

FINAL

**MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS'
ASSOCIATION
EXECUTIVE BOARD MEETING
MAINE MUNICIPAL ASSOCIATION
AUGUSTA
JANUARY 12, 2010
9:30 A.M.**

MINUTES

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

Absent: Kelly Thibodeau

1. Call to Order: Vera Parent called the meeting to order at 9:35 a.m.
2. Approval of Minutes: Motion made by Paul Labrecque, seconded by Gayle Doyon, all approved the December 15, 2010 minutes.
3. Approval of Treasurer's Report: Pam Griffith presented the November Financial Report. Motion made by Gayle Doyon, seconded by David Little, all approved the November financial report. Pam Griffith noted she cashed in a CD because funds got low. She noted she transferred \$15,030.04 into the checking account. Brief discussion on the proposed 2010 Budget. Gilberte Mayo noted that she found a facility (United Technology Conference Center) to do workshops for a room rental of \$60.00. Luncheons are between \$6.00 and \$8.00 per person. She noted that she thinks we should cut back on some of the training. We need to at least break even on the workshops. Motion made by Paul Labrecque, seconded Gayle Doyon, all approved to increase the training by \$5.00 across the board for members and non-members with no multiple discount. It was requested that Pam Griffith look at the general miscellaneous account to see if she can place some of it in another account. Motion made by Gilberte Mayo, seconded by Gayle Doyon, all approved the proposed budget with increasing the web page to \$220, adding \$500 for the newsletter under revenue and accepting her proposed budget as is.
4. Old Business:
 - Final Meeting Schedule: Vera Parent proposed to change the time to 9:00 a.m. instead of 10:00 a.m. Motion made by Stu Marckoon, seconded by Pam Griffith, all approved the final meeting schedule with the time change.
 - Final Training Schedule: Motion made by Paul Labrecque, seconded by Gayle Doyon to offer Tax Liens in Bangor and Portland with decreasing the

cost of the location in Portland and Bangor. Joan Kiszely will add the minimum attendance requirements to the 2010 requirement schedule. Motion made by David Little, seconded by Pam Griffith that a workshop not be run without a minimum registration of 30. Motion made by Gilberte Mayo. Seconded by Teresa Shaw, all approved to offer Cash Management every other year, starting with not offering it this year. One opposed. Gilberte Mayo offered to check with MGFOA to see if they want to offer the Cash Management Workshop or cosponsor with MMTCTA when we offer it. It was the consensus that Joan Kiszely email the brochure out to all members and non-members, and mail hard copies to members only. Motion made by Paul Labrecque, seconded by Gayle Doyon, all approved the 2010 Training Schedule as amended.

- Other Old Business: None

5. New Business:

- Annual Conference Location: The board asked Joan Kiszely to get proposals from The Captain's Galley, Holiday Inn Express, and Jeff's Catering.
- Discussion of By-Law Changes: Motion made by Gayle Doyon, seconded by David Little, all approved the changes as presented.
- 2010 MMA Administrative Services Agreement: David Little requested that the contract be more detailed. They want more detail on what is included and what is not included. Also, they want definitions of Administrative Assistance and Executive Assistance. Motion made by Stu Marckoon, seconded by Gayle Doyon, all approved to table voting on the administrative service agreement. Joan Kiszely will email the next Draft to the entire board once Janice Tevanian has added more detail to the Administrative Services Agreement.

6. Other New Business:

- President's Report: Vera Parent reported that she is trying to deal with each situation as it comes in, and trying to keep the communication open to the entire board.

7. Committee Reports

- Professional Development Committee: Gilberte Mayo reported that she has some Certification applications to be reviewed. She asked that her committee stay after to assist her.
- Communication Committee: Gayle Doyon reported she has been gathering data for the newsletter and will be sending it out around the first of April. She noted she will be adding a message from the President, Legislative Report, and membership report. She will be contacting Gary Hinkley, Motor Vehicle, and Bill Swan from IF&W to do an article for the newsletter.
- Membership Committee: Tracey Hodgdon-Hyson and Marilyn Curtis reported that dues renewals just went out last week. Joan Kiszely noted that they will have a current membership list at their next meeting.

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- Legislative Advocacy Committee: David Little reported he is going to a meeting with the Taxation Committee. They are discussing LD 588 and LD 160.
 - Annual Conference Topics: It was suggested that we offer a Personal Property Liens Collections session.
8. Adjournment: Motion made by Gilberte Mayo, seconded by Pam Griffith, all approved to adjourn the meeting at 1:30 p.m.