



# Minnesota Building Permit Technicians Association

## Minutes

Tuesday, November 27, 2007  
Shoreview City Hall

### President

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### Treasurer I

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The meeting was called to order at 9:38 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, Roger Axel, Patty Boysen, Jackie Freppert, Kathy Pepin, Gail Keykal, Roger Axel, Barb Williams, Katie Schlundt, Aaron Borken, Patti Wasmund, Robbie Hiltz, Suzy Miller, May Vang, Jan Rosemeyer and Sarah Brandel.

Introductions took place.

President Lukoskie distributed the written ballots for the 2008 officer election. She introduced each nominee and reported that Robin Roscoe, nominee for Treasurer I, called and indicated that she would not be able to attend the meeting but if elected, she would accept the position. She also explained that the Secretary II position would be filled only if the 2008 Bylaws were approved.

Member Axel noted one correction to the minutes of September 25, 2007 on page 3; Secretary III should read Secretary II. Suzy Miller made a motion, seconded by Roger Axel to approve the minutes of September 25, 2007, as amended. The motion passed unanimously.

Treasurer II Kelleher gave the Treasurer's Reports for October 2007, noting expenditures of \$4,170.66 with no deposits, and November 2007 had expenditures of \$263.91 with \$760 in deposits. She also reported the balance in our account (copy of the reports are attached). It was suggested that next year the profits vs. the expenditures be shown on the report.



Robbie Hiltz made a motion, seconded by Jeanne Witczek, to approve the treasurer's report as presented.

### Committee Reports:

**Education/Planning** - President Lukoskie reported that the seminar at the Mermaid in October was a success. Several comments were received regarding the comfort and food at the facility. President Lukoskie mentioned that we will again survey the members to see what kind of education they would be interested in for 2008.

**Annual School** - Michele Engberg noted that there wasn't much more to report except that the brochures are out and encouraged everyone to attend the upcoming education. She pointed out that the education being offered is precisely what was asked for by members as a result of a survey that was taken approximately one year ago. She also suggested that the MBPTA banner and pins be brought to the January Institute and suggested that a "pin case" be purchased to display the pins in a more professional manner. Vice-President Pease then mentioned that she had found a certificate that had been issued to MBPTA when we first became members of ICC and suggested it be reframed and also displayed at the booth at the Institute.

Kathy Pepin made a motion, seconded by Patti Wasmund, to purchase a display case not to exceed \$150. The motion Passed unanimously. Member Wasmund volunteered to mat the certificate and it was suggested to possibly enclose our two MBPTA pins with the framed certificate.

It was mentioned that a specific Permit Technician "track" was not noted in the U of M education brochure. Member Engberg explained that the specific category was omitted to encourage a broader response to the education. She then briefly described the education being offered at the Institute.

Member Borken added that the City of St. Louis Park is offering a couple of seminars and that we are invited to attend. He added that he would get the members further details regarding fees and seminar content. Member Axel suggested that Member Borken e-mail him the flyer and we would see that it was placed on the Region III and 10K websites.

Member Axel briefly reviewed the Region III education that may be of interest to permit technicians. He mentioned that the brochure was sent to all members, but he had extra copies if needed.

**Bylaws** - President Lukoskie reviewed the proposed changes to the bylaws. Several members expressed the concerns and opposition with the Code of Ethics that was inserted into the bylaws. President Lukoskie explained that they were added as a comfort to the members. A lengthy discussion ensued regarding whether or not they should be removed. It was suggested that they could be adopted as a separate document apart from the bylaws.

Aaron Borken made a motion, seconded by Michele Engberg, to strike the proposed Article VII entirely from the bylaws.

Discussion continued on the proposed changes to the 2008 bylaws. Member Williams inquired as to why the specific months were removed from Article IV. President Lukoskie explained that it was too specific and limited the organization as to when we could hold our meetings.

Member Pepin proposed a correction to Article XI, Section 3; change will to "shall", omit "shall be contributed", change buy to "by" and move Registered with the State of Minnesota 1997 Article XII to read and follow ...successor permit technicians association "as registered with the State of Minnesota, Article XII 1997), as voted...."

Member Wasmund made a motion seconded by Kathy Pepin, to make the suggested changes to Article XI, Section 3, as stated.

Discussion continued on the bylaws with Article VI, Section 2. It was decided to change the proposed change to read, "All committee minutes shall include the Executive Board."

Combining the State of MN Education Advisory Committee, Annual Institute Planning Committee and the Education/Planning Committee was also briefly discussed. It was decided to leave the change as proposed to combine two committees into one entitled, "Education Committee".

Patti Wasmund made a motion, seconded by Jeanne Witczek, to accept the changes to the bylaws as discussed and that any house-keeping changes be made by the Bylaws Committee. The motion passed unanimously.

**10K Lakes** - Member Aaron Borken announced that members were invited to the 10K Lakes holiday party at Dave & Busters where it was held last year.

**State Advisory Board** - No report. However, Member Axel noted that all BIT classes are now on-line and that they are trying to lower the number of credits required 65 to 60.

A short recess took place as members cast their written ballots. The ballots were then collected and tabulated.

### General Business

**Region III** - President Lukoskie noted that the membership fee would remain at \$5 per person for 2008.

**2008 Budget** - Various questions were asked regarding items on the 2008 budget. Therefore, President Lukoskie explained each item individually.

After discussion took place, Suzy Miller made a motion, seconded by Kathy Pepin to approve the 2008 Budget. The motion passed unanimously.

**Election of Officers and Bylaws Vote** - President Lukoskie reported the results of the election noting that all nominees were elected. She reported the following members as MBPTA Officers for 2008:

President	Britt Pease, City of Andover
Vice-President	Jeanne Witczek, City of Minnetonka
Secretary I	Barb Benesch, City of Mounds View
Secretary II	Barb Williams, City of Otsego
Treasurer I	Robin Roscoe, State of Minnesota
Treasurer II	Jackie Freppert, City of Arden Hills

The 2008 Bylaws were adopted as revised.

**2008 Meeting Dates and Locations** - The following are the proposed meeting dates and locations for 2008:

February 26	City of Minnetonka
March 25	City of Arden Hills
May 20	City of New Hope
July 29	City of Otsego
September 30	City of Eagan
November 25	ABM City of Andover
Back Up	City of Mounds View

**Awards Presentation** - President Lukoskie presented awards to Jennifer Harmer, Treasurer I, and Lisa Kelleher, Treasurer II, for their dedication and commitment to MBPTA in 2006 and 2007.

**Open Floor** - Member Borken announced that he was the recipient of a \$300 scholarship award by MAHCO.

At this time Roger Axel thanked the membership for their funding to assist him with his expenses at the ABM in Reno, Nevada. It was noted that he was a speaker at the President's Breakfast. He and President Lukoskie both commented on how busy the event was and the networking opportunities that existed for them. President Lukoskie also briefly explained the National Permit Technicians Ad Hoc Committee that was formed and that their first meeting, however informal, took place in Reno.

At this time President Lukoskie thanked the board members for their hard work and dedication and the members also expressed their gratitude to the out going officers and to those remaining on the Board.

**Adjournment** - Barb Williams made a motion, seconded by Roger Axel, to adjourn the meeting at 12:04 p.m. The motion passed unanimously.

Respectfully submitted by,



Barb Benesch  
MBPTA Secretary