

KCMAPT

Kansas City Metro Association of Permit Technicians



KANSAS CITY METRO ASSOCIATION OF PERMIT TECHNICIANS
MEETING MINUTES
NOVEMBER 3, 2005
BELTON CITY HALL
BELTON, MO
12:30 PM

I. Call to Order

The meeting was called to order at 1:00 pm by Chris Moretina

II. Roll Call

Officers

President, Chris Moretina - Present
Vice-President, Kathy Rohde - Present
Treasurer, Mike Stewart - Present

Board of Directors

Harvene Bahr – Present
Rich Conroy – Present
Wally Hook - Present
Jennifer Martin – Present

III. Approval of Minutes from August 4, 2005 meeting

A motion to approve the minutes of the August 4, 2005 meeting was made by Becky Jarret, seconded by Rich Conroy, and approved unanimously.

IV. President's Report

Chris Moretina stated that the Permit Technicians training that was held in October was a success with 27 in attendance.

V. Vice President's Report

Kathy Rohde handed out Emergency Management Desk References that Barb Eichinger from the City of Olathe provided.

VI. Treasurer's Report

Mike Stewart reported a current balance as of November 3, 2005 is \$3137.40
Currently we have 42 active members and 2 honorary (Becky Baker and Steve Burger)

A motion was made by Eirene Oliphant to accept the Treasurer's report, seconded by Wally Hook, and unanimously approved.

A discussion followed concerning how membership numbers are derived.

VII. Committee Reports

Membership Committee - Janice Rogan

"Proposed suggestions from the Membership Committee of KCMAPT" handout was distributed and discussed. In addition, the following suggestions were made:

Adding membership names and email addresses to KCMAPT website.

Creating computer generated sign-in list with a box to check if contact information has changed.

Suggestion was made to add "Introductions of those present" onto the meeting agenda.

Mike Stewart suggested sponsoring one person from the Chapter to attend the national meeting. Possible drawing of a name and , if their city cannot cover expenses, the Chapter could pick up part.

It was noted that ICC covers the registration fees for the president of the Chapter to attend the national meeting.

There was further discussion of whether an educational class (ie Denver) instead of the national meeting might be more appropriate with a "scholarship" of \$500 rather than the full cost covered.

Rich Conroy added that he had guidelines for scholarships that might help in the development of this suggestion. He was directed to send them to the board for "tweaking" and the board will forward them to the membership committee.

Mike Stewart suggested that the Chapter perhaps offer to cover 75% of expenses for an educational trip.

A suggestion of members putting their "name in a hat" each time a meeting is attended. The more meetings attended the better the chance is of winning the trip.

A decision was made to see what Rich has regarding the scholarships and to proceed from there. It was also decided to work towards the 2007 Colorado Educational Conference rather than the 2006.

The membership committee presented a selection of clothing in a wide range of prices that is available with the Chapter insignia. Umbrellas are also available, however a minimum order of 72 units is required. There is an initial setup fee of \$85 for the insignia. Kathy Rohde stated that she is aware of a store in Gardner that does embroidery of insignias on whatever apparel you bring in (Murrays). A button-down denim shirt was picked as a good unisex shirt and a cost for members of \$30, which includes a slight profit for the Chapter, was set. A decision was made for members pay the chapter and the chapter will pay the vendor. A motion was made by Chris Moretina to accept the set price of \$30 for the denim button down shirt with insignia, to accept the \$85 set up fee for the insignia (which will be yellow and black) and to order a few extras when the order is placed. The motion was seconded by Jennifer Martin and unanimously passed. A question came up regarding whether changing the thread color of the insignia would result in any charges and it was determined that it would not.

A question was submitted regarding who pays for food at the meetings and it was determined that sometimes the hosting city pays and sometimes the chapter pays.

