

New Jersey Association of Technical Assistants

Meeting Minutes

February 28, 2014

I. Call to order

Linda Aiello called to order the regular meeting of the **NJATA** at **11:30am** on **February 28, 2014** at Mastoris in Bordentown.

II. Roll call

A sign in Sheet was sent around. The following persons were present: Lisa Love, Tabernacle Township, Brenda Sirkis, West Windsor Twp, Dawn Neil, Bernards Township, Valerie Waricka, Marlboro Twp., Pat Famularo, Colts Neck Twp., Lynn Mizer, Linda Aiello, Boro of Westwood, Sue Mealy, West Windsor Twp., Terry Ezzo, Bordentown Twp., Joy DeMaio, Millville Twp., Debbie Hodgson, Southampton Twp. and Kathy Newcomb, Hainesport Twp.

III. Approval of Minutes & Treasurers Report:

All read the minutes from the November 22, 2013 the minutes were approved.
Motion by Pat Famularo, 2nd by Debbie Hodgson, all in favor, none opposed.

No treasurer's report was submitted, dues of **\$6 per member** are due by **July 1, 2014**; please submit dues with a **copy of your membership list** to Susan McLaughlin, Treasurer.

IV. Correspondence

None

V. Old Business

None

VI. New Business

a) Training Day Donation 2014

Dawn Neil pulled Central Ohio Permit Tech Chapter as the chapter that we will donate our 2014 Training Day to. Dawn will contact Karla Higgs of ICC so that Karla can contact that chapter.

b) Roz Bosserdet Scholarship Applications

We will be offering one member a scholarship for this year's Building Safety Conference May 7-9. The scholarship includes conference registration and two night's hotel. Please return applications by March 26, 2014 to Dawn Neil.

c) Building Safety Conference Donation

NJATA will match last year's donation of \$300.00 to the Building Safety Conference for the 2014 conference. Dawn handed out the donation request letters to the officers of each association present. All in favor.

d) Gift Cards for Atlantic County Women's Shelter

It's our 7th Annual Gift Card Collection. We will again collect donations to purchase gift cards for the Atlantic City Woman's Shelter. Each association can collect their donations and forward to Debbie Timko by our May 8th meeting at the Building Safety Conference. Debbie will then purchase the gift cards and forward to ACWS.

e) TA of the Year

The TA of the year for 2014 is Kathy Newcomb from Hainesport Township.

f) NJPIA 75th Anniversary

NJPIA is celebrating their 75th anniversary this year with a gala at the Renault Winery on April 12, 2014. They are having advertising space available in their program book. A motion was made by Lynn Mizer and Second by Kathy Newcomb to purchase a ¼ page ad for \$75.00. All in Favor. Dawn Neil will e-mail out invitation.

g) MUNCO Banner

MUNCO sent Linda Aiello a letter seeking our support to hang their banner at the Building Safety Conference. Linda will draft a letter of support for them. It was also discussed to see if we can arrange a joint meeting with them once a year; Linda will discuss this with the MUNCO President. All in Favor.

h) Website

Dawn Neil discussed the website. We have received a proposal from our current web designer/host Computer Sharp to move our website to a new platform at a cost of \$1,499 to include training and a year of hosting. We received another proposal from FA Technologies to create a new website at a cost of \$750 with no training or add ons. This company is located outside of the US. No one felt comfortable dealing with a company outside of the US. Brenda Sirkis works with someone who does websites and agreed to ask him for some help. Kathy Newcomb then suggested contacting a local vocational school to see if we could pay to have the students do the website for us as a class project. Everyone loved the idea of giving back to the community and accomplishing our website needs. Kathy agreed to contacting her local school and a few others said they would contact their local schools. It was decided we would attempt the Vocational School route first, if nothing can be done via this route then Brenda with talk to her contact. The newsletter was again brought up; Kathy Newcomb suggested that rather than doing a separate newsletter to incorporate a bulletin board on our website that associations could submit their postings to. It was also discussed again to create a Facebook page. Dawn agreed to create the Facebook page. All in favor.

i) Permit Tech Class & Exam

Dawn Neil discussed having Steve Burger who is an instructor and code official from Folsom, CA come to NJ to teach his Permit Tech Class which will help prepare to take the ICC Permit Tech Exam. Steve does not charge a fee for the class he just asks that his travel expenses are covered ie: airfare, hotel & car are covered. NJATA would have to charge a fee to each participant to cover the expenses to host the class. Dawn explained that he will be doing this for KCMPT and that they will be offering the paper/pencil exam following his class. Steve's class is a full 2 day class. By offering the exam at the same time it would make it a 3 day event. We discussed possible renting space at a firehouse to keep costs down vs. space at a hotel. We will send a survey out to the membership to gauge the interest in this opportunity. Those present at the meeting were very much in favor of exploring this opportunity.

j) Building Safety Month Proclamation

Linda Aiello signed a proclamation declaring May 2014 Building Safety month on behalf of the NJATA. Dawn Neil will e-mail copies of the proclamations so that members can have their municipalities do them.

VII. Adjournment

Linda Aiello adjourned the meeting at **1:30pm** with a motion by Lynn Mizer, and a second by Pat Famularo, all in favor.