**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**December 13, 2021**

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

**PLACE:** VIA Google Meet Teleconference

 500 N. Calvert Street

3rd Floor Conference Room

Baltimore, MD  21202

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

 Jane M. Bourassa, Vice Chair

Brian McCurdy

Javier Solis

 Symon Manyara

**STAFF**

**PRESENT:**  Christopher Dorsey, Executive Director

 Matthew A. Lawrence, Legal Counsel

 Alicia Coar, Administrative Specialist

 Alexandria Quin-Bean, Investigator

**OTHER**

**PRESENT:** A.H. Stagliano, MSTAP

**BOARD/STAFF**

**ABSENT:** Janice Shih

Victoria Kelly

Mr. Wions, 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 approved the minutes for the November 18, 2021 meeting with corrections.

**Report of the Chair**

No Chair Report

**Executive Director’s Report**

Mr. Dorsey explained to the Board that the requested changes had been made to the website concerning the materials that candidates are allowed to bring into the examination. These changes were confirmed by Ms. Bourassa.

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

**Examination Committee Report**

Ms. Bourassa had no report at this time as Ms. Coar was unable to access to the website for any updated information.

 **Old Business**

No Old Business Report

**New Business**

No New Business Report

**Closed Session**

Upon a motion (III) by Mr. Manyara and seconded by Ms. Bourassa, the Board unanimously voted to go into closed session at 10:23 a.m.

**Second Open Session**

At 10:32 a.m., upon a motion (IV) by Mr. McCurdy and seconded by Ms. Bourassa, the Board unanimously voted to return to the open session at which time a recess was taken.

At 11:00 a.m., upon a motion (V) by Ms. Bourassa and seconded by Mr. McCurdy, the Board reconvened the open session. The Board conducted a remote, open hearing in the matter of Maryland State Board of Individual Tax Preparers v. Antoin Johnson, Case No. MITP-2021-0022.

**Second Closed Session**

At 11:50 a.m., upon a motion (VI) by Ms. Bourassa and seconded by Mr. Manyara, the Board unanimously voted to return to closed session.

**Third Open Session**

At 12:24 p.m., upon a motion (VII) by Mr. Solis and seconded by Mr. Manyara, the Board unanimously voted to return to open session.

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

**Adjournment**

There being no further business, upon a motion (IX) by Mr. McCurdy and seconded by Mr. Solis, the Board unanimously voted to adjourn the meeting at 12:25 p.m.

**Next Meeting Date**

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

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

​Signature on file​ January 10, 2022

Steven P. Wions, Chair Date