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**MAINE MUNICIPAL TAX COLLECTORS' AND  
TREASURERS' ASSOCIATION  
EXECUTIVE BOARD MEETING  
MAINE MUNICIPAL ASSOCIATION  
CONFERENCE ROOM-AUGUSTA  
DECEMBER 13, 2011  
9:00 A.M.**

**MINUTES**

**Present:** Gilberte Mayo, Kristine Poland, Tracey Hodgdon-Hyson, David Little, Pam Griffith, Gayle Doyon, Stu Marckoon, Marilyn Curtis, Leo Ouellette, Joan Kiszely.

**Absent:** Darlene Beaulieu, Vera Parent.

1. **Call to Order:** David Little called the meeting to order at 9:00 a.m.
2. **Approval of Minutes:** Motion made by Gayle Doyon, seconded by Leo Ouellette, all approved the August 19, 2011 minutes.

**June 21, 2011:** Motion made by Stu Marckoon, seconded by Gilberte Mayo, all approved the June 21, 2011 minutes.

3. **Approval of Treasurer's Report:** The July, August, September and October financials were presented by Gilberte Mayo. Gilberte Mayo indicated she purchased two CDs in November. She also noted that she applied for a credit card in her name and/or with MMTCTA on the bottom of the card. At any point if she is not the Treasurer, she noted that she will close the account. Motion made by Stu Marckoon, seconded by Leo Ouellette, all approved the July, August, September and October financial reports.

**Membership Applications:** It was the consensus of the Board that from this point on MMA email out the membership application/dues renewals and second notices. They noted that they want to move on going paperless as much as possible. Joan Kiszely indicated that she would have to meet with Margaret Noel and Eric Conrad to inquire about the feasibility of this request.

**Caterer:** There was a lengthy discussion on the price of the Municipal Law Workshop caterer. When we have a workshop the Board would like MMA to forward the menu to the Professional Development Committee (Gayle Doyon) to make the decision of the meal for the workshop. There was a brief discussion on not offering continental breakfast at the workshop. They decided to slowly cut the variety and amount of the continental breakfast.

**Training Materials:** It was the consensus of the Board that the final packet be scanned and emailed to the Web Master (Stu Marckoon) to post on the MMTCTA web site as a link. When MMA sends the confirmation card to the attendees one week prior to the workshop, they will advise the attendee to go to [www.mmtcta.org](http://www.mmtcta.org) and go to the workshop link, print out the packet material to bring with them to the upcoming workshop. MMA is to hand out the

## APPROVED

evaluation, pad of paper, and an agenda. Also, they requested MMA to send all information for Board Meetings/Retreat to them via a link on to their website. The Board would then print out and bring to their upcoming meeting/retreat.

### 4. **Old Business:**

**Update of the status of Action Plan from Retreat.**

#### **Election to the Board:**

Draft Policy: David Little distributed and reviewed the draft policy on election to the Executive Board. He indicated he made the changes that the Board discussed in August. Motion made by Gayle Doyon, seconded by Leo Ouellette, all approved the Proposed Policy - Election to Executive Board with minor revisions to the Bio Section changed.

#### **Certification:**

Re-certification Draft and Certification and Lifetime Certification Forms: Gilberte Mayo indicated that she notified Heather Hunter to let her know that MMTCTA was not offering Government Accounting I and II this year. She indicated that they wanted to revamp the course. Heather Hunter reported that her packets are her material for the workshops. Gilberte Mayo noted that she has not updated the certification forms to date because she had some questions to address with the Board. David Little indicated that the Board discussed moving to points on the forms. After a brief discussion on the forms and where classes would fall on the certification forms, Gilberte Mayo noted she will update the forms to reflect points and total them with the information given to her at this meeting.

Basic Government Accounting Course Workshop (Draft): David Little and Leo Ouellette indicated they have not started drafting this workshop yet, but will move forward on this.

Contract for all Instructors (Draft): David Little reported they have not started drafting this yet, but will move forward on this.

Veterans Class (workshop) Status: Gilberte Mayo will work with David Little on this workshop.

New Tax Collectors' and Treasurers' Workshop: Stu Marckoon presented a proposed class syllabus of the workshop "I've Got The Job – What Now?" Stu Marckoon indicated that his proposal has been updated to reflect the manual. Gilberte Mayo feels that Tax Collector and Treasurer should be separated on the agenda for this workshop. Stu Marckoon feels he could teach in the morning material for just Tax Collectors and in the afternoon for Treasurers. There should also be two certificates. The attendees could choose a morning session, afternoon session or all day. The fee for this workshop would be \$30 for a.m., \$30 for p.m. and \$50 for all day for members and \$40 for a.m., \$40 for p.m. and \$60 for all day for non-members. It was the consensus of the Board after a discussion that MMTCTA offer an all day workshop first and critique the workshop. They will host this workshop here in Augusta at MMA on August 14<sup>th</sup>. They will be encouraged to bring their manual.

#### **Training:**

2012 Training Calendar: Gayle Doyon reported the proposed 2012 Training Calendar was completed. The Executive Board reviewed the 2012 Training Schedule. It was noted that MMTCTA should have a class just on Bankruptcy. They requested Gayle Doyon contact

## APPROVED

Bruce Sleeper to see if he would be willing to teach a workshop on Bankruptcy and see what his fee would be. They would like to offer this in September or December. Motion made by Gayle Doyon, seconded by Leo Ouellette to approve the 2012 Training Schedule.

Templates for Brochures: Joan Kiszely reported that the Graphic Designer, Jaime Clark at MMA designed a template for the Board to review. It was the consensus of the Board. Motion made by Stu Marckoon, seconded by Pam Griffith, all approved the template for the MMTCTA brochure.

