**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**November 13, 2023**

**TIME:** 10:00 a.m.

**PLACE:** In Person and VIA Google Meet Teleconference

 1100 N. Eutaw Street

5th Floor Conference Room

Baltimore, MD  21202

**PRESENT:** Victoria Kelly, Chair

 Janice Shih, Vice Chair

 Brian McCurdy

 Jane M. Bourassa

Alex Franks

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

Sharron McNeill, Administrative Officer II

 Fatmata Rahman, Administrative Officer I

 Robert Pambianco, Legal Counsel

**OTHER**

**PRESENT:** Michael Kohler, MSATP

**BOARD/STAFF**

**ABSENT:** Javier Solis

 Nayo Carter - Gray

Symon Manyara

Ms. Kelly, Chair, called the meeting to order at 10:03 a.m.

Upon a motion **(I)** by Mr. McCurdy and seconded by Ms. Bourassa, the Board unanimously voted to approve the October 16, 2023 minutes.

**Report of the Chair**

During Ms. Kelly’s report, she shared with the Board some of her ideas, including changes she would like to make within the Tax Preparers Board, including her hope for facilitating a greater partnership with the Comptroller in order to increase referrals from the Comptroller.

Upon a motion **(II)** by Ms. Bourassa and seconded by Ms. Shih, the Board unanimously approved the Report of the Chair.

**Executive Director’s Report**

1. Mr. Dorsey announced that on November 16, 2023 the Boards Administrative Officer Fatmata Rahman will be attending the Forest Park High School Career Awareness Fair. Pamphlets and general information will be given out to students regarding the benefits and requirements of becoming a Tax Preparer.
2. Mr. Dorsey also stated that on December 4th he will be presenting at the NATP Annual Educational event. This event will be a good opportunity for registrants who are interested in continuing education hours as well as for stirring up interest in new registrants.
3. On December 1st Mr. Dorsey will also be attending the MSATP Holiday Soiree. Mr. Dorsey urges all Board members to attend if possible.

Upon a motion **(III)** by Mr. McCurdy and seconded by Ms. Shih, 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 October 16, 2023 through the present. The examination was administered to twenty-three (23) candidates: four (4) passed on the first attempt, eight (8) failed on the first attempt, four (4) repeated and passed, and seven (7) had repeated failed attempts.

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

**New Business**

1. A proper introduction of the Board members will commence next Board meeting, which is January 8, 2024.
2. Mr. Dorsey announced that the meeting dates for 2024 are as follows:

January 8, 2024

February 12, 2024

May 13, 2024

June 10, 2024

September 9, 2024

October 21, 2024

November 18, 2024

Upon a motion **(V)** by Ms. Shih and seconded by Ms. Bourassa, the Board unanimously approved the New Business Report.

**Old Business**

Ms. Kelly brought to the Board’s attention that she would like for the Board members’ credentials to be uploaded to the website. Fellow Board members agreed with the idea. Changes made to the website will be forwarded to the appropriate web coordinators.

Upon a motion **(VI)** by Ms.Bourassaand seconded by Mr. McCurdy, the Board unanimously approved the Old Business Report.

**Closed Session**

Upon a motion **(VII)** by Mr. McCurdy and seconded by Ms. Shih, the Board went into a closed session at 11:20 a.m.

**Return to Open Session**

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

**Adjournment**

There being no further business, upon a motion **(IX)** by Ms. Shih and seconded by Mr. McCurdy, the Board unanimously voted to adjourn the meeting at 11:31 a.m.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, January 8, 2024, at 10:00 a.m.

\_\_\_x\_With corrections Without corrections

\_\_Signature on file\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ January\_17, 2024\_\_\_\_\_\_\_\_

Victoria Kelly, Chair Date