

# ***New Jersey Association of Technical Assistants***

## ***Meeting Minutes***

**November 14, 2016**

### **I. Call to order**

**Dawn Neil** called to order the regular meeting of the NJATA at **10:35 am** on **November 14, 2016** at Mastori's Bordentown.

### **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, Brenda Sirkis, West Windsor, Valerie Waricka, Marlboro Twp., Susan Mealey, West Windsor Twp., Anna Marie Cappelleri, Marlboro Twp.,

#### **Approval of minutes**

All read the minutes from the May 5, 2016 the minutes were approved. Motion by Susan McLaughlin, 2<sup>nd</sup> by Brenda Sirkis, all in favor, none opposed.

#### **The treasurer's report**

Treasures report submitted the balance at this time is \$4569.56 copy attached. All dues have been paid for 2016. Motion by Anna Marie Cappelleri, 2<sup>nd</sup> by Valerie Waricka, all in favor, none opposed.

#### **Correspondence**

Received a thank you letter from the Atlantic City Woman's Shelter for our donation.

#### **Old Business**

- a) Permit Tech Class and Exam – A study class was held Sept 24<sup>th</sup> in Bedminster, NJATA purchased the study guides and a second class was held on Nov 5<sup>th</sup>. A webinar class was held and a total of 45 people joined in 20 from NJ.
- b) Letter to Ed Smith – Licensing Language on hold.
- c) Officer Nominations – the results for the nominations and votes are attached. Dawn Neil will continue as president and Susan McLaughlin will continue as Treasurer

#### **New Business**

- a. ICC Conference – Dawn discussed the conference, she attended the annual business meeting, Chapter Presidents Meeting, and the Habitat for Humanity Day. ICC is looking into starting a shadow program.
- b. 20 year Anniversary- A discussion regarding the 20<sup>th</sup> anniversary it was decided to get a new banner also make a donation to habitat for humanity for our anniversary. Also do an article for the code communicator on what we have accomplished in our 20 years.

- c. Fundraising- Charity Mania profit was approximately 1200.00. It was decided to continue with Charity Mania as well looking into other fundraising.
- d. Ordinary & minor work changes - Dawn to send out an email asking for suggestions also a letter will be sent from NJATA to Ed Smith.
- e. TA of the Year – Nominations and voting will be done online. Request for nominations will be sent out in the beginning of December and the vote will be sent out in January.
- f. NJATA Pins – Dawn to get prices.

### **Adjournment**

Dawn Neil adjourned the meeting at **12:39 pm**, with a motion by Brenda Sirkis and a second by Susan Mealey, all in favor, none opposed.