

**MAINE MUNICIPAL TAX COLLECTORS & TREASURERS ASSOCIATION  
EXECUTIVE BOARD MEETING  
MAINE MUNICIPAL ASSOCIATION  
CONFERENCE ROOM  
AUGUSTA  
DECEMBER 13, 2011  
9:00 A.M.**

**AGENDA**

- ✚ Call to Order – President David Little
- ✚ Approval of Minutes – June 21, 2011 & August 19, 2011
- ✚ Approval of Treasurer’s Report:  
July & August & September & October Financials
- ✚ Old Business:

**Update of the Status of Action Plan from Retreat**

**Election to the Board**

Draft Policy – David Little

**Certification**

Re-Certification Draft – Gilberte Mayo

Basic Government Accounting Course Workshop Draft - David Little & Leo Ouellette

Contract for all Instructors Draft – David Little

Veterans Class (workshop) – Status

New Tax Collectors & Treasurers Workshop – Stu Marckoon

**Training**

Certification Forms updated – Eliminating Government Acct. I & II : Gayle Doyon & Gilberte Mayo

2012 Training Calendar – Joan Kiszely

Templates for Brochures

**Newsletter**

Critique of October Newsletter – Kristine Poland

**Committees**

Committee Chairs outreach to new members

**By-Law Committee**

Proposed By-Law changes – Gayle Doyon & Tracey Hodgdon-Hyson

**Miscellaneous**

Credit Card

Status of MMTCTA Credit Card – Gilberte Mayo

Promotional Items & listing of prices – David Little

- ✚ New Business:
  - 2012 Annual Conference - Facility choices and pricing
  - 2012 MMA Administrative Service Agreement
  - Critique of Municipal Law Workshop - Composite

- ✚ Other New Business:
  - Presidents Report

- ✚ Committee Reports:
  - Professional Development Committee: Gayle Doyon  
Certification Chair: Pam Griffith
  - Communication Committee: Kristine Poland
  - Membership Committee: Darlene Beaulieu & Tracy Hodgdon-Hyson
  - Legislative Advocacy Committee: David Little
  - Ethics Committee: Leo Ouellete

- ✚ Adjournment