

FINAL

MAINE MUNICIPAL TAX COLLECTORS & TREASURERS ASSOCIATION
BOARD MEETING
READFIELD TOWN OFFICE
MARCH 10, 2009
10:00 A.M.

MINUTES

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

Excused Absent: Stu Marckoon, Gilberte Mayo, David Little

1. Call to Order: Gayle Doyon called the meeting to order at 10:00 a.m.
2. Approval of Minutes: Motion made by Vera Parent, seconded by Teresa Shaw, all approved the February 12, 2009 minutes with minor revisions.
3. Approval of Treasurer's Report: Pam Griffith presented the January 2009 Financial Reports. Motion made by Vera Parent, seconded by Kelly Thibodeau, all approved the financial reports.
4. Old Business
 - Update on Draft By-Laws: Gayle Doyon distributed the Draft by-laws with the changes requested at the February 12, 2009 meeting. Motion made by Vera Parent, seconded by Tracey Hogdon-Hyson, all approved for MMA to mail the By-Laws with the Annual Conference brochure to the members without email and email out to those that have provided us email. Motion made by Vera Parent, seconded by Pam Griffith, all approved the Amendments to the By-Laws.
 - Update on Administrative Guide Duties and Responsibilities: Gayle Doyon reported on the Administrative Guide duties and responsibilities. She reviewed the updated copies with the changes that were recommended at the February meeting. The board reviewed the Executive Board duties and made some minor revisions. Motion made by Kelly Thibodeau, seconded by Vera Parent, all approved the Executive Board duties with the changes. Joan Kiszely noted she will make the changes and email them out to the board.
 - Update on Draft Certification application and process: Gilberte Mayo emailed a draft certification forms for review, noting changes that were made from the February meeting. Motion made by Vera Parent, seconded by Pam Griffith, all approved the application Lifetime Certification form for Tax Collector & Treasurer with changes presented. Motion made by Kelly Thibodeau, seconded by Gayle Doyon, all approved the application for Certification for Tax Collector with changes presented. Motion made

by Vera Parent, seconded by Pam Griffith, all approved the application for Certification for Treasurer with changes presented. Motion made by Vera Parent, seconded by Pam Griffith, all approved the application for Re-certification with changes presented.

- Update on Committee Duties and Responsibilities:
 - Communications Committee: Motion made Paul Labrecque, seconded by Vera Parent, all approved the Communications Committee duties with changes presented.
 - Nominating Committee: Motion made by Kelly Thibodeau, seconded by Paul Labrecque, all approved the Nominating Committee duties with changes presented.
 - Membership Committee: Motion made by Pam Griffith, seconded by Marilyn Curtis, all approved the Membership Committee duties as is.
 - Professional Development Committee: Motion made by Vera Parent, seconded by Kelly Thibodeau, all approved the Professional Development Committee duties as presented with changes.
 - Instructor Policy: Brief review of the instructor policy. Joan Kiszely noted that she would draft a Student Policy and submit it at the next board meeting.

Other Old Business:

Tote Bags: Gayle Doyon reported that after reviewing the financial report the board should revisit the idea of giving the bags away. The consensus was to increase the fee of the conference to include the cost of the bag. It was noted that we can sell some at the conference for anyone. Motion made by Vera Parent, seconded by Marilyn Curtis, all approved to have the fee for the Annual Conference be \$60 instead of \$50 to have the additional money cover some of the fee for the bags.

5. New Business

- Review of the Draft Annual Conference Brochure: Joan Kiszely distributed a copy of the draft annual conference brochure. Motion made by Vera Parent, seconded by Teresa Shaw, all approved the Draft Annual Conference brochure.

Other New Business: None

Retreat: Vera Parent noted she will not be available for the dates that have been chosen for the Retreat. Brief discussion on what would be a good date for everyone to attend the Retreat. August 13 & 14 was the consensus of the Board to hold the Retreat. Some will come in August 12. They would like Joan Kiszely to get some proposals for the Retreat.

6. Committee Reports

- Professional Development Committee: Gilberte Mayo absent! No report!
- Communication Committee: No report. Already discussed previously.

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- Membership Committee: Vera Parent reported she reviewed the list of non-members. She noted that MMA would be doing a third membership drive in April.
 - Newsletter: No report!
 - Legislative Advocacy Committee: David Little absent.
Paul Labrecque reported that none of the LD's has come up yet. He noted they will probably present them all on one day. He is not sure about the Excise Tax LD.
7. Review of Payroll Issues and 1099 Workshop – Gilberte Mayo absent.
Tabled until next meeting.
 8. Next Meeting Agenda Item: Membership flyer – Joan Kiszely reported that the MMTCTA only have about 30 left and they need to make a decision on ordering more. The board would like Joan Kiszely to bring a copy of the flyer to the next meeting for them to review and discuss.
 9. Adjournment: Motion made by Vera Parent, seconded by Pam Griffith, all approved to adjourn the meeting at 11:55 a.m.