



Minnesota Building Permit Technicians Association

Minutes
Tuesday, July 24, 2007
Elk River City Hall

President

Cecy Lukoskie
City of Shoreview
4600 N. Victoria Street
Shoreview MN 55126
651.490.4683
clukoskie@ci.shoreview.mn.us

Vice President

Vice President
Britt Pease - City of Andover
1685 Crosstown Blvd. NW
Andover MN 55304
763-767-.5122
Bpease@ci.andover.mn.us

Secretary

Barb Benesch
City of Mounds View
2401 Highway 10
Mounds View, MN 55112
763.717.4028
barb.benesch@ci.mounds-view.mn.us

Treasurer I

Jennifer Harmer
City of Elk River
13065 Orono Parkway
Elk River MN 55330
763.635.1062
jharmer@ci.elk-river.mn.us

Treasurer II

Lisa Kelleher
City of Elk River
13065 Orono Parkway
Elk River MN 55330
763.635.1063
lkelleher@ci.elk-river.mn.us

The meeting was called to order at 9:33 a.m. The following officers were present at this meeting: President Cecy Lukoskie, Vice-President Britt Pease, Secretary Barb Benesch; Treasurer I Jennifer Harmer and Treasurer II Lisa Kelleher. The following members and guests were present: Connie Duellman, Jeanne Witczek, Michelle Engberg, Robin Roscoe, Roger Axel, Patty Boysen, JoAnne Beckes, Debra Hegedus, Gail Keykal, Steve Nelson, Karen Zacho, Tina Beckfeld, Jackie Onischuck, Jeanne McManus, Mary Howe, Kristin Rosenboom, Patti Wasmund, Katie Schlundt, May Vang, Debi Close, Robbie Hiltz Rhonda McDonald and Kristian Beckfeld.

Introductions took place.

There were no corrections to the minutes. Robbie Hiltz made a motion, seconded by Robin Roscoe, to approve the minutes of May 22, 2007. Motion passed unanimously.

Treasurer I Harmer gave the Treasurer's Reports for June 2007, noting that expenditures were \$134.58 with \$150 in deposits, and July 2007 had expenditures of \$280.41 with no deposits. She also reported the balance in our account (copy of the reports are attached).

JoAnne Beckes made a motion, seconded by Gayle Keykal, to approve the Treasurer's Report as presented.



Committee Reports:

Education/Planning - President Lukoskie reported that the MBPTA fall seminar is at the Mermaid Entertainment and Conference Center in Mounds View. She indicated that the seminar information had been forward by e-mail to AMBO, MAHCO, 10K Lakes and the Southwest Building Officials to get the information out to their members and to place on their websites. She added that the books for all registrants this year are free of charge.

Annual School - Member Michele Engberg reported that she had attended the Region III meeting on July 9. She added that another meeting is scheduled for August 6th. Member Axel inquired as to what logo we would be using the new "10 year" logo or our current one. It was decided that we would be using are new "10 year" logo on any future correspondence. Member Axel distributed a class list for the February 2008 Region III Education along with class descriptions. Member Engberg briefly described the classes that would be pertinent to Permit Technicians. She reminded the group that the number one requested topic from our survey a while back, "basic plan review", was a scheduled class at the education and encouraged everyone to participate. She also indicated that she would provide Secretary Benesch with detailed class descriptions to be placed in the next newsletter.

Member Engberg also described the classes for the U of M education in January. She again indicated that she would get these descriptions to the Secretary to be placed in the next newsletter. She added that one of the educational days would be a "panel discussion" with a question and answer session. She also noted that the U of M bookstore would be at two of the education days so that books could be purchased on site if needed.

She added that an MBPTA booth will be available for both the January and February educations and that staffing for the booths are needed. More information regarding dates and times would be placed in the next newsletter as well.

Member Engberg informed the group that the U of M was requesting authorization from MBPTA for their endorsement and the use of the MBPTA logo for education activities regarding permit technicians. She read aloud a draft resolution that she prepared regarding this issue. She noted that the major change in the U of M education brochure was that MBPTA, as well as the other chapters, was now shown as an endorser not a sponsor.

Robbie Hiltz made a motion, seconded by Patti Wasmund, to approve the resolution entitled, "A Resolution Whereby the Minnesota Building Permit Technicians Association (MBPTA) Authorizes the Endorsement of and the Use of the MBPTA Logo for Education Activities for Building Permit Technicians". Motion passed unanimously.

