



## Meeting Minutes – BOD Executive Meeting

**Date:** February 12, 2022  
**Time:** 9am  
**Location:** Virtual- WebEx link

**CALL TO ORDER:**

President Linbarger called the virtual meeting to order at 9:00AM.

Present:	Absent:	Special attendees present:
Michele Linbarger - President	Paige Torres – Member at Large	Brooke Cooper – Past President
Serena Locke – Vice President		
Regan Trapp - Secretary		
Cailin Tang – Member at Large		
Melany Klemmer-Member at Large		
Tiffany Bonin – Past President		

**Approval of Minutes:**

*Locke/Klemmer m/s to wait to approve the minutes from January 22<sup>nd</sup> until the QBM on Feb 23<sup>rd</sup>. Motion passed*

**Treasurer’s Report:**

Little explained in detail the duties of the position. The board would like to develop a full SOP for the Treasurer position. Linbarger would like to appoint Klemmer at the QBM if she wants to follow through with acceptance. Klemmer will let Linbarger know if interested in the position by the end of the week.

Moving forward, the Treasurer’s report will be part of the BOD meeting agenda so that all can view general finances.

**Finance update:**

Balance = 26773.88  
 Paypal = 1704.70  
 Checks = 5387.10  
 Total = 7091.80  
 PTN renewal = 150.00  
 Ending Balance=33715.68

**Committee updates:**

**Membership**

Close to 70 members from 26 jurisdictions

Trapp revisited the online membership form and what email those are going to. The online membership form has been de-activated until this can be figured out.

**Outreach**

Linbarger to send an email to all 2020 and 2021 members regarding any lost applications that have been filled out using the online application format. Little to email an updated fillable PDF to Linbarger to send out to members whose applications have been lost. In the email to past members she will note the following:

Member pricing for classes.  
Discount for PTN.  
Spring classes for PTN.  
Blue Beam class info

## **Social Media**

Linbarger noted that If board members would like Social Media access they have to like the pages and become members on Facebook and LinkedIn.

## **Education**

### **Proposal of webinar - Bill Gallagher**

Locke to reach out to Bill Gallagher to propose a spring webinar and potential class at our November OPTA conference.

### **Electronic Plan Review class**

Linbarger actively working on a plan review class for Blue Beam. The class will include "light" plan review, cover intake with a minimum class length of 3 hours. Locke, Little and Linbarger to work together on this. Linbarger stated that she cannot make a mid-March deadline for the class.

Next steps:

Create an outline of the class.

April deadline

## **ICC Annual Report:**

Linbarger to work with Locke to submit by end of February.

Karla Higgs available to help if we encounter issues.

Locke/Linbarger to update this after the BOD meeting today (2/12/2022)

Once the annual report is submitted OPTA can use this towards ICC reward points, vouchers for ICC conference and education credits.

## **Leadership retreat update:**

Update for location in Troutdale, July 21-24 at Sam Cox building

Collaborate with WASAPT and PTN to gather resources for membership, training, forms, outreach.

Open attendance to all "leadership" EVERYWHERE.

Discuss hotel options - 15-20 rooms should be reserved at the hotel that we choose (with continental breakfast).

Ask for each group to be responsible for a meal.

Try to finalize most details by end of March.

Start budget discussions.

Flier SAVE THE DATE – Finalize so that we know who will be coming and can get attendance numbers figured out.

## **Coordinate pick up of books/swag:**

Linbarger would like to meet up with Cooper and Little to see what they have as far as their inventory. She would like to store books/swag in one central location. Cooper and Little to email Linbarger to set up a weekend day/time to meet up.

## **New PO Box:**

Must purchase new BOX and then transfer to Springfield.

Linbarger will have to request address FIRST and then they could request a refund for the Hillsboro PO Box.

*Locke/Trapp m/s to approve annual rental of \$160.00 to pay for a PO Box at the Springfield Oregon post office.*

## **Newsletter:**

Small 2-page newsletter will be sent around to membership.

Linbarger to email group past newsletter for sections for each board member to work on.

Target send date Mid-March.

## **Volunteer day update:**

Robbie from H4H to email once he has dates for Summer or Fall.

Linbarger has had no luck with H4H in Lane County – Non-responsive.

Little suggested other volunteering such as beach or park clean-up days or reaching out to the local boy scouts.

- Trapp to look into the Boy Scout idea locally.

**Southmayd update for potential Volunteer day:**

Klemmer has been speaking with Jason but no updates as of yet.

**Open Floor:**

Linbarger emailed Amy Williams of OBOA asking for a list of issues of what we can work together to fix and re-establish a relationship with them. Linbarger/Little gave full history on the relationship between OBOA and OPTA. Board waiting on next steps from OBOA as we have not heard what the "issues" are.

Check your ICC license expiration date as people are not getting notified when they expire.

Everyone that attends our QBM's will get .1 CEU's towards their certificate.

Linbarger to send out invite to QBM this week.

Gift for Mary (For teaching at our Fall Conference in 2021)

- One gift card now (50)
- One gift card after she retires (100)

*Linbarger/Locke m/s approval to send Mary a gift card now for \$50.00 and then \$100.00 after she retires. Motion passed.*

**Adjournment:**

Next BOD meeting is scheduled TBD

*There being no other items to discuss, the meeting adjourned at 10:45pm*

*Locke/Cooper m/s to adjourn. Motion passed.*

*Respectfully submitted by the Secretary of OPTA - Regan Trapp*