



OREGON PERMIT TECHNICIANS ASSOCIATION

EXECUTIVE BOARD MEETING AGENDA

Date: [April 10, 2022, SATURDAY](#)

Time: 6:00 pm – 7:00 pm

Location: Virtual – WebEx link

<https://iccsafe.webex.com/iccsafe/j.php?MTID%3Dma4cdedd1928f6b8dd0f10393cbdfcwhv50oeMRTsszBA5PFp>

OPTA BUSINESS

1. Roll Call
2. Minutes approval for January 22, 2022 Executive Meeting.
3. Treasurer's report (S.Locke, M.Klemmer)
4. Committee Updates
 - a. Membership (R.Trapp) & Outreach (M.Linbarger, R.Trapp & P.Torres)
 - i. (R.Trapp) Letter to BO's
 - ii. Question: Would it be appropriate to appeal to the Community Development Director or City Manager, or only Building Officials?
 - b. Social Media (M.Linbarger & S.Locke)
Paige needs to follow OPTA on FB in order to be an Admin.
 - c. Education (S.Locke)
 - i. New Educator information form: turn into a fillable document?
 - ii. Bill Gallagher PTN Class
 - iii. WSAPT to provide BlueBam class June 6th (Thank you Serena! AND WSAPT!)
 - iv. Michele Electronic Plan Review class apology
 - d. Permit TechNation: (S.Locke)
 - e. Region 2 (M.Linbarger)
 - f. Chemeketa CCICC (M.Linbarger)
5. ICC Annual Report: M.Linbarger and S.Locke submitted OPTA report Feb 22, 2022.
6. Leadership retreat update: Troutdale update for location July 21-24 Sam Cox building, Troutdale, OR:

- i. Discuss hotel reservation, budget/night contract. (C.Tang)
 - ii. Flier SAVE THE DATE: Send out to _____ and When: _____
 - iii. Meal discussion,
 - iv. Budget range
7. Swag inventory taken. Discuss ordering new pins (for members and conferences)
Need new stationary: All info: Logo and address are incorrect. Should we reorder?
Should we create labels to stick over the existing? ~75 count
8. NEWSLETTER: Spring
Suggestions to add? Building Safety Month themes. Community participation highlights through photos on social media to participate?
9. Volunteer day update: May 21st is confirmed with Chris Miller at H4H Central Lane.
 - i. Create invitation to send to our members and Building Departments, share.
 - ii. Discuss food. Sponsor for breakfast or lunch or water for the volunteers and crew?
 - iii. T-Shirts?
10. Open Floor
11. Adjourn