

New Jersey Association of Technical Assistants

Meeting Minutes

November 4, 2015

I. Call to order

Dawn Neil called to order the regular meeting of the NJATA at **10:45 pm** on **November 4, 2015** at Mastori's.

II. Roll call

A sign in Sheet was sent around. The following persons were present: Dawn Neil, Bernard's Twp., Debbie Timko, Borough of New Providence, Susan McLaughlin, Debbie Simone, Berlin Borough, Lisa Love, Tabernacle Twp., Joe Haggerty, Bedminster Twp., Kathy Newcomb, Hainsport Twp., Pat Famularo, Colts Neck Twp., Kathy Burno, Commercial Twp., Susan Mealey, West Windsor Twp., Glenn McMahon, Chesterfield Twp., Joan Gruca, Plumsted Twp., Jenn Newton, Evesham Twp., Pam Schwarz, Evesham Twp., Valerie Waricka, Marlboro Twp.,

Approval of minutes

All read the minutes from the May 7, 2015 the minutes were approved as read. Motion by Debbie Simone, 2nd by a Kathy Newcomb, all in favor, none opposed.

The treasurer's report – Susan McLaughlin presented the treasures report (see attached), a balance of \$3,685.64. The treasures report was accepted with a motion by Joe Haggerty and a 2nd by Debbie Simone, all in favor none opposed.

III. Correspondence

A letter of thanks was received from the Atlantic City Woman's Shelter.

IV. Old Business

a) Permit Tech Class and Exam –

Dawn & Susan to create a class. It was discussed whether to collect \$25.00 for a down payment for the test. Dawn to send out email to see who has the books or if there town would purchase the books for them.

b) League of Municipality's – Kathy Newcomb will be completing an opra request asking for the minutes of the meeting when our application was rejected, and also the letters of support. When information is received and reviewed by her she will report back her findings.

c) ICC Conference Report –

The Permit Tech Nation Association met with the ICC Board of Directors, it was a very positive reaction at the meeting. ICC does not offer a national chapter; it was determined to set up a committee to see how to become a national chapter.

V. New Business

- a) **Technical Assistant of the Year** – Debbie Timko to send out an email to association presidents with the information and dates for the submittal of candidates.
- b) **Election of Officers** – Debbie Timko to send an email to association presidents with the ballot and date the ballots are due.
- c) **Permit Tech Nations Application** – The bylaws were reviewed. The application is being revised and will be sent out as soon as it is completed. We did apply as a State organization, we need a designee for the association Susan McLaughlin volunteered, a motion to appoint Susan as our designee was made by Debbie Simone with a second by Debbie Timko all in favor none opposed.
- d) **Additional Items Discussed** – A link is on our website for Lands' End if anyone would like to order shirts. NJATA will be having a Pampered Chef fund raiser, Dawn Neil to send out an email with the details.

VI. Adjournment

Dawn Neil adjourned the meeting at **12 pm**, with a motion by Debbie Simone and a second by Valerie Waricka, all in favor, none opposed.