There was a discussion regarding Permit Technicians who do not attend meetings and whether it is the cities that keep the various Permit Techs from attending or if it is the techs themselves. Janice Rogan said that she would like to visit the CBO's of those who aren't allowed to attend – Mike gave her a list that he had. Eirene commented that she thought it would be better to target the PT's rather than the CBO's as the officials might not tell the whole story.

Discussion followed regarding incentives to attend chapter meetings. Door prizes (ie letter openers) were suggested but Chris Moretina commented that meeting already include a free lunch and Jennifer Martin added that she didn't think a door prize would be enough to entice more to attend.

It was decided that the Tally Board and membership applications would be turned over to the Membership Committee.

Name tags will now have a designator on them for board members (office held in yellow).

Janice submitted the suggestion of purchasing frames for certificates when Permit Tech's pass the certification exam. A suggestion was made to include the phrase "When certification is passed, notify the Membership Committee". Membership committee will notify VP so that congratulatory email can be sent out.

A motion was made by Janice Rogan to purchase 12 black frames at a cost of 3 for \$5.55, seconded by Rich Conroy and unanimously approved.

The duties of keeping the membership information (ie the official list) was passed over to the Membership Committee. Mike Stewart will still receive the initial application and money but will forward information to the Membership Committee. Renewal notices will be sent out by the Membership Committee.

Nominating Committee – Plans are being made to start gathering nominations for upcoming election.

VIII Old Business –

Kathy to look into tape recorder at a cost under \$300. Board to vote by email.

IX New Business

Discussion about the location of the Annual Business meeting. Jennifer Martin said that she looked into it last year and locations like the casinos were too much. She volunteered to look into it again this year.

Schedule for 2006

January 20, 2006 - City of Leawood / JoCoBO meeting
March 16, 2006 – Annual Business Meeting – To be determined
May 4, 2006 - Independence (Plot Plans and Landscape Surveys)
August 3, 2006 – Shawnee (Basement Finish)
October 5 & 6, 2006 – Lee's Summit (2 day training) – Leawood will be backup
November 2, 2006 – Gardner (Planning 2007)

Harvene Bahr suggested that we try and offer some more advanced classes.

Eirene offered the following information regarding classes that the Metropolitan Kansas City Chapter of ICC is sponsoring:

January 12, 2006 – Increasing Credibility of the Building Official (\$145 per member)
April 7, 2006 – Customer Service for Codes Administration (\$145 per member)

Topics for the October 2 day training were discussed . It was noted that the Chapter has 2 free classes this year (Chapter pays only for paperwork). A question arose regarding whether we could split the 2 days – Eirene will look into this possibility. The question also came up of whether we want Steve to come out again this year or every other year.

Mike Stewart reminded us that the plaque had been purchased for the Employer/Supervisor of the Year and a question was raised about how nominations are made.

Once the recipient is chosen, it can be announced at the Annual Business Meeting and then, possibly, have the plaque presented to the winner at their next city council meeting.

Harvene Bahr asked if supervisors from other cities can be nominated and it was determined that, yes, you could do that.

Janice Rogan suggested putting the nomination info on the website.

X. Announcements and Acknowledgements

Thanks were extended to Chris Moretina and the City of Belton for hosting the meeting and providing lunch.

Also in attendance:

Ann Keeton, Belton
Tamara Wallace, Baldwin City, KS
Eirene Oliphant, Leawood, KS
Nancy Rollheiser, Leawood, KS
Sally Johnson, Lenexa, KS
Janice Rogan, Lenexa, KS
Dawn Bell, Lee's Summit, MO
Wally Hook, Linn Valley, KS
Janice Rogan, Lenexa, KS
Linda Thompson, Olathe, KS
Harvene Bahr, Shawnee, KS
Holly Driscoll, Raymore, MO
Paula Puszczewicz, Parkville, MO
Becky Jarrett, Gladstone, MO

XI. Adjournment

A motion to adjourn the meeting was made by Kathy Rohde, seconded by Eirene Oliphant and approved unanimously. Meeting was adjourned at 3:40 pm.