

Final

MAINE MUNICIPAL TAX COLLECTORS & TREASURERS ASSOCIATION
BOARD MEETING
MMA - AUGUSTA
JANUARY 13, 2009
10:00 A.M.

MINUTES

Present: Gayle Doyon, Vera Parent, Pam Griffith, Tracy Hodgdon-Hyson, Teresa Shaw, Paul Labrecque, Gilberte Mayo, David Little, Kelly Thibodeau, Stu Marckoon, Marilyn Curtis, Joan Kiszely.

Introduction: President Gayle Doyon introduced Janice Tevanian, Manager of Educational Services.

1. Call to Order: Gayle Doyon called the meeting to order at 10:15 a.m.
2. Approval of Minutes: Motion made by Teresa Shaw, seconded by Vera Parent, all approved the December 9, 2008 minutes with minor revisions.
3. Approval of Treasurer's Report: Pam Griffith presented the November 2008 Financial Reports. Motion made by Vera Parent, seconded by Pam Griffith, all approved the financial reports.

Outstanding Bills: Pam Griffith reported on outstanding bills for 2007 and 2008. Pam noted she will contact the towns with 2008 bills outstanding and see what she can do to get payment.

Motion made by Stu Marckoon, seconded by Gayle Doyon, all approved to write off the 2007 outstanding bills

4. Old Business
 - Update on Draft By-Laws: Gayle Doyon noted she did not make too many changes. She reviewed the changes she made with the board. The board also made recommendations for changes. Brief discussion on whether or not the immediate past presidents should have voting privileges. It was a consensus that the past presidents would have voting privileges. Gayle will update the changes and email out to the board. Brief discussion on term limits. Motion made by Stu Marckoon, seconded by Vera Parent, all approved to move on all the changes made by the board to bring back for final review to the board. Gayle Doyon will send Joan Kiszely the final, and then Sharon Blodgett needs to strike out the original in red and add the new language below.
 - Update on Administrative Guide Duties & Responsibilities: Gayle Doyon reported on the Communications Committee section that she drafted for review. It was noted that the Legislation Committee was already updated.

The board made changes to the Communication Committee draft. Gilberte Mayo will update the Professional Development Committee section and submit it for the next meeting. Vera Parent will submit her Membership Committee draft at the next meeting. It was noted that the Nominating Committee should go under the President. The board made changes to the Nominating Committee description. Motion made by David Little, seconded by Vera Parent, all approved to table the rest of the duties and responsibilities until the next meeting.

- Update on Draft Certification application and process: Gilberte Mayo – no report. Not completed to date. Tabled until the next meeting.
- Update Survey Draft: David Little reviewed with Stu Marckoon the changes that were updated at the December meeting. Stu Marckoon will update the Survey and email the update to Joan to send to the board for approval.

Other Old Business:

Logo: David Little will send the new logo out to everyone on the board.

Financials: Gilberte Mayo noted that the expenses are up and revenues are lower than last year. She noted that we should have a budget for 2009.

5. New Business

- 2009 MMA Contract: Gayle Doyon presented the 2009 MMA Contract to the Executive Board. Gilberte Mayo asked Mike Starn to explain the equity adjustment on the contract. Mike gave an update on the equity adjustment and answered questions from the board. It was noted by Mike Starn that there would be no equity adjustment next year and that the equity adjustment has no impact on the new wing of the building. Mike noted that next year would be just a COLA. Mike explained how MMA was going to fund the new wing. He also gave an update of what the conference room would have for technology. Motion made by Gilberte Mayo, seconded by David Little, all approved the 2009 MMA Contract with the revision of the committees.
- Discussion on Annual Conference Agenda: Gayle Doyon reported the conference will be at Hollywood Slots on May 7th. The board drafted the agenda. The luncheon needs to be included in the fee, and meal tickets need to be done. Brief discussion on ordering small nylon bags for the annual conference. This will be brought up at the next meeting. Brief discussion on LD 1 being a session.
- Other New Business

Pam Griffith reported she would like her mail and email now to go to her home and provided us with her home mailing e-mail addresses.

E-mail: Griffith@midmaine.com

Mailing Address: 105 Darling Road, Hudson, Maine 04449

6. Committee Reports
 - Professional Development Committee: Joan Kiszely distributed an updated Training Schedule.
 - Communication Committee: Gayle Doyon – no report
 - Membership Committee: Vera Parent reported she has been given a membership list to date and a county list of those who have not paid their 2009 dues. There was a lengthy discussion on how many members from 2008 were outstanding on paying their 2009 dues. After researching the issue with Jennifer Stiles, Joan Kiszely reported that the team has a backlog of dues renewals to input, so the reports are null and void. Brief discussion on second notices.
 - Newsletter: Vera Parent reported that she will meet with Joan Kiszely after the meeting to draft the upcoming newsletter. Gilberte Mayo noted that she and Paul Labrecque would provide an article on the window sticker bill.
 - Legislative Advocacy Committee: David Little & Paul Labrecque reported on the Excise bill to increase the municipal fees.
7. Review of Training Schedule
8. Adjournment: Motion made by Vera Parent, seconded by Pam Griffith, all approved to adjourn the meeting at 2:30 p.m.