

Iowa Permit Tech Association Board Meeting Minutes – Zoom Format  
February 19, 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), Karen Rowan (Vice), Tiffany Stinson (Treas), Kara Maxwell (Sec), Jenn Naylor (Past Pres)

**Others in Attendance:** Deb Miller (Pottawattamie County), Paula Good (Pottawattamie County), Ben Pothoff (Dubuque), and Christina Schneider (Maquoketa).

- 3. Icebreaker** – win or something looking forward to this year  
Paula, Ryan, Deb, Christina, Ben, Tiffany and Kara shared. Paula has a trip planned to the Gulf Shores, Ryan received word that he's a new governing member for the ELMC, Deb will be retiring, Christina's daughter graduated from Navy boot camp, Ben received word that he'll be attending Leadership Week in Hartford, Tiffany is looking forward to summertime, and Kara enjoyed a recent trip to Cancun.

**4. Consent Agenda:**

- Agenda for the February 19, 2026 meeting.
- Minutes from the previous meeting Jan. 15, 2026:
- Treasurer's report/Account activity

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

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

**6. Updates:**

- Web Training provider (Kara)

Kara discovered that there are two categories for Preferred Providers; those that offer on-site classes, and those that offer on-site and online classes. The fee to offer on-site or online only is \$280; the fee to offer both is \$450. When Kara asked ICC staff about the process for switching categories, they automatically made the category change to the account. Kara let them know the board was still in discussion but emphasized how easy the adjustment would be if that is the route chosen. Tiffany voiced concerns about whether additional classes would be offered, explaining that the extra fee only makes sense if the benefit is fully used. Karen echoed these concerns and wondered about the logistics of the change. Kara made a motion to research ICC online course options and see which may benefit our membership before moving forward with the category change. Tiffany seconded. The motion carried. Members on the call expressed interest in online course options.

- Membership applications – going online? (any updates?)

Tiffany will be reaching out to ICC's chapter website developer to explore this option.

- Talk about PTN article

Ryan shared that IPTA will be highlighted as a state permit tech chapter in an upcoming PermitTechNation newsletter. He asked for feedback from the board on his prepared writing. The board agreed that Ryan's writing represented the group well.

- Apparel inquiry (Lucas Pump)

Ryan shared that Lucas Pump is open to adding IPTA to the IABO/EICCC apparel order site set to launch sometime after March 12th. Lucas needs the IPTA logo by the first week of March. Ryan confirmed that the group wanted to proceed with the current IPTA logo; Kara mentioned vendors' past concerns around printing the current logo. The group agreed to proceed with the IPTA logo which reads 'Iowa Permit Technicians Association' underneath the lettering rather than through the center of the lettering. Tiffany asked if there was another logo option that resembled the IABO logo; Kara stated it was not an option she had explored. Tiffany stated she would play with designs and share them with the group. Ryan asked about shipping options for apparel orders; Christina confirmed that she had her apparel order shipped previously.

e. Challenge Coin/Pin discussion

Kara shared the 2026 challenge coin design as well as the pin designs from 2025. Ryan stated that he'd like to have something to pass out for Leadership Week and the Annual Conference. The board will discuss which design is preferred.

f. Collab with IowaAce

Ryan contacted Lucas Gonyier with IowaAce; he is still waiting for any updates.

g. Leadership Academy Update

Ryan's new appointment as an ELMC Governing Member ensures his trip for Leadership Week is covered by the ICC. Kara is also a Governing Member for ELMC, so she'll be attending Leadership Week as well. With that, IPTA's chapter benefit will cover Karen's attendance for Leadership Academy. Karen expressed interest in attending and invited Tiffany to attend alongside her if she is interested.

## **7. Committee Reports and Action**

a. Membership – sending out membership applications

Karen stated that she would continue membership outreach using the municipality lists she has compiled. She is focusing on areas with fewer current IPTA members and may begin cold-calling departments to gauge awareness of IPTA.

b. Education – researching web training options, Annual Conference topics

Ryan asked the board for input on the date and topic for the Annual Conference. Kara recalled a conversation where the board discussed having the Annual Conference course remain similar (if not the same) to 'The Complete Permit Technician' taught by Steve Burger. The idea was that more in-depth training options could be available on-line. Members on the call stated that they would be most interested in having 'The Complete Permit Technician' as the in-person option. Ryan asked about potential dates for the conference; Kara explained that some distance between other chapter conferences may be helpful, as people had to choose between conferences last year. Tiffany agreed and Ryan shared that his schedule is more open around that time of year so there is some flexibility with the conference dates.

c. Communications – start planning for Building Safety Month in May

Kara mentioned that Building Safety Month is in May. She asked the board about last year's proclamation process. Jenn shared that she was sent a proclamation by Rick Hauffe. Ben advised that Rick is no longer in his previous role with the ICC, so the process may look different this year. Ryan expressed interest in completing the proclamation. Kara shared that the ICC has an active survey for Women in Construction Week; she shared the link with members and explained that responses may be included on ICC's socials or in an upcoming Building Safety Journal publication.

d. Bylaws

No updates to provide. Edits may need to be made as Preferred Provider status is explored.

## **8. New Business/Open Agenda**

a. Annual Conference – conversation starter

Ryan asked Kara if she could check-in with Lucas on IowaAce's tentative conference dates. The board discussed potential locations for the conference; Eastern Iowa was suggested – exact location TBD.

b. PTN – what they offer vs. what we are trying to do (Karen)

Tiffany asked whether PTN training offers a discounted rate to IPTA members. Kara explained that it is a case-by-case basis; some training courses are completely free for members, whereas others may still incur a fee. Karen asked whether becoming a web training provider meant that IPTA would have to develop courses from scratch or if we'd be selecting from a menu of pre-developed courses. Kara explained that IPTA would have the option to do either and similarly to PTN, would have the option to either charge members or waive the training fee. Ben provided further explanation stating that if IPTA were to make the shift to the on-site and online Preferred Provider category, the chapter would have the ability to pass on CEUs to its members for either on-site or online training opportunities. Ben went on to say that IPTA can decide who puts on the training; chapters may hire ICC instructors, utilize some of the free ICC training (navigating their website), or hire an industry professional (truss manufacturer presents for an hour online). He echoed that IPTA could decide whether to charge members for the course, but with the preferred provider credentialing, can submit the course for CEU approval from the ICC and then pass those CEUs on to the members.

c. Membership applications – Kara updated

Membership applications were updated to match the brochure. There are both static and fillable PDF options.

**11. Adjourn:** Tiffany motioned to adjourn the meeting at 3:30 P.M. Seconded by Karen. Motion carried.