



OREGON PERMIT TECHNICIANS ASSOCIATION

EXECUTIVE BOARD MEETING AGENDA

Date: [February 12, 2022, SATURDAY](#)
Time: 9:30-10:30 AM
Location: Virtual – WebEx link

OPTA BUSINESS

1. Roll Call
2. Minutes approval for January 22, 2022 Executive Meeting.
3. Treasurer's report (T.Little)
 - a. Discuss duties with Melany now? Set up separate meeting with Tiffany and Serena to go over with Melany? decide
4. Committee Updates
 - a. Membership (R.Trapp) 63 ppl/ 26 jur.& Outreach (M.Linbarger)
 - b. Social Media (M.Linbarger & S.Locke)
Paige needs to follow OPTA on FB in order to be an Admin.
 - c. Education (S.Locke)
 1. Serena proposal of webinar Bill Gallagher
 2. Michele Electronic Plan Review class
5. ICC Annual Report: ML to work on with SL to submit by end of Feb.
Karla Higgs available to help if we encounter issues.
6. Leadership retreat update: Troutdale update for location July 21-24 Sam Cox building:
 - a. Collaborate with WASAPT and PTN to gather resources for membership, training, forms, outreach (not reinvent the wheel).
 - b. Discuss hotel options,
 - c. Start budget discussions.
 - d. Flier SAVE THE DATE

7. Coordinate pick up of books/swag (T.Little only has some travel kits, that's it)
8. New PO Box: Must purchase new BOX and then transfer to Springfield. When does current PO Box expire?
9. NEWSLETTER: Winter
ML to email group past newsletter for sections for each to work on. Target send date Mid-March.
10. Volunteer day update: no update yet
11. Southmayd update for potential Volunteer day (M.Klemmer)
12. Open Floor
13. Adjourn