

MAINE MUNICIPAL TAX COLLECTOR'S AND TREASURER'S ASSOCIATION

EXECUTIVE BOARD MEETING

KELLEY ROOM, MMA

AUGUSTA

NOVEMBER 18, 2009

10:00 AM

Members present: Gilberte Mayo, David Little, Gayle Doyon, Teresa Shaw, Tracy Hodgdon-Hyson, Kelley Thibodeau, Vera Parent, Marilyn Curtis, Paul Labrecque and Pam Griffith.

1. Call to order: Vera Parent called the meeting to order at 10:12 AM.
2. Approval of minutes: Dave Little motioned to approve the August 14, 2009 minutes, seconded by Gilberte Mayo, all in favor.
3. Approval of treasurer's report: Pam Griffith presented the July, August and September financial reports. She reported that the CD is getting .57% interest. After some discussion of interest rates, the shrinking fund balance and the need to increase dues and class fees, Gilberte Mayo made the following motion: to accept the July, August and September financial reports, have Pam Griffith look into CD rates, start the process to increase dues by \$5.00 for regular and associate members and \$25.00 for business members, and look into increasing class rates by \$5.00 each with a multi-person discount of \$5.00 for each additional person (member or non-member) from the municipality. Seconded by Gayle Doyon, all in favor.
4. Review of August 14th Strategic Plan: Gilberte Mayo motioned to approve the Strategic Plan as written, seconded by Gayle Doyon, all in favor.
5. Old Business:
 - IF&W expenses discussion: Vera Parent had asked for this to be put on the agenda because it was an unanticipated expense. After much discussion, Gayle Doyon motioned that we pay mileage to board members on the IF&W group and that they get together to determine who is going, seconded by Dave Little, all in favor.
 - Newsletter Discussion: Gayle Doyon said the last letter was late going out because of editing by board members. She said from now on, she will not be sending a draft to the whole board, the newsletter committee will proof read it before sending it to MMA to take to the printer. Gilberte Mayo had some suggestions: send the newsletter as a link (this was done with the last newsletter because the file was so big); put the date on it; anything that has to do with MMTCTA should be sent to all members, not just those on the listserve; MMA should not make all the printing decisions for the MMTCTA. Kelley Thibodeau said she will talk to a printer in her area about doing the newsletter. Dave Little said he would send the letterhead out to all the board members. Vera Parent said

when the time comes to renew the contract with MMA, she will address these issues and tell them we need to OK all expenditures.

- Other Old Business: Gilberte Mayo said she mailed out the MMTCTA bags out to the winners from the MMA Convention and would like to be reimbursed for the cost. Paul Labrecque motioned to reimburse Gilberte for the postage, seconded by Dave Little, all in favor. Dave said he will inventory the bags that are left.

6. New Business:

- 2010 Meeting Schedule: Dave Little motioned that the December 15 board meeting be an e-mail meeting, seconded by Paul Labrecque, all in favor. The 2010 meeting dates were set as follows: January 12, March 23, November 9, MMA Augusta 10AM-3PM. The August 13 meeting will be at Gayle Doyon's, 10:00AM until done, bring food.
- 2010 Training Schedule:
 - Governmental Accounting I and II: Gilberte Mayo will contact Heather Hunter to set the dates and locations.
 - Tax Liens : March 18 in Portland by Paul Labrecque, March 25 in Bangor by Gilberte Mayo.
 - Annual Conference: May 21 in the Bangor/Brewer area. Joan Kiszely will get prices from Hollywood Slots (and ask how many will fit in the room with long rectangular tables), Hilton Garden, Jeff's Catering and the other new hotel in Bangor.
 - Basic Excise: June 17 at MMA in Augusta, Gilberte Mayo.
 - Payroll Processing: July at MMA in Augusta, Bob Westhoven. He prefers smaller classes.
 - Cash Management: Week of September 20-24, MMA Augusta, Jim Bennett.
 - Municipal Law: November, MMA Augusta.
 - Joint Training with GFOA. Gilberte Mayo and Dave Little will work together to develop a Fraud Protection Detection Forensic Accounting Seminar (Robert Brown from Bangor charges \$1500.00) and possibly a GASB training session.
- Critique of 2009 MMA Convention: Paul Labrecque said the convention was an improvement over the 2008 convention, but there needs to be more time between classes and it is important to get the affiliate groups excited about the convention and have them listed in the Townsman. Gilberte Mayo asked if our organization is getting a kick back from the convention and if not, we shouldn't be paying for the speakers. Paul will be on the convention committee Janice Tevanian and Joan Kiszely are going to convene.
- Other: Dave Little asked Joan Kiszely if there could be two e-mail lists for the MMTCTA, one for the list serve and one for all members. Gilberte Mayo said there should be one dues form with a check box to indicate a new or renewal membership (they will go out in January 2010). She will also send Joan a disclaimer that we will send training information, the newsletter, etc by e-mail to save on postage. Joan said she will draft the forms and get them to the board members to critique.

Final

7. Other New Business: President's Report (attached) There was some discussion of Social Security Number confidentiality. Gilberte Mayo asked that Richard Flewelling write an article on the subject for the next newsletter. Gilberte moved to accept the president's report, seconded by Dave Little, all in favor.
8. Committee Reports (attached):
 - Professional Development Committee: The report was submitted by Gilberte Mayo. She will talk to Joan Kiszely about sending letters to the newly certified Tax Collectors and Treasurers. Pam Griffith motioned to accept the report, seconded by Gayle Doyon, all in favor.
 - Communications Committee: The report was submitted by Gayle Doyon. She said she will try to get more advertisers . She will also talk to Ann about doing the presentation on "The State of Today's Real Estate Market : Distressed and Short Sales, Auctions and Foreclosures" at the annual conference and maybe do one with the Assessors. Paul Labrecque motioned to accept the report, seconded b Gilberte Mayo, all in favor.
 - Legislative Advocacy Committee: The report was submitted by Dave Little. He asked if the association should go on record as opposing the excise tax bills due to the fact that 74% of the voters in the last election voted not to have it shifted to property taxes. Gayle Doyon motioned to oppose the excise tax bills, seconded by Gilberte Mayo, all in favor. There was some discussion of excise tax, New Hampshire vs Maine.
9. Dave Little motioned to adjourn the meeting, seconded by Paul Labrecque, all in favor. The meeting was adjourned at 2:08 PM.

Final