



# Maine Municipal Tax Collectors' and Treasurers' Association

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APPROVED

MMTCTA Annual Retreat  
August 19, 2011  
MMA Facility, Augusta

## RETREAT MINUTES

**Present:** David Little, Marilyn Curtis, Gilberte Mayo, Kristine Poland, Darlene Beaulieu, Leo Ouellette, Tracey Hodgdon-Hyson, Vera Parent, Gayle Doyon, Joan Kiszely.

**Absent:** Pam Griffith, Stu Marckoon

1. **Call to Order:** David Little called the Retreat to order at 9:00 a.m.
2. **Election to the Board:**
  - a. Development of a policy to reflect the timeline and the procedure for a MMTCTA member to be considered for election to the Executive Board.  
David Little distributed a Draft Procedure Policy Election. After a brief discussion the majority of the board agreed that a member needed to be certified to qualify in applying to be on the board.

**ACTION:**

- ✚ David Little will make some changes to the draft and will email it out to the Board for review.

3. **Certification**

- a. Thorough review of the certification and re-certification process.
  - i. What should and should not be mandatory
  - ii. Discuss a CPE type system
  - iii. Credit for shorter classes – 1 to 2 hours
  - iv. Webinars or online classes

**ACTION:**

- ✚ Gilberte Mayo will draft the re-certification form with changes that were noted in a discussion. It was a consensus of the board that the Tax Collector & Treasurer applications for Certification forms were fine.
- ✚ David Little & Leo Ouellette will work together to draft a new Basic Government Accounting course (workshop).
- ✚ David Little will draft a contract for all Instructors that confirm they will teach for MMTCTA.
- ✚ Veterans Class (workshop): This would be a round table, and topics to include Excise, Tax Liens, current happenings, motor vehicle, foreclosures, legislation, etc. They would request attendees to email questions in advance. The Executive Board of MMTCTA would be the instructors.

- ✚ New Tax Collectors & Treasurers Workshop: David Little will contact Stu Marckoon to see what the status is on this proposed new workshop.

#### 4. Training

- Review current training process
  - Should we add or remove classes
  - How often should classes be held
  - Classes in Northern Maine
  - Shorter/Condensed classes
  - Webinars
  - Recruiting new instructors
  - Set training schedule

#### **ACTION**

- ✚ It was the consensus of the board to eliminate Government Accounting I & II and develop the Basic Government Accounting course.
- ✚ Gayle Doyon and Gilberte Mayo will update the Certification Forms reflecting us not offering the Government Accounting I & II workshops.
- ✚ Gilberte Mayo will notify instructor Heather Hunter that the Association is dropping the Government Accounting I & II courses and inquire if she will provide the Association her teaching materials and power point presentation.
- ✚ The board discussed the 2012 Training Schedule tentative locations, instructors, and dates. Joan Kiszely will contact instructors to confirm dates, and facilities.

#### 5. Newsletter

- Update on newsletter status
- Should newsletter be electronic only

#### **ACTION**

- ✚ Kristine Poland will have a newsletter out by October 1, January 1, April 1, and July 1<sup>st</sup>.
- ✚ All articles for the newsletter will be proofed and finalized before being submitted to MMA. MMA will compile the articles into a newsletter format.
- ✚ The newsletter will be emailed to all members with a PDF & Word attachment, and MMA will provide the MMTCTA website link to the newsletter.

#### 6. Committees

- Recruiting non Board members
- Committee responsibilities

#### **ACTION**

- ✚ Gayle Doyon noted that she sent out an email to recruit non-board members, and has not received anything back to date.
- ✚ All Committee chairs need to outreach to get new members on their committee. Committee chairs are responsible for proofing final products.

#### 7. By-Law Committee

#### **ACTION**

- ✚ Gayle Doyon & Tracey Hodgdon-Hyson will make some changes to the current by-laws and bring back their recommendations to the board. They will add the dates of all approved by-laws.
- ✚ Joan Kiszely needs to email Gayle Doyon all past by-laws that were approved.

## 8. Miscellaneous

- a. Credit/Debit Card
- b. Laptop
- c. Promotional items
- d. Set meeting schedule
- e. Other items of interest

### ACTION

- ✚ Motion made by Gayle Doyon, seconded by Vera Parent, all approved to authorize Gilberte Mayo to get a credit card for MMTCTA. If possible the card should be in the name of the organization but if necessary the card should have the Treasurer's name, currently Gilberte Mayo. Gilberte agreed but indicated that she would not provide personal information to the bank. David Little agreed that if providing individual personal information was required then other options would be looked into.
- ✚ Laptop: It was noted that after they get the credit card, they will purchase a laptop for MMTCTA.
- ✚ Promotional Items: Many suggestions for promotional items were brought up by the board members. David Little will look into items and pricing for promotional items. Other board members that have any suggestions were welcomed to also get items and pricing.
- ✚ The board set their 2012 meeting schedule.
- ✚ Motion made by Vera Parent, seconded by Gayle Doyon, all approved Gilberte Mayo, Treasurer to look into getting 3 CD's at \$10,000 each.
- ✚ In light of a possible conflict with the City Clerk's Association the Board has requested Joan Kiszely to request MMA's graphic designer to develop a training brochure exclusively for the MMTCTA.

Motion made by Gayle Doyon, seconded by Vera Parent to adjourn the Retreat at 1:45 p.m.