**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**January 10, 2022**

**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

Janice Shih

Symon Manyara

Victoria Kelly

**STAFF**

**PRESENT:**  Christopher Dorsey, Assistant Executive Director

Matthew A. Lawrence, Legal Counsel

Alicia Coar, Administrative Specialist

Alexandar Quinn-Bean, Investigator

**BOARD/STAFF**

**ABSENT:** Javior Solis

Chairman Wions called the meeting to order at 10:04 a.m.

Upon a motion (**I**) by Mr. McCurdy seconded by Ms. Bourassa, the Board voted to approve the minutes for the December 15, 2021 meeting with corrections (Ms. Kelly abstained from the vote.)

**Report of the Chair**

The Chairman reminded Board members that April 30th is the deadline for filing the financial disclosure required by the State Ethics Commission.  Upon a motion (**II**) by Ms. Kelly seconded by Ms. Shih, the Board unanimously voted to adopt the report of the Chairman.

**Executive Director’s Report**

Mr. Dorsey informed the Board members that the office move to 1100 North Eutaw St. would be effective January 18th. In response, the Board members requested that the Department send an email blast to all registered tax preparers informing them of the move. Mr. Dorsey also advised the Board members that all meetings will continue to be held virtually for the forseeable future.

Upon a motion (**III**) by Ms. Kelly and seconded by Ms. Bourassa, 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 1, 2021, through the present. The examination was administered to 215 candidates: 105 passed on the first attempt, 110 failed on the first attempt.

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

**Old Business**

No Old Business.

**New Business**

No New Business.

**Executive Session**

Upon a motion (**V**) by Ms. Kelly and seconded by Ms. Bourassa, the Board unanimously voted to go into closed session at 10:15 a.m.

At 10:22 a.m., upon a motion (**VI**) by Ms. Kelly and seconded by Ms. Bourassa, the Board unanimously voted to return to the open session.

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

**Next Meeting Date**

The next meeting of the Board will be held on Monday, February 14, 2022, at 10:00 a.m.

**Adjournment**

There being no further business, upon a motion (**VIII**) by Ms. Kelly and seconded by Ms. Bourassa, the Board unanimously voted to adjourn the meeting at 10:24 am.

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

Signature on file 2/14/2022

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Steven P. Wions, Chair Date