

Draft

MAINE MUNICIPAL TAX COLLECTORS & TREASURERS ASSOCIATION
BOARD MEETING
MAINE MUNICIPAL ASSOCIATION
JUNE 16, 2009
10:00 A.M.

MINUTES

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

1. Call to Order: Vera Parent called the meeting to order at 10:10 a.m.
2. Approval of Minutes: Motion made by Stu Marckoon, seconded by Gayle Doyon, all approved the April 14, 2009 minutes.
3. Approval of Treasurer's Report: Pam Griffith presented the March and April 2009 Financial Reports. Pam reported there was a negative balance, but she took care of the issue and cashed in a CD. Motion made by Gayle Doyon, seconded by Theresa Shaw, all approved the March and April financial reports.
4. Old Business:
 - Critique of Annual Conference: Vera Parent noted that overall the conference was positive. Everyone reviewed the composite that was distributed.
 - Critique of Government Accounting I & II: The board reviewed the evaluations.
Critique of Basic Excise Workshop: Gilberte Mayo noted that the attendance was at 57. Stu Marckoon noted that he has gotten some changes from Gilberte Mayo for the excise manuals and will update the manual. The board reviewed and noted there were no bad comments.
 - Review of Certification Guide & Instructions: Gilberte Mayo distributed a Draft Certification Guide & Instructions. Send Stu all Certification forms to post on website. In moving forward bring the copies of Certifications to the meeting. Motion made by Stu Marckoon, seconded by Marilyn Curtis, all approved the Certification Guide & Instructions. Add this to the Certification forms and email to Stu.
 - Other Old Business
Vera Parent reported that some people who attended the Annual Conference left early, and have asked to receive their certificates. She

opened it up to the board for discussion. It was the consensus that if there is a legitimate excuse then the board would honor one leaving. Otherwise they felt that attendees needed to stay to the end to get their certificates. Motion made by Gayle Doyon, seconded by Pam Griffith, all approved to have attendees stay until the end of a workshop/conference to get their certificates. If there is an unusual circumstance it will be brought to the board to make the decision.

5. New Business

- Committee Assignments: Joan Kiszely distributed a copy of the Board of Directors and list of committee chairs. Joan Kiszely will update this and email it to Stu Marckoon.
- Retreat – Discussion on Location, Facilitator & Agenda
Draft Retreat Agenda
Review Goals & Successes from 2008 Retreat
Training Programs for 2010
Instructors
MMA Convention 2009
Membership/Membership Support
Web site
Goals for 2009-2010

The board noted the Retreat is August 13 & 14th, 2009. It was the consensus that we only do a one-day retreat and just revisit the goals and successes. Joan Kiszely noted that Janice Tevanian would be happy to facilitate the retreat. It was agreed that the Retreat would be August 14th. Joan will update the board schedule. Joan needs to get a board room at the Bangor Hollywood Slots. If Joan cannot get Hollywood Slots in Bangor, she will get a room at the Lucerne Inn. She will let everyone know as soon as a room has been booked.

Vera Parent and Gayle Doyon will work with Janice Tevanian to come up with the agenda. Gilberte Mayo noted that it would be good to add the budget to the agenda for the retreat. In moving forward, we need to track how many attend a workshop. Joan will do a detailed cost on past workshops, breaking down the expenses for speakers, lodging, and overnight accommodations. Pam will work with Joan on this breakdown. Have Sarah do a ledger detail report.

6. Other New Business: David Little would like the Professional Development Committee to discuss with Maine Internal Revenue Services about new registration. Gilberte Mayo noted the spreadsheet on our website is a true statement. Is it our goal to do things consistently? Should we ask Maine Revenue to present it the same way that the MMTCTA presents it? Have them look at our website, Trio and all other vendors to see which one should we all use. David Little noted he talked with Motor Vehicle, and if we can get

everyone to agree then Motor Vehicle will dictate to everyone what system we will use. Gilberte Mayo noted she would take the lead on this issue with assistance from David.

Gilberte Mayo noted that there was always a Presidents' Report on the Agenda. She would like this to come back onto the agenda. It was the consensus that the President give a report. Joan will add this to the agenda. David thought every committee chair submits a committee report at every meeting. It was the consensus of the board to do this.

7. Committee Reports

- Professional Development Committee: Gilberte Mayo reported that everyone reviewed the evaluations. She asked if she needed to get a national speaker for the upcoming MMA convention. Gayle Doyon reported on the draft agenda that has already been put together with MGFOA, and MAAO. She asked the board if she could attend the Payroll class and get expenses paid for. Motion made by Gayle Doyon, seconded by Su Marckoon, all approved that Gilberte Mayo get reimbursed her mileage. She noted that a good round table discussion at convention would be a topic on unemployment benefit extension. How do you get reimbursements? Joan – confirmation to payroll add bring calculator and Section 218 agreements with them if they have them. Call Maine Employees Retirement to get.
- Communication Committee: Gayle Doyon – no report. She will be working on the newsletter. Gayle noted to email her anything they want to put in the newsletter. She is looking at September to have this out. Brief discussion on contacting MMA – Geoff Herman on Make an Informed Decision – How a Reduction in Motor Vehicle Excise Tax Affects.
- Membership Committee: Marilyn Curtis reported there are 803 paid members to date. Send Tracey and Marilyn the membership list via email. The board would like to know where the membership money is.
- Legislative Advocacy Committee: David Little – no report.
Credit Card Law: David Little asked the following: Is MMA doing anything about this law? Ask the legal staff. Cc David the answer. People need to know statewide.

Evaluations: David wanted to know what the board does with the evaluations. Joan Kiszely reported that she always looks at the site review and food. He feels the board should take more time on reviewing the evaluations. Do a composite on all workshops evaluation.

8. Adjournment: Motion made by Stu Marckoon, seconded by David Little, all approved to adjourn the meeting at 11:50 p.m.