



**WASHINGTON STATE ASSOCIATION OF PERMIT TECHNICIANS  
2007 FALL SEMI-ANNUAL MEETING MINUTES  
Marcus Whitman Conference Center – Walla Walla, WA  
Business Meeting – September 24, 2007 / 8:00 am**

Call to Order at 08:06 am

Pledge of Allegiance

Introduction and recognition of Board, Committee Chairs and Members

Dave Collette from the City of Walla Walla Building Department welcomed the membership to Walla Walla. He expressed his appreciation of permit techs and the jobs they do, the information they supply the citizens, the wealth of knowledge they possess and the support they give to the other employees within the department. Permit techs are the backbone of the department.

Over view of the items in the registration packet was given.

John Darnall, ICC Board of Director and Building Official for the City of Tumwater Washington, spoke about how the ICC Membership Committee is developing a strategy to find better ways to serve the membership. In his travel across the country he has been amazed at how other parts of the US do not have permit techs being considered in the building department as they are in Washington State. This chapter was the first in the nation. Permit Technicians are the other third of the Building Department. With Judy's encouragement he campaigned for a new National ICC Ad Hoc Permit Technician Committee. This committee has 18 representatives with Judy Pozarich representing WSAPT who was instrumental in requesting the committee formation along with Marlene Manzanares (from CAPT) and Bonnie Lanz (from OPTA). The other members including permit technicians, building officials are scattered all over the US including Canada. Currently they are in process of getting the business end of the committee taken care of and will hold the first meeting some time in November 2008. The purpose of the committee is to raise the awareness of what the roll of the Permit Technicians is through the education of Building Officials, ICC staff and the public. The committee's goals include raising the professional profile of the Permit Technician, providing more educational opportunities along with including more specialized training books. There are currently 678 certified permit technicians within existing PT ICC Chapters with 194 of those being here in Washington. WSAPT is truly leading the way for certification. The committee will meet a couple times over the next year and then make the final report to the ICC Board of Directors. During the annual ICC conference in Reno next week those committee members who are in attendance along with Laura Scott the ICC representative and John Darnall will meet to discuss goals and format for the upcoming meeting in November. All permit technicians should think about attending the ICC Annual meeting next year for the networking opportunities and educational offerings. John offered this thanks and gave his continued support to our Association.

Recognition of newly certified members: Jaime Hanson – City of Kent; Laurie Jackson - Walla Walla County; Colleen Zmolek - Jefferson County; Krista Jewett - City of Mt Vernon; Karin Smith - City of Bellingham; Marivel Mendez – Yakima County

Louisiana guests who traveled the furthest to our conference were presented a welcome to Washington basket by the Association.

### **Treasurer Report**

Ellena Hazen presented the report from March 6, 2007 to September 17, 2007.  
Checking Balance: \$28,537.24    Scholarship Savings Balance: \$2,394.41

### **Recorder Report**

Minutes were reviewed a motion was called for to approve the minutes as submitted was made by Ginny Ruimiser, Whitman County; it was seconded by Beverly Ogden, City of Kelso. The motion was approved by the membership.

### **Member of the Year**

Shari Jolley from the City of SeaTac will be presented the first WSAPT member of the year award at the WABO meeting in Yakima on October 18th.

### **Committee Reports**

#### **Administration**

The Walla Walla host committee are available for any questions or information about their town. At 4:30 pm those attendees interested in the wine tour will meet in lobby. Maria Reyes advised the membership that the Spring Meeting and Conference will be at the Quinault Beach Resort in Ocean Shores April 17 through the 18<sup>th</sup>. The room rates are \$69.95 & \$79.95. Education for this conference is on one of the flyers in your bag. Maria also reminded the members of our commitment to community volunteer events and encouraged those in attendance to participate in the 50/50 cancer fund raiser. Half of the proceeds will be donated to Fred Hutchinson Cancer Research Center in Seattle.

#### **Bylaws**

Marci Price reported that the bylaws are posted on the website and if you have any suggested changes please contact her by January 15, 2008. [mprice@ci.lacey.wa.us](mailto:mprice@ci.lacey.wa.us)

#### **Code Development**

Currently have opening for a chair or co-chair.  
No report.

#### **Education**

This committee has openings for co-chairs.  
Judy reported that the education for the spring meeting would include a certification class, and a class on inspections and land use.

#### **Membership**

Committee was thanked for the great mailing they did. Had a great return of membership forms and fees with increasing our membership by nearly 50% over the previous year. A reminder was made that to be eligible to vote you must be a member in good standing within 30 days of the meeting.

#### **Newsletter**

The current newsletter is posted on the website and the next one will be out the first part of 2008.

## **Peer**

Portfolios are for sale on the website as well as mouse pads. If anyone has any suggestions, please let April know. Currently looking at engineer's scales and commuter mugs as possible options. [ashrader@ci.dupont.wa.us](mailto:ashrader@ci.dupont.wa.us)

## **Scholarship**

Applications for 2008 scholarships are in packets. In addition to educational grant the scholarship is also given to those members who pass the PT certification test and are not reimbursed by their jurisdiction.

## **Old Business**

Website is up and running. Remember to sign up for the discussion board. The members in attendance commented that the website is very easy to navigate and is a great addition to the Association.

Committee Volunteers : Volunteers are always needed. Short meeting and sign up opportunity is scheduled for 7:45 am on September 25<sup>th</sup> for those interested in volunteering.

Scholarship Fundraiser: Scarves are for sale in the lobby. This is the last go around on the scarves. We have made approximately \$1200 in scarves sales to date.

WSAPT Lending Library: Now available for those that would like to take advantage of this service. Please check the website for details: [www.wsapt.org](http://www.wsapt.org)

## **New Business**

Nomination and Elections – Treasurer and 2<sup>nd</sup> Vice President

Penny Westerfield requested nominations from the floor for the available positions. Ellena Hazen was nominated for the position of Treasurer. Win Slota from Clallam County was nominated for 2<sup>nd</sup> Vice President. Due to the membership dues for Win not received 30 days prior to the meeting her name could not be placed on the ballot as a write in. Judy requested nominations from the floor for 2<sup>nd</sup> Vice President and Treasurer. None were received and nominations were closed. With no other nominations for 2<sup>nd</sup> Vice President the Board will appoint the position after 30 days. Judy requested a motion from the floor for a vote by acclamation for the Treasurer position. A motion was made by Marci Price, City of Lacey with a second from Tomi Chalk, Benton County. The voice vote was unanimous with no opposition for Ellena Hazen to remain as Treasurer for a 2<sup>nd</sup> term.

ICC Meeting in Reno: April Shrader will be traveling to Reno with Judy to attend. They plan to bring back some great educational opportunities and information to you. Very excited to be representing the organization and will be doing a cracker barrel presentation on Permit Technicians during the conference.

Member question and answer forum: Susan Altenburg, City of Kirkland – Chair of Web Committee for MyBuildingPermit.com. Encourages all to go on the website and check it out.

Grand prize drawing was held and the winner was: Patty McGallian from the City of Gig Harbor.

The meeting was adjourned at 9:02 am.

Respectfully submitted: Rose Ann Carroll, Recorder