

Final

MAINE MUNICIPAL TAX COLLECTORS & TREASURERS ASSOCIATION
EXECUTIVE BOARD MEETING
MMA - AUGUSTA
FEBRUARY 12, 2009
10:00 A.M.

MINUTES

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

Absent: Stu Marckoon, Tracy Hodgdon-Hyson

1. Call to Order: Gayle Doyon called the meeting to order at 10:19 a.m.
2. Approval of Minutes: Motion made by Gilberte Mayo, seconded by David Little, all approved the January 13, 2009 minutes with minor revisions.
3. Approval of Treasurer's Report: Pam Griffith presented the December 2008 Financial Reports. Motion made by Vera Parent, seconded by Teresa Shaw, all approved the financial reports.
4. Old Business
 - Update on Draft By-Laws: Gayle Doyon distributed the draft by-laws to the board. Lengthy discussions on additional changes to be made to the by-laws. It was the consensus that they be called Executive Board not Executive Committee. This shall be noted in the draft by-laws. Motion made by Vera Parent, seconded by Pam Griffith, all approved the Draft by-laws as amended.
 - Update on Administrative Guide Duties and Responsibilities: Gayle Doyon reported on the draft Communication Committee responsibilities. Motion made by David Little, seconded by Kelly Thibodeau, all approved the duties and responsibilities of the Communication Committee duties and responsibilities with amendments to the draft. Brief discussion on the Nominating Committee duties and responsibilities. Motion made by Gilberte Mayo, seconded by Pam Griffith, all approved the Nominating Committee duties and responsibilities with amendments to the draft. It was noted that we still need Professional Development and Membership duties and responsibilities.
 - Update on Draft Certification application and process: Gilberte Mayo presented the draft certification forms for review. Brief discussion on the Certification for Tax Collector and Treasurer. Gilberte Mayo will make revisions on the certification forms with the board's recommendations, and will present the changes at the next board meeting. Motion made by Vera Parent, seconded by Marilyn Curtis, all approved the re-certification as presented except for the changes in the formatting. Lengthy discussion

Final

on the lifetime certification form. Revisions will be made and brought back to the next board meeting.

- Update on Committee Duties and Responsibilities – Tabled until next meeting.

Other Old Business:

5. New Business

- Discussion on Annual Conference Agenda: Gayle Doyon distributed the draft Annual Conference brochure. There was a brief discussion on the agenda and fee for the annual conference.

Other New Business:

Gilberte Mayo reported that John Myers notified Gilberte Mayo about the Inland Fisheries & Wildlife board. They meet once a quarter. He is looking for reappointments to this board. Motion made by Gayle Doyon, seconded by Pam Griffith to reappoint the members that are already serving on the board and add Kelly Thibodeau to the IF & W board.

There was a brief discussion in regards to the list serve. The board requested Gayle Doyon to request Stu Marckoon to list the answers to questions asked on the list serve to the website.

Foreclosures: Gayle Doyon reported on foreclosures in the City of Biddeford. She encourages everyone to offer a presentation on the process and to get answers. They need the knowledge on this topic.

MMTCTA Interested in Serving on a Committee List as of 2/2/09: Gilberte Mayo requested an explanation of the purpose of this list. The Board requested that they add roles of committee chairs and members of committees to the Agenda for next meeting.

Roles of committee chairs and members need to be clarified.

Bags: David Little requested the board to look at the four bags he presented. The board voted on which bag they liked. The bag they chose was \$15.50. The board wanted him to order 300. Motion made Gilberte Mayo, seconded by Vera Parent, all approved David Little to purchase 300 bags with the logo being silver.

6. Committee Reports

- Professional Development Committee: Joan Kiszely reported the Tax Liens, Government Accounting I and II brochures are being mailed out today. It was the consensus of the board for MMA to email all those with

Final

email and mail a hard copy to those without email addresses. It was noted that we may be able to get a vendor to pay for the entire newsletter.

- Communication Committee: No report.
- Membership Committee: Vera Parent distributed non-member lists by county to board members so that they can assist her in marketing membership. She reported that there are 791 members to date.
- Newsletter: Vera Parent reported that the newsletter is completed and being emailed to members that have email and hard copies sent to those who do not have email addresses.
- Legislative Advocacy Committee: David Little reported on the following LD's:

LD 35	LD 130	LD 332
LD 51	LD 145	LD 360
LD 57	LD 152	LD 380
LD 71	LD 166	LD 381
LD 87	LD 195	
LD 103	LD 331	

7. Review of Payroll Issues and 1099 Workshop – Gilberte Mayo reported that she talked with Bob Westhover to teach this workshop. The board thought that the end of May or July would be good.
8. Adjournment: Motion made by David Little, seconded by Vera Parent, all approved to adjourn the meeting at 1:00 p.m.