**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**June 13, 2022**

**TIME:** 10:03a.m.

**PLACE:** VIA Google Meet Teleconference

1100 N. Eutaw Street

5th Floor Conference Room

Baltimore, MD  21201

**PRESENT:** Steven P. Wions, Chair

Jane M. Bourassa, Vice Chair

Brian McCurdy

Janice Shih

Victoria Kelly

Symon Manyara

**STAFF**

**PRESENT:**  Kausar Syed, Deputy Commissioner O&P

Christopher Dorsey, Assistant Executive Director

Jessica Praley, Legal Counsel

Michelle Roberts, Administrative Specialist

Danielle Anderson, Web Coordinator

**OTHERS**

**PRESENT:** Michael Kohler, MSATP

Chairman Wions called the meeting to order at 10:03 a.m.

Upon a motion **(I)** by Ms. Bourassa, seconded by Ms. Shih, the Board voted to approve the minutes for the May 9, 2022 meeting with corrections

**Chairman’s Report**

Chairman Wions welcomed the new legal counsel Ms. Jessica Praley to the Board.

**Executive Director’s Report**

Mr. Dorsey announced that Mr. Wions term is up and that Board members must vote on a new Chair and Vice Chair.

Upon a motion **(II)** by Ms. Shih and seconded by Mr. McCurdy, the Board unanimously approved the Executive Director’s Report.

**Examination Committee Report**

Ms. Bourassa reported on the Examination Committee’s review of the PSI examination results for March 2022 through the present. The examination was administered to 9 candidates: 3 passed on the first attempt, 1 failed on the first attempt, 1 repeated and passed, and 4 repeated failed attempts.

Ms. Bourassa informed the Board that the Maryland Tax Preparers exam will change on July 1, 2022 to include the 2021 rules and to make sure that the Board’s website reflects this change.

Upon a motion **(III)** by Ms. Kelly and seconded by Ms. Shih, the Board unanimously approved the Examination Committee Report.

**Old Business**

Alexandra Quinn-Bean led a discussion of her progress investigating new & old complaints.

**New Business**

Danielle Anderson, new web coordinator for O & P introduced herself to the Board. Chairman Wions led a discussion regarding changes & updates that need to be made to the Board’s website and asked Ms. Anderson if she would be able to facilitate such changes, to which she replied she could.

Upon a motion **(IV)** by Mr. McCurdy and seconded by Mr. Manyara, the Board unanimously voted to approve New Business.

**Executive Session**

Upon a motion (**VII**) by Ms. Bourassa and seconded by Mr. McCurdy, the Board unanimously voted to go into closed session at 11:11 a.m.

At 11:15 a.m., upon a motion (**VIII**) by Ms. Bourassa and seconded by Mr. McCurdy, the Board unanimously voted to return to the open session.

Upon a motion (**IX**) by Ms. Bourassa and seconded by Mr. McCurdy the Board unanimously voted to approve the decisions made in the closed session.

**Adjournment**

There being no further business, upon a motion (**X**) by Mr. McCurdy and seconded by Ms. Bourassa, the Board unanimously voted to adjourn the meeting at 11:20 am.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, September 12, 2022, at 10:00 a.m.

\_\_x\_\_\_With corrections Without corrections

Signature on file October 17, 2022

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Steven P. Wions, Chair Date