**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**January 8, 2024**

**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

 Javier Solis

 Nayo Carter-Gray

 Symon Manyara

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

Sharron McNeill, Administrative Officer II

 Fatmata Rahman, Administrative Officer I

 Paige Bryant, Administrative Specialist III

 Robert Pambianco, Legal Counsel

**OTHER**

**PRESENT:** Michael Kohler, MSATP

Mary Beth Halpern, MSATP

**BOARD/STAFF**

**ABSENT:** Alex Franks

Ms. Kelly, Chair, called the meeting to order at 10:05 a.m.

Upon a motion **(I)** by Mr. Manyara and seconded by Mr. Solis, the Board unanimously voted to approve the November 13, 2023 minutes with corrections.

**Report of the Chair**

During Ms. Kelly’s report, she stated that she will be in contact with the Comptroller regarding the Comptroller regulating ways to regularize timely referrals to the Board. A future agenda item was proposed to the Board to be discussed at the next meeting with the Comptroller and multiple stakeholders.

Upon a motion **(II)** by Mr. McCurdy and seconded by Ms. Carter-Gray, the Board unanimously approved the Report of the Chair.

**Executive Director’s Report**

1. Mr. Dorsey introduced the new Administrative Specialist III Paige Bryant to the Board.
2. Mr. Dorsey stated that on December 4th he attended the NATP Annual Educational event. This event was a good opportunity for registrants who were interested in continuing education hours. Mr. Dorsey also stated that he met registrants interested in registering to become an Individual Tax Preparer.
3. Mr. Dorsey stated that on December 1st he attended the MSATP Holiday Soiree where scholarship recipients were recognized. Ms. Shih and Ms. Carter-Gray also attended the event.

Upon a motion **(III)** by Mr. Solis and seconded by Mr. Manyara, 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 November 13, 2023 through the present. The examination was administered to one hundred ninety-nine (199) candidates: seventy-one (71) passed on the first attempt, fifty-two (52) failed on the first attempt, twenty-four (24) repeated and passed, and fifty-two (52) had repeated failed attempts.

Ms. Bourassa also brought to the Board’s attention that PSI Examination Services will be coming to Baltimore during the last week of April, tentatively, to review Exam questions. Ms. Bourassa also stated that an invite is open to all Board members interested in attending.

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

**New Business**

1. Ms. Carter-Gray officially introduced herself as a new member of the Board and gave some background information about herself, as well as her credentials.

**Old Business**

No Report

**Closed Session**

Upon a motion **(V)** by Mr. McCurdy and seconded by Ms. Shih, the Board went into a closed session at 11:25 a.m.

**Return to Open Session**

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

**Adjournment**

There being no further business, upon a motion **(VII)** by Mr. Manyara and seconded by Mr. McCurdy, the Board unanimously voted to adjourn the meeting at 12:38 p.m.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, February 12, 2024, at 10:00 a.m.

\_\_\_\_With corrections x Without corrections

\_\_Signature on file\_\_\_\_\_\_\_\_ \_February 16, 2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Victoria Kelly, Chair Date