



## Meeting Minutes – BOD Executive Meeting

**Date:** April 10, 2022  
**Time:** 6PM  
**Location:** Virtual

### CALL TO ORDER

President Linbarger called the virtual meeting to order at 6:04PM.

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

### Roll Call

All present except for Bonin and Tang.

### Approval of Minutes

*Locke/Klemmer m/s to approve minutes for the QBM meeting on February 23, 2022. Voice vote. Motion passed.*

*Klemmer/Locke m/s to approve minutes with corrections for the BOD meeting on March 13, 2022. Voice vote. Motion passed.*

### Treasurer's Report

No treasurer's report yet. Locke, Klemmer and Linbarger to meet after the BOD meeting to discuss putting it together. At the next meeting we will approve the first 1/3 of the year, Jan 1<sup>st</sup> through April 30<sup>th</sup>.

### Committee Updates

#### Membership

73 active members as of the first week in April.

#### Letter to Building Officials

Torres stated that on the BCD website there is a list of building officials by City and will make a spreadsheet of building official emails that is easily accessible. Torres to email out the letters to the building officials along with the Spring Newsletter. She will send a packet including newsletter, Spring class info and OPTA registration form.

- Locke suggested that we send to Four Leaf. She will send the contact info to Torres.

#### Social Media

Torres would like to change up the website and she will look into how to make these changes.

## Education

### Educator info form – Change to fillable PDF?

Klemmer to convert form and make it fillable.

### Bill Gallagher Class

Locke has created the forms and info sheet for the class and has full board approval to send out.

- Will send out the following with the Bill Gallagher Class:
  - Newsletter

### WSAPT Blue Beam Class

This class will be taught via Web ex in June and Locke to find out exact dates. (Will be sometime during the week of June 6<sup>th</sup>) In exchange, Locke will teach the Permit Tech prep class in Washington for their conference and the soonest it will be ready to go is November 2022.

### Michelle Blue Beam Class

Linbarger formally apologized in regard to the blue beam class. She is grateful to WSAPT for stepping in for her.

## PTN

Steve Burger's class coming up on May 18<sup>th</sup> and runs for 5 Wednesday. \$100 to OPTA members/\$200 for non-members.

## Region 2

Linbarger spoke about fundraiser for ICC/Challenge coin.

Andie Lorenz from Region 2 is looking for a shadow for the ICC annual conference. OPTA BOD could write a letter of support for Klemmer if she is interested in this great opportunity. This information has been shared on social media.

## Chemeketa CCICC

Elections for CCICC were on Wednesday night. Linbarger is no longer part of the CCICC Board. The scholarship has reached the goal but in order for it to be self-sustaining they are going to invest the money. There will likely be another push for donations later.

## ICC Annual Report

Locke and Linbarger submitted on February 22, 2022

## Leadership Retreat Update

July 21-24 at Sam Cox Building in Troutdale, OR

### Discuss hotel reservation

Tang looking into prices as the ones that were given were higher than just booking a normal room.

### Save the date flier

Send to: PTN, Ohio, Texas, Wyoming, Yosemite chapter, Idaho, Oregon, Shirley Ellis, and Cindy Davis.

When should we send? SOON

Linbarger put together a spreadsheet regarding the retreat that she will send out to the board.

### Meal planning

Sponsor a meal - Put this info in the flyer. Possibly have everyone pay for their own dinners and we cover lunch and snacks.

Look to making reservations in that area for dinner ie; McMenamins

Need catering ideas for lunch. Food trucks or food carts?

Next meeting, we should have a firm plan in place to get these decisions made.

It was discussed that we will group text in regard to important or urgent matters.

### Budget Range

Board still need to discuss budget.

### Swag inventory

#### Order new pins?

We can do our logo, but we cannot use the words, ONLY logo. Locke to send Torres all our images. And Torres to get estimates. **Lapelpinsplus.com** was the website that was ordered from in the past.

#### New stationary needed Re-order?

All OPTA info on these is incorrect. Should we order labels to stick over the stationary? We should order the minimum.

Torres to investigate pricing and ordering of shirts for Habitat 4 Humanity build. She will get back to us with some prices.

### Newsletter

We should advertise for permit technician of the year in the next newsletter.

Spring Newsletter will be sent out to all members as well as to advertise with all Oregon jurisdictions.

### Day of Service update

Create invite to send to members and their building departments to share - Linbarger will email out flyer this week. OPTA will get the word out through social media. There is less than 15 spots available so registration is limited.

Sponsors for meals?

- Breakfast - Costco muffins/Parfaits, coffee, and tea
- Lunch - pre-order pizzas, water, soda, fruit, pinwheels

Trapp will give an update for the Rogue Valley H 4 H build as soon as she gets some June dates.

### Open Floor

There was nothing to discuss.

### ADJOURNMENT:

Next meeting is scheduled TBD

Locke/Trapp m/s to adjourn meeting

*There being no other items to discuss, the meeting adjourned at 7:48pm*

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