

New Jersey Association of Technical Assistants

Meeting Minutes

October 21, 2008

I. Call to order

Roz Bosserdet called to order the regular meeting of the NJATA at 12:00pm on 10/22/08 in Bordentown, NJ

II. Roll call

See Sign in Sheet

III. Approval of minutes from last meeting

Motion to approve the minutes from the May 1, 2008 meeting was made by Cathe Booth, 2nd by Dawn Neil, all in favor, no opposed.

IV. Old Business

Senate Bill 1437 to recognize the Technical Assistants – Cathe Booth spoke about Sen. Madden (D) from south jersey signed on as a sponsor. Cathe advised that she has contacted Sen. Rice's office weekly to encourage them to post the Bill in committee. She advised all to contact Sen. Rice to ask him to post the Bill; she also advised that we get another Republican to sponsor the Bill to help make sponsorship bi-partisan. Roz mentioned that MEIA will be sending a support letter to Sen. Weinberg.

V. New business

- a) Treasurers' Report:
- b) Assessment to each association for Retirement Gift for Susan McLaughlin given on behalf of NJATA: Bracelet & Flowers for Dinner Party: \$75.51. Please send payment to Dawn Caromano, Treasurer.
- c) League of Municipalities: Roz discussed joining the LOM as an Affiliated Association. The other associations Building, Electric, Fire, Plumbing etc. are all members. Roz is working with the executive director for LOM so that we can join to help our credibility as a professional association. Roz also suggested for those that will attend the 2009 LOM Conference that we should attend the Woman in Government Breakfast.
- d) Website Upgrade: Dawn Neil passed out copies of the proposal from CLR Solutions dated June 19, 2008 to upgrade our website to a new platform. By upgrading we will be able to easily update the website with common issues like job postings; in addition we would be able to add to the website items such as blogging and on-line interaction. The cost for the upgrade will be \$1250.00 to include the 1st year's web hosting of \$180.00. Custom work will be charged at \$100.00/hr. Roz researched the proposal with other IT professionals and found this proposal to fall within industry standards for pricing. All in favor in proceeding with upgrade. Fees will be assessed to each association to assist in the cost of upgrading.
- e) ICC Conference in Minneapolis, MN: Brenda Sirkis talked about her trip to the conference. Brenda took with her NJATA Pens and Newsletters that the association provided for the Permit Technicians booth. The booth was provided by ICC to help promote Permit Technicians and there importance. Brenda attended seminars and participated in the 5K run in which she placed 1st. Brenda also attended a meeting of Woman in Code Enforcement (WICED) which is now officially an ICC Chapter. She encourages all to join, membership is \$25.00 annually. The 2009 ICC Conference will be held in Baltimore, MD, and an end of October time frame is estimated to hopefully avoid peak hurricane season. Please try to attend.
- f) Fundraising: Brenda opened discussion about fundraising and dedicating a specific amount to NJATA each year by each association. The funds would be used to assist those who can not afford to attend conferences, seminars, or pay for exams. It was discussed that each association would dedicate \$100.00 yearly. It was suggested that the type of fundraising would be up to each association i.e.: spaghetti dinner, raffle sales, etc. All in favor of dedicating \$100.00 annually to NJATA from fundraising none opposed.
- g) TCO's: Valerie Waricka briefed us on changes coming about for TCO's due to the change in collection of COAH Fees. Once the changes go into affect there will no longer be a minimum of 60 days required on issuance of TCO's. Changes forthcoming in the next few months.

- h) TA of the Year: It was discussed that changes need to be made to the process in which the TA of the Year is determined. It was decided that Monika Sackman and Karen Wright would create an application form; this would standardize the information gathered about nominees. Each Association would collect the forms and choose a nominee to present to the NJATA President by the 2nd week in January. The NJATA president will forward the nominees presented by each association to each association president by the 3rd week of January so that they can present the nominees to their associations to review and choose from the nominees presented whom they would like to vote for at the February NJATA meeting. This process will allow time to review the candidates and allow all members to vote for a nominee. All in favor, no opposed.
- i) Roz also passed out additional handouts regarding COAH Fees, letter from Cynthia Wilk dated July 17, 2008, The "Permit Extension Act" letter dated September 23, 2008 and finally copy of the regulations regarding Conflict of Interest.

VI. Adjournment

Roz Bosserdet adjourned the meeting at **2:00pm**.

Minutes submitted by: Debbie Timko