



**WASHINGTON STATE ASSOCIATION OF PERMIT TECHNICIANS
2008 FALL SEMI-ANNUAL CONFERENCE
Sun Mountain Lodge – Winthrop, Washington
Business Meeting – October 16, 2008 / 7:00 pm**

Call to Order at 06:55 pm

Pledge of Allegiance

Introduction and recognition of Board and Committee Chairs

Recognition of newly certified members
Brenda Reifsnyder, City of Tacoma
Jodie Main, City of Spokane

Welcome of First Time Attendance to Conference members.

President Report

Nettie Wagner and Judy Pozarich attended the ICC Annual Business Meeting in Minnesota. The Ad hoc Committee has done several things of which Laura Scott from ICC will speak about later in the evening. The spring conference will be at Ocean Shores, WA on May 7 & 8, 2009.

Treasurer Report

Ellena Hazen presented the report –

The April 12, 2008 Checking Account Balance: \$39,391.88
Income: \$12,796.80 Expenses: \$19,126.27

Current Balance: \$33,062.41

The balance does not reflect the fall conference expenses outstanding

The April 12, 2008 Scholarship Savings Balance: \$2,483.16

Donation Income: \$250.00

Interest Income: \$ 2.56

Scholarships Awarded: \$116.24

Current Balance: \$2,619.48

Scholarship funds were awarded for the fall conference which will be taken into account for the spring report. A motion to approve the report as submitted was made by Diana Gallagher, Klickitat County and seconded by Shawna Gossett, City of Mukilteo. The motion was approved.

Recorder Report

Motion to approve the minutes with noted corrections was made by Maria Reyes, City of Wenatchee. Motion was seconded by Kim O'Hara, City of Burlington. The motion to accept the minutes as corrected was approved.

Committee Reports

Administration:

Maria Reyes, Education Co-chair reported that the 2009 spring conference will be held again at Ocean Shores on May 7th & 8th. The facility has been updated with a new ventilation system which should greatly improve the meeting room air quality. The 2009 Fall Conference locations that are being considered are Chelan or Leavenworth. The committee will look at which area offers the best facilities and the best rates and report to the Board for a final decision.

Suggestion from the floor on changing to a one day conference and training – Individuals traveling just for one day still have to stay two nights. The members in attendance preferred to have at least 1 ½ days of training for the two night stay.

It was also suggested to have one day conferences in each region of the state. The pros and cons of splitting the state up into regions and doing 4 one day trainings in 4 regions at 4 different times were discussed. The "Six Topics in a Day" seems to work better on the west side than on the east side where individuals have to travel so far. There has been a request to switch it up by having the fall conference on the west side with the spring conference on the east side. This will be looked into for the year 2010. The Board will keep the I-5 and I-90 highway corridors in mind when planning future conferences for the convenience of our members.

With ICC moving their annual meeting from September to November it allows WSAPT to look at having the fall conference earlier. There are still considerations with off season rates vs. summer rates that the Education Committee has to review for the best possible rates for the membership.

Bylaws:

This committee is in need of a chair. If interested, please contact one of the Board members.

Code Development:

Marlei Brenna, Code Development Chair reported that a section on the WSAPT website will be dedicated to Code Development/Legislative Issues. This should be on line early 2009.

Education:

Judy Gribble, Education Chair reported that there was a Permit Certification Class in Spokane taught by Roxanne that was well attended and the City of Monroe will host the same Certification Class in early 2009. Please complete your education survey to help us get the classes you want and need. Exam proxy was discussed as something we need to get more information on and post on our website for individuals that have high test anxiety. Currently this committee has only one person and is in need of volunteers.

Membership:

Kim O'Hara, Membership Co-chair advised the members that new membership forms and dues will be mailed out in January. If you do not personally get one, check on the WSAPT website and download the form. www.wsapt.org Pass along to any health department, planning and other technicians who many be interested also.

Newsletter:

Judy Pozarich reported that Sandy Wirth, City of Issaquah, will no longer be chairing this committee. WSAPT will be honoring her with a \$50 gift certificate for her many years of service on this committee. Anyone interested in chairing this committee should contact Judy Pozarich or sign up on the volunteer sheets located in the lobby of the conference. Judy.pozarich@co.yakima.wa.us

Peer:

It was reported for April Shrader, Chair that the "Got Permit Techs?" theme will be carried over to the spring conference and we will need to come up with another creative idea for the fall 2009 conference. Any ideas for member or conference bag gifts let April Shrader, (City of Dupont) know. ashrader@ci.dupont.wa.us

Scholarship:

Ellena Hazen Board Liaison for the Scholarship Committee reported that three registrations for the Fall Conference were awarded as part of the scholarship program. Also available from the scholarship fund is the cost to take the certification test if your jurisdiction will not pay for the exam. A letter from the jurisdiction stating inability to pay is required along with successful passing of the exam for reimbursement. Continued education scholarship is also available to members, children of members or other members in ICC Chapters in the state of Washington. Application is available on the website for this scholarship. It was reported that the Scholarship Raffle at this conference had six donated baskets and earned \$415 in raffle ticket sales.

Old Business

1. The ICC Permit Tech Focus Group has been working hard for the Permit Technician professionals. Laura Scott, Staff Liaison from ICC for this committee spoke about the results of the Ad hoc committee on the raising the awareness of Permit Technicians and how important that role is in the building industry. Among the many things they discussed were:
 - Looked at existing certification process changes that might be beneficial
 - Looked at trade seminars and other promotional options
 - Developed a new brochure for the Professional Permit Technician
 - Updated the existing brochure "Careers in Code Enforcement"

- Publish the National Permit Tech Newsletter yearly
 - ICC Newsletter featured importance of permit techs
 - Each chapter will received a free set of study books for permit technician certification
 - ICC Website will be updated to make it easier to access permit technician information in 2009.
2. Judy Pozarich and Nettie Wagner attended the ICC meeting in Minneapolis working at the Permit Tech booth at the Expo and attending several education classes. Many contacts were made with other building officials who were interested in having a permit technician chapter in their state. The ICC meeting will be held next year in Baltimore, Maryland.

New Business

1. Our education class that was held on June 6th, "Six Topics in a Day", was very successful. The attendees liked the 1 hour topic format. The Education Committee is looking at offering this again in 2009 and possibly reducing the topics to "Four Topics in a Day" in order to have more question/answer time.

2. Nominations and Elections – The ballots were passed out to voting members. The following board positions had nominations:
 President – Judy Pozarich (Yakima County)
 1st Vice President – Nettie Wagner (City of Ocean Shores)
 Recorder – Win Slota (Clallam County) nominated during the meeting by Maria Reyes (City of Wenatchee)
 Nominations were held by voice vote for each position and the following slate of board members were approved.
 President, Judy Pozarich (Yakima County) - 2yr term
 1st Vice President, Nettie Wagner (City of Ocean Shores) – 2 yr term as appointed
 Recorder, Win Slota (Clallam County) – 2 yr term
 With Win Slota's acceptance of the Recorder position it left a 1 year vacancy for appointment to the position of 2nd Vice President. The Board will immediately look for candidates for appointment to this position.
 (Note: Lauri Jackson, Walla Walla County was appointed to the 2nd Vice President position)

3. Grand Prize Drawing – Three \$50 Gift Certificates were awarded

Motion to adjourn the meeting was made by Shawna Gossett, City of Mukilteo and seconded by Maria Reyes, City of Wenatchee. The motion passed with the meeting adjourning at 7:49 pm.

Respectfully submitted: Rose Ann Carroll, Recorder