

FINAL

**MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS'  
ASSOCIATION  
EXECUTIVE BOARD MEETING  
MAINE MUNICIPAL ASSOCIATION  
AUGUSTA  
March 23, 2010  
9:00 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.

1. Call to Order: Vera Parent called the meeting to order at 9:15 a.m.
2. Approval of Minutes: Motion made by Gilberte Mayo, seconded by Gayle Doyon, all approved the January 12, 2010 minutes with minor revisions.
3. Approval of Treasurer's Report: Pam Griffith presented the December, January, and February financial reports. Sarah Ledoux, from MMA's Finance Department, joined the meeting to answer questions regarding the financial reports. Sarah reported on the new financial reports. Lengthy discussion on timing of being able to get a list of who cancelled for a workshop. Brief discussion on the billing process and the bill to. David Little noted that MMTCTA's ultimate goal is to have a list of all that has cancelled, and also an aging report that reflects who still owes in order to be able to reconcile each class and to track all revenues and expenses on the books. Joan Kiszely noted that usually the outstanding invoices are attached to the aging reports. Pam Griffith has requested that Denise Kolreg send her another aging report with the invoices for 2009 and 2010 attached. Brief discussion that if a member does not pay after being billed the second time, MMA is to flag the individual and let the Treasurer know what is still outstanding. Motion made by Stu Marckoon, seconded by Gayle Doyon, all approved the December, January, and February financial reports. Gilberte Mayo made an amendment to get a follow-up report for the negative February financial statement, seconded by Stu Marckoon, all approved.
4. Old Business:
  - Tax Liens Critique: Paul Labrecque distributed the evaluations from the Portland Tax Liens class. He noted there were 60 in attendance and a lot of new people. Joan Kiszely reported that we have a total of 27 registered for the Tax Liens workshop in Houlton. Gilberte Mayo noted she will tour a Region 2

facility in Houlton that is adjacent to UTC. They would like Joan Kiszely to also tour this facility when she is in Houlton.

- By Law Changes: It was noted that there is no concern over the “Shall & Will. Joan Kiszely needs to move the Mission Statement down to Purpose. Motion made by Stu Marckoon, seconded by Gilberte Mayo, all approved to move the by-law changes to the Annual Meeting with the changes noted.
- 2010 MMA Administrative Services Agreement: Joan Kiszely reported that the goal of the new Director of Communications, the Manager of Educational Services, and Joan Kiszely is to have a completed Draft contract for 2011 MMTCTA no later than August for their Retreat. The MMTCTA would like more detail outlining the financials (specific charges), and more detail on what the contract fee includes. After a brief discussion there was a motion made by Gayle Doyon, seconded by Teresa Shaw, all approved to move forward to have MMA get a completed contract with detail for 2010 for May 14th at their Annual Conference.
- Annual Conference: Joan Kiszely distributed a DRAFT Annual Conference brochure. The Board reviewed and made changes/updates for the Annual Conference brochure for Joan Kiszely to finalize. Motion made by Stu Marckoon, seconded by Gayle Doyon all approved to leave the fee for the Annual Conference at \$60 for members and \$75 for nonmembers. Motion made by David Little, seconded by Stu Marckoon, to note that registration fee includes lunch and delete out surprise gift and materials, all approved. One opposition. The Board discussed foreclosures, quit claim deeds, discharges, and sale of tax-acquired property as possible sessions at the Annual Conference.
- Agenda: Joan Kiszely will email the Board the draft brochure with topics and speakers.  
MMA needs to remember when mailing the Annual Conference brochure to members that they also need to receive the proposed amended By-Laws. The following were instructions given for the TAG team:
  - Members: Email brochure and by-laws; mail members only hard copy of brochure by-laws
  - Non-Members: Email only the brochure. NOT THE BY LAWS AND NO HARD COPY TO NON-MEMBERS.
- Other Old Business:  
None

5. New Business:

- 2010 MMA Convention – Vera Parent noted she was asked by the President – Susan Mooney, MTCCA if the MMTCTA would like to co-sponsor a session at the upcoming MMA Convention. Vera reported she will email the Board what the topic is that the clerks want to co-sponsor with them.
- Other: David Little reported that MGFOA will be holding a workshop in the Bangor area in June and is interested in having the MMTCTA invited. They are looking at holding the workshop at the Muddy Rudder in Brewer on either

June 11<sup>th</sup> or June 18<sup>th</sup>. David and Debbie Cyr, Bangor's Finance Director, have discussed some potential topics. He noted he tried to steer away from strictly accounting areas. They came up with FOIA, and fraud as possible topics. Heather Hunter from Lewiston mentioned indirect cost allocation plans. The Board would like to know what it will cost MMTCTA. The Board requested that David Little communicate with them on the details of this workshop, and that he bring the information back to them at the next meeting. He will email everyone to keep them informed.

6. Other New Business:
  - President's Report: Vera Parent – no report.  
Vera mentioned that she likes the feedback she is getting from the Board. She thanked them for their patience and for working together as a team.
7. Committee Reports
  - Professional Development Committee: Gilberte Mayo distributed a list of Certification that she has approved to date or denied.  
There was a brief discussion regarding the Letter for Certification. The following should be the process:
    - Email to member that they have been approved.
    - Separate letter to the Council or Board of Selectman or Town Manager.
    - Separate letter to the member.
    - Press Release goes inside the actual Certification to be given at the Annual Conference.
  - Gilberte noted she will email Denise Kolreg the letters to move on sending them out to all that have been certified.
  - Communication Committee: Gayle Doyon distributed a copy of the newsletter. This will be emailed out to all members, and hard copies mailed only to members with no email. She noted that they have five advertisers to date, and one more coming. Newsletter to go to Stu Marckoon, and do not email out as an attachment. Refer them to the website. Brief discussion on the revenue and expenses of the newsletter.
  - Membership Committee: Marilyn Curtis noted that she received a membership list that was not totaled. Joan Kiszely went to MIS directly, and was told it was run incorrectly. I was told that they could have manipulated the report to show the total. Margaret Langhill ran a report for Marilyn Curtis.
  - Legislative Advocacy Committee: David Little reported on the following:  
PACE – passed deferred program for elderly residents – voluntary by the towns  
Senate still has to vote on the excise tax bill.
8. Adjournment: Motion made by Teresa Shaw, seconded by Pam Griffith , all approved to adjourn the meeting at 1:00 p.m.