Bylaws - President Lukoskie reported that a draft copy of the bylaws would be available at the September meeting for approval at the November meeting. She encouraged input from the members regarding any revisions. Both Members Engberg and Wasmund requested copies be forwarded to them for review.

Communications Committee - No report.

10K Lakes - Member Steve Nelson informed the group that he had attended the 10K Lakes summer conference at Cragun's Resort in Brainerd. MBPTA Vice-President Pease also attended. Mr. Nelson briefly described the conference and the facility and stated that the conference in an excellent way to meet new people and network.

Member Nelson also added that there were six recipients of the 10K Lakes scholarships and one of our own members, Kristina Beckfeld, a BIT student from the City of Friday, was one of the recipients.

State Advisory Board - Neither Member Levitski or Member Singer were able to attend the last committee meeting. However, Member Axel reminded the group that there is a four-year bachelor BIT program available through Southwest State University and also that all BIT classes at Inver Hills and North Hennepin Community Colleges will be available on line this fall. There will also be some web-enhanced classes available.

General Business

Region III - President Lukoskie participated in a phone conference meeting on June 14. She announced that the Region III Committee has approved the "Brett Snyder Award" and that the first one will be presented at the Region III Institute in February 2008. She also mentioned that Region III approved their education endorsement policy, and is working on their guidelines for Region III endorsement of candidates and representatives policy. Region III would like to schedule a meeting at the AMB in Reno and an approval was made to purchasing pins. It was suggested that the Region III

minutes be placed on the MBPTA website so that all members have access to them.

Combining Education/Annual School Committees - this item discussed previously in the meeting. At that time President Lukoskie announced that individuals are working on the bylaw changes in this area and that a draft copy of the bylaws will be submitted at the September meeting.

2007 ICC ABM - President Lukoskie announced that she would be attending the Annual ICC Education conference in Reno, Nevada. She expressed that she would like another board member to attend to assist her with the meetings and other activities that will be taking place there. She informed members that the cost from the MBPTA budget for two people to attend the conference would be \$2,300 and that her registration fee of \$400 would be waived since she is the MBPTA President. She expressed that she would feel more comfortable asking the membership's permission to send another officer even though the Bylaws indicate expenditures such as this one can be made with the approval of two officers. Member Axel mentioned that he would also be at the conference to assist President Lukoskie in any way he could. Vice-President Pease indicated that she would be willing to make the trip but needed approval from her employer for the time off before committing.

A lengthy discussion ensued regarding whether or not the second person attending the conference would have to be an officer or could it be any MBPTA member.

Roger Axel made a motion, seconded by JoAnne Beckes, to use MBPTA funds to send two members to the 2007 ICC Annual Education in Reno, Nevada to help promote the 2008 ABM here in Minnesota. Motion passed unanimously.

At this time Member Axel distributed copies of the 2008 AMB logo that will be used for T-Shirts, pins, post-it notes, cups, etc.

Caring for the Community - No Report.

Nominations for Officers - President Lukoskie reminded members that we need to start thinking about 2008 officer nominations and that if there were any questions to e-mail her directly.

Open Floor - President Lukoskie mentioned an e-mail that she received from the Building and Fire Safety Official at the City of Turnwater in Washington State

complimenting our newsletter. Kudos was given to Secretary Benesch for her work on the newsletter.

President Lukoskie provided a little information regarding the Oregon Permit Technicians noting that there were 58 certified technicians in that State an increase of 11 just from January 2007.

She also mentioned that Secretary Benesch had received an e-mail from Member Barb Williams of the Communications Committee indicating that Williams had on the website, the latest approved minutes, the July newsletter, October's Legal Strategies Seminar information and sign-up sheet, U of M and Region III Institute dates, and links to additional permit tech websites.

Adjournment - Jeanne Witczek made a motion, seconded by Debi Hegedus, to adjourn the meeting at 10:45 a.m. Motion passed unanimously.

Immediately following the meeting Steve Nelson, Building Official for the City of Shoreview, gave an informational PowerPoint presentation regarding the fundamentals of roofing, siding and windows.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Barb Benesch".

Barb Benesch
MBPTA Secretary