



Meeting Minutes – BOD Executive Meeting

Date: 3/13/2022
Time: 10:30 AM
Location: Virtual

CALL TO ORDER

President Linbarger called the virtual meeting to order at 10:34AM.

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		

Approval of Minutes

Minutes from the QBM in February have been tabled until the next meeting.

Financial Report

Financial report tabled until April's meeting.

Locke/Trapp m/s for Locke and Klemmer to share the OPTA Treasurer position moving forward.

Locke and Klemmer to meet via Webex to discuss the position duties.

Full treasurer's report to come in April.

Membership

Trapp stated that the membership spreadsheet is updated as of this week. We are still at 70 members.

COMMITTEE/OPTA PARTNERS REPORTS

Permit Tech Nation – Locke

Steve Burger to teach the Permit Tech class in May and June for 5 weeks.

Next PTN meeting will be Wednesday 3/16/2022 at 11AM, Mountain Time. Linbarger will be speak regarding H4H.

Linbarger will resend the email regarding the invite to the WICED H4H Committee initial planning meeting.

Region II – Linbarger

Linbarger stated that Region II is working on changing the bylaws in time for the ICC ABM.

A link to the OPTA website will be emailed to Sam so that it can be visible on the Region II page. Jack Applegate has been elected president of the Wyoming chapter of Permit Techs. The Wyoming Chapter wants to put a Permit Tech Class together and lots of help is needed. Next Region II meeting is April 13th at 11am.

Chemeketa Program – Linbarger

Chemeketa is gaining momentum on their goal of \$10,000 for the scholarship and are grateful to all donors.

ICC Update – Torres

Update on Safety 2.0

Torres gave an update on the ICC meeting. Items discussed were:

- Emerging leader's membership council
- ICC board shadow for the ICC ABM
- OPTA info page on the ICC website is not updated. Linbarger stated that we are waiting for them to update the info which should be soon.

Torres had some great ideas to offer during the meeting. She discussed the following:

- Starting a mentor program within jurisdictions (like an internship) and job shadow. Team with ICC for help if possible.
- Make a more "in depth" contact list for all registered Permit Techs.
- Focus topic in our next newsletter on reaching out to your fellow Permit Techs. "Expanding our reach" to make sure that everyone that wants to ask a question or make a comment is heard.
- Personally reaching out (via email) to ALL jurisdictions in Oregon so that all Permit Techs know about OPTA.

Education Committee – Locke

Locke would like to advertise a Bill Gallagher class in the Spring and another in late Summer. If others would like to view the types of classes he offers, his website is <https://www.teamworks-works.com/>

Things we need to start thinking about in regards to Bill's classes:

- What should we charge members/non-members for 3-hour class?
- Decide which of his classes look interesting.
- Invite Bill to teach for Fall OPTA conference?

Locke to reach out to Michelle Miller (WASAPT) to teach plan review class for OPTA since Linbarger just can't make it happen right now.

Locke researching an OPTA Permit Tech Certification Class and what she would like to cover during the class. This is an on-going need since Bonnie Lanz no longer teaches them.

Bylaw Committee – Bonin

Bonin was absent so Linbarger gave update.

Linbarger will put together a draft of bylaws regarding OPTA elections. She would like to get the ball rolling and wants to work on this during our leadership retreat.

OPTA BUSINESS

New PO Box, updating forms, and website

- Bonin to request closing Hillsboro PO Box. Linbarger submitted change of address form Last Wednesday.
- New PO Box address for OPTA is PO Box 634, Springfield, OR 97477.
- Linbarger to update the following forms with our new address:
 - Scholarship and membership applications

Torres to help with updating/revamping the website moving forward. Items that need updating:

- All OPTA contact info and mailing address in one central spot on the front page. (Make it prominent)
- Look into an FAQ and forum page.

Decide on H4H volunteer day in May

- Linbarger stated that permits have not been issued for the H4H homes (Lane County) being built but is hopeful that permits will be issued soon. Target date is May 21st for the build.
- There will be upcoming opportunities for the Southmayd build in June.
- Trapp to reach back out to Rogue Valley H4H to see how things have changed since the mask mandate has lifted. Maybe we can get some dates on the calendar?

Leadership retreat

- Decide on hotel and discuss budget.
 - Locke mentioned interest in planning a dinner cruise on the Columbia River for one night.
 - Would like to use Quality Inn in Gresham - Will they allow for bulk room pricing?
 - Tang to call and see if we can get group pricing for 20-25 rooms.
 - Research lunch and dinner options for area.
 - Linbarger had thought this would just be for Oregon and Washington Permit Techs and planning for expansion beyond the first year. Locke would like to offer the retreat to all leadership in Region II. It was discussed that moving forward, we need to decide who we will invite before any more decisions are made.
 - Torres suggested inviting Maddy from ICC to our retreat as well.

ICC board election support letters

We can support all candidates and write letters for everyone.

Klemmer and Linbarger to write letters of recommendation about the candidates who wish us to support them.

September ICC ABM Kentucky

Will discuss this at a future meeting.

Open floor

Spring newsletter forthcoming, to include:

- H4H builds
- New mailing address

ADJOURNMENT:

Next meeting is scheduled April 10, 2022

Locke/Torres m/s to adjourn. Motion passed.

There being no other items to discuss, the meeting adjourned at 12:50pm

Respectfully submitted by the Secretary of OPTA - Regan Trapp