### **Newsletter:**

Critique of October Newsletter: The Board noted it really looked good. It was requested that at the top of the article we show who wrote the article. The next newsletter will go out the second week of January. It was suggested that Stu Marckoon do a PowerPoint presentation on their web site to have at the Annual Conference. It was requested that the month go at the top rather than summer, fall, spring, winter. They will ask Jaime Clark to make this change when they send her the material for the newsletter. The Board requested MMA to have the upcoming newsletters sent to Stu Marckoon so the members can get it via a link.

There was a brief discussion on the advertisement section of the newsletter. Motion made by Stu Marckoon, seconded by Gayle Doyon, all approved the fee schedule for the advertisement in the newsletter. The fee schedule would be business card ad - \$150.00; 1/2 page - \$300.00; full page - \$500.00.

### **Committees:**

Committee Chairs Outreach to New Members: Tabled. It was suggested that we reach out to members through the newsletter. It was suggested that whomever we get an ad from for the newsletter, we ask them to write an article and the committee will review the article. We need to make sure it is a general banking article.

Membership Dues Renewals: The Board requested MMA in moving forward to delete the Interested in Serving on a Committee Request, and also remove this from the New Membership application.

Membership Card: Motion made by Gayle Doyon, seconded by Leo Ouellette, all approved to discontinue the membership cards as of today.

### **By-law Committee:**

Proposed By-law Changes: Gayle Doyon indicated she updated Article VIII, Section 5 and Article IV, Section 2 in the By-laws. She also needed to add to the Ethics section the Ethics Committee functions and duties. Gilberte Mayo noted that we need to strike out the membership card part on Article VIII, Section 2. Motion made by Gayle Doyon, seconded by Marilyn Curtis, all approved the proposed By-law Committee. The proposed By-law amendments will be voted on at the 2012 Annual Conference. They requested Joan Kiszely to send the proposed By-laws to the membership with the Annual Conference brochure via link to the web site.

### **Miscellaneous:**

Promotional Items: David Little has not researched yet, but will prior to the next meeting. It was suggested that the extra bags go to new members at the "I've Got The Job – Now What?"

APPROVED

5. **New Business:**

2012 Annual Conference (facility choices and pricing): Gayle Doyon reported that the offerings are at the Waterville Elks Lodge or the Hilton in Freeport. Gayle Doyon gave a review of the Hilton and noted this was her number one choice. Motion made by Stu Marckoon, seconded by Pam Griffith, all approved to host the 2012 Annual Conference and Cash Management at the Hilton in Freeport and for Gayle Doyon and her committee to work on the menu and contract. Gayle Doyon gave a briefing to the Board about possible busing attendees. It was suggested that a brochure be put together in regards to the busing to see if anyone is interested. On the brochure they would use the scenario of a bus leaving May 15<sup>th</sup> and return to the north on May 17<sup>th</sup> and offer May 16<sup>th</sup> to May 17<sup>th</sup> on the survey. Speaker letters for Annual Conference: Add information that we would like speakers to email us their material. Send packet material to Stu Marckoon to let people know it is a link. Confirmations: Let the attendees know they can go to the link on the web site to get their packet material for the Annual Conference.

MMA Administrative Service Agreement: Eric Conrad from MMA joined the group. He shared that MMA was glad to have a partnership with MMTCTA. He stated MMTCTA is one of 14 Affiliate Groups which currently contract services with MMA. He said there would be a 1.5% increase in the contract administrative costs for 2012. The group thought that was a modest increase and confirmed our intent to continue to work with MMA in 2012. Motion made by Stu Marckoon, seconded by Gayle Doyon, all approved the 2012 MMA Administrative Service Agreement with the update in the contract of four newsletters rather than two.

Critique of Municipal Law Workshop Composite: There was a brief discussion on the composite. Gilberte Mayo offered to talk to Becky Seel about the MMTCTA offering a separate workshop for a Bankruptcy Workshop, composite on the workshop, and the new idea on the packet material being emailed out via a link verses hard copies.

6. **Other New Business:**

President's Report: No Report. There was a brief discussion on the Green Sales Tax Form. David Little will send an email to Peter Beaulieu to see what the status is on the ST6 form.

a. **Committee Reports:**

Professional Development Committee: Gayle Doyon noted she already reported on her committee earlier on. She indicated they will be working on the agenda for the upcoming Annual Conference.

b. Certification Chair: Pam Griffith reported she approved two certificates for the following:

Tracie York	Tax Collector Certification	Town of Lincoln
Shaun Strobel	Associate Treasurer	City of Portland

c. Communication Committee: Kristine Poland indicated her report was covered earlier on in the meeting.

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- d. Membership Committee: Tracy Hodgdon-Hyson indicated there are only seven members that have not paid for 2011. They have seven people that still have not paid their 2011 dues. The Board requested MMA to check to see if the individuals were in the database as non-members and see if they have renewed in 2012.
  - e. Legislative Advocacy Committee: David Little had no report.
  - f. Ethics Committee: Leo Ouellete had no report.
  - g. Aging Report: Gilberte Mayo noted that she contacts the person that has not paid and overdue 60 days. She indicated that she can notify MMA if the individual has not paid after 120 days that they are flagged and a letter will be sent letting them know they are no longer a good member in standing and have 10 days to pay or they will be deleted as a member and can no longer attend workshops.
7. **Adjournment**: Motion made by Stu Marckoon, seconded by Gayle Doyon, all approved to adjourn the meeting at 1:30 p.m.