026 applications**

Ryan asked whether the paper form of the membership application could be adjusted to fit more than three entries. Jenn explained that it was doable and the group entertained the idea of remaking the form with the intention of sending an IPTA brochure along with it to save space on the front page which is currently used to explain IPTA's purpose.

b. **Education Committee – 2026 Annual Conference**

Ryan is working with lowAce to discuss a conference collaboration.

**10. Open Agenda**

a. **reminder dates for upcoming meetings**

Ryan explained that IPTA meetings are set to occur every third Thursday of the month at 2:30 P.M. Kara mentioned that PTN has an upcoming meeting January 21<sup>st</sup> starting at 11:00 A.M. and encouraged members to listen in, reminding them of their complimentary PTN membership through IPTA.

b. **Conference thoughts: free membership? (Ande and Gary example)**

Ryan discussed concerns with offering free membership to IPTA Annual Conference attendees. Jenn expressed interest in the concept of members receiving a discount on their training sessions rather than a free membership. Kara supported this idea, emphasizing that members would feel the value of their membership benefits more readily.

c. **IPTA merch?**

Ryan asked the group if they were interested in any IPTA merch. Tiffany stated that she supported IPTA-branded clothing. Kara suggested partnering with IABO/EICCC's merch initiative so that members could place their own orders.

d. **Membership app folder – Tiffany**

Tiffany has been uploading membership applications into a shared folder. She requested approval from the board for mobile deposits. Tiffany explained her process, stating that she retains the check and attaches a mobile deposit stub to it. The board supported this process.

**11. Adjourn:** Tiffany motioned to adjourn the meeting at 3:31 P.M. Seconded by Kara. Motion carried.