



Meeting Minutes – BOD Executive Meeting

Date: January 22, 2022
Time: 9AM – 11AM
Location: Virtual – WebEx Link

CALL TO ORDER:

President Linbarger called the virtual meeting to order at 9:05AM.

Present:	Absent:	Special attendees present:
Michele Linbarger - President	Tiffany Bonin – Past President	None present
Serena Locke – Vice President		
Regan Trapp - Secretary		
Cailin Tang – Member at Large		
Paige Torres – Member at Large		
Melany Klemmer-Member at Large		

Everyone introduced themselves to start the meeting.

Approval of Minutes:

Locke/Klemmer m/s to approve minutes for December 4, 2021.

Treasurer's report

Bonin was absent so no report was given.

Locke motioned to table report until February's meeting.

Locke/Linbarger m/s to approve tabling report until February Meeting.

Linbarger stated that she would like to see the financials as part of the agenda showing all revenue and expenses. She will speak with Bonin to see if this can happen.

Committee Updates

- Membership (Regan)& Outreach (Michele)
 Trapp stated that membership is updated as of 1/22/2022.
 Linbarger is maintaining the OPTA website and LinkedIn account.
- Social Media (Michele & Serena)
 Linbarger will give administrator rights to Torres on the LinkedIn and Facebook page. Anyone who would like to post will be granted permission.
- Education (Serena)
 Permit Tech Cert class being planned by Locke in collaboration with Cary Frasier from PTN.
- Michele and Tiffany Collab of Bluebeam class
 Linbarger to reach out to Danny about the "make-up" of the Bluebeam class. Locke to email Linbarger, Steve Thomas' version of the Bluebeam class so that Linbarger can investigate teaching her own blue beam class in the future. Locke/Linbarger to collaborate on this.
Possible dates for Blue Beam make-up class: 2nd week of March 2022
- Swag (Tiffany)
 Linbarger reported that we have a good inventory and will likely update it late Spring/Summer. Linbarger to speak with Bonin and Brooke Cooper to pick up the swag and store it at her home.
- Bylaws

Linbarger wants to make some significant changes to the bylaws in the future. First item to discuss would be the order of the elections so that they are in synch. Locke to look into changing the order of elections to be voted on at the ABM in Fall of 2022 and will be looking at Washington's bylaws to see how they compare. This item will be revisited at the March BOD meeting for presentation at the QBM in May.

- Day of Service (Regan update H4H)
Robbie Cromwell with H 4 H in Rogue Valley would like us to pick a Saturday date in the Spring to help them with one of the Alameda Fire builds they have going (they have 4).

Trapp to speak with H 4 H on the following:

Is there a limit on volunteer numbers per house?

Look into possible dates of May 7 or May 21, 2022 to tie in with Building Safety Month.

Linbarger/Trapp to look into the following for H 4 H build:

Coordinate with OPTA members, SOC-ICC and ICC (Shirley Ellis and Jim Sayers)

Scope of work – What to wear? Tools? Hard hats?

Donations?

Hotels for out of towners

Food donations

- Klemmer to find out if there will be any follow up "service days" for the Southmayd Build.
- Fall Conference 2022
Locke working on revamping the 2022 conference and adding some new instructors. Looking into lunchtime "motivational speaker" with meet and greet to follow on the same day. Shirley Ellis would be a potential guest speaker. Here is what the day would look like:
 - Breakfast
 - Morning session
 - Lunch
 - ABM with guest speaker
 - Meet and Greet-evening

ICC Chapter updates

- PTN updates (Serena)
Using the "Forum Feature" on the PTN website.
PTN volunteer committee will be meeting with WICED in March regarding the H 4 H build in Kentucky. If anyone would like to participate please let Linbarger know.
- Region 2 update (Michele & Serena)
There was a call for volunteers for Committees and they are looking for education opportunities.
- Chemeketa Chapter ICC (Michele)
Working on marketing strategy and developing a scholarship for students in the program.
Dan Carlson and Glen Miller to present update at February 23rd QBM. Locke would like OPTA to donate.

Forms and documents shared to Google via gmail

- Linbarger would like to investigate this so that we can save all documents in one spot. All members would have access to special forms etc. Linbarger will give Torres access to the Gmail account so that she can download documents for all members to view. This will create a central location for all of our OPTA documents.

OPTA Library Update

- Linbarger watched a short video regarding "Pirate Ship" for the OPTA library. We have lots of books to utilize for the library and will need to coordinate with Bonin on an inventory for this library. We can use Pirate Ship and add it to our google docs so that we can all access it and ship from there.

2022 Goals

- Leadership retreat update
Torres recommended having the leadership retreat in Troutdale, OR. She stated that there are lots of good spaces that we could use for FREE. Board would like to shoot for June 16-19, or another June/July date and pick from a list of hotels in the area. Looking at numbers, we would likely have 15-30 people attending. Board will be looking into "out of pocket expenses" and developing a budget for this event.
- Education in-person training to outer Oregon (Central)
Linbarger stated that we should be more inclusive with this area and make it easier for members to attend once we start doing "in person" meetings. This will be discussed in the future as a 2023 goal.

Open Floor

- Klemmer expressed interest in the Treasurer position. Would like to schedule a meeting with Bonin and Locke to discuss the "official" duties of Treasurer before the February meeting.
- Executive BOD meeting to be scheduled for February 12, 2022 from 9am -10am before the QBM on February 23, 2022

Adjournment:

Next meeting is scheduled for February 12, 2022 at 9AM

There being no other items to discuss, the meeting adjourned at 11:03am

Linbarger/Locke m/s to adjourn meeting of January 22, 2021.

Respectfully submitted by the Secretary of OPTA - Regan Trapp