

**Iowa Permit Tech Association Board Meeting Agenda – Zoom Format
March 25, 2026 3:00 PM**

1. Call to Order (Time: 3:04PM)

2. Roll Call: Ryan Sampica (Pres), Karen Rowan (Vice), Tiffany Stinson (Treas), Kara Maxwell (Sec)

Others in Attendance: Deb Miller (Pottawattamie County)

3. Consent Agenda:

- a. Agenda for March 25, 2026 meeting.
- b. Minutes from the previous meeting Feb. 19, 2026
- c. Treasurer's Report/Account Activity

Ryan presented the consent agenda and opened the floor for discussion.

Motion: Kara moved to defer approval of the Treasurer's Report/Account Activity until the travel charge is clarified and any non-reimbursable portions are addressed.

Second: Tiffany

Discussion: Kara referenced ICC policy CP#4-03 and noted that certain charges on the IPTA account, including travel insurance, may not be eligible for reimbursement. Ryan asked whether the intent was to defer approval until reimbursement is received from the ICC. Kara clarified that non-reimbursable charges should be repaid to the organization as soon as possible, as organizational funds should not be used for expenses that are not eligible for reimbursement.

Ryan stated that in previous years he has heard of instances where travel insurance was reimbursed and indicated he would confirm with the ICC. Karen stated she did not support deferring approval, noting that the Treasurer's Report accurately reflects account activity. Kara acknowledged the report reflects the charges but noted that account activity included items that may not align with policy and is listed on the same line item as the Treasurer's Report.

Ryan called for any further discussion. Kara restated the motion.

Vote:

In Favor: Kara, Tiffany, Ryan

Opposed: Karen

Motion carried.

Ryan then called for discussion on items (a) and (b).

Motion: Kara moved to approve items (a) and (b).

Second: Karen

Motion carried.

4. Old Business

- a. Web Training provider (Kara)

Kara provided an update on research related to ICC's LearnLive offerings. She has been in contact with Liz Chagolla, Director of ICC Enforcement Training, to clarify subscription options, chapter-level access, interaction with Preferred Provider status, and sponsorship opportunities. Further updates will be handled as information becomes available.

- b. Membership Applications – any updates

No updates reported.

5. Updates:

a. Apparel information – link will be sent out

Ryan shared that the apparel order link is live. The \$25 IABO discount applies only to items with the IABO logo. Orders will be shipped to Cedar Rapids and distributed at the May IABO meeting in Marion. Members may choose to ship items directly to their home address for an additional fee.

b. Challenge Coin/PIN discussion

Ryan initiated discussion regarding challenge coins and pins. Kara asked about interest in pins for the Chapter Leadership Academy. The board decided that if pins were to be ordered, it would be for the ICC's Annual Conference and/or IPTA's Annual Conference.

Karen expressed concerns about organizational funds being used to purchase pins distributed externally. Kara noted that the board approved similar expenses previously and requested clarification. Karen stated that, as a nonprofit, such items should not be covered.

Tiffany stated she would not be interested if board members were required to personally fund the purchase. Karen indicated she would personally purchase pins for herself and Tiffany.

Kara noted that similar promotional items are commonly funded by organizations. Discussion included prior pin purchases and budget considerations. Ryan and Karen discussed developing a more detailed budget separating conference-related expenses.

c. Collab with IowaAce – discussion

Ryan shared communication with IowaAce leadership. A joint conference is not currently being pursued, but collaboration on venue options remains possible.

Discussion included potential scheduling conflicts and staffing concerns for smaller jurisdictions. The board tentatively agreed on November 12-13, 2026 for the IPTA Annual Conference.

Locations discussed included central and eastern Iowa. Further discussion on venues will continue.

6. Committee Reports and Action

a. Membership – sending out membership applications

No updates reported.

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

Tiffany discussed a potential training opportunity with Steve Burger. The board expressed interest in exploring training options, including 'Legal Aspects of Code Administration for Permit Techs' and 'The Complete Permit Technician.' Tiffany will follow up.

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

Kara shared a proposed plan to increase member participation through a survey collecting tips, headshots, and insights. The board supported the proposal and discussed next steps for content development. The survey has been created and is available on IPTA Google Forms for board members to access.

d. Bylaws

No updates reported.

7. New Business/Open Agenda

a. Annual Conference – Place? Topic(s)?

Venue and topics will continue to be discussed.

b. Virtual Class/trainings updates

LearnLive subscription options are being explored.

c. Membership applications – Kara updated.
No updates reported.

9. Adjourn:

Motion: Karen moved to adjourn the meeting at 4:04 P.M.

Second: Tiffany

Motion carried.