**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**May 9, 2022**

**TIME:** 10:02 a.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

 Javier Solis

Symon Manyara

**STAFF**

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

 Matthew A. Lawrence, Legal Counsel

 Michelle Roberts, Administrative Specialist III

**OTHERS**

**PRESENT:** Michael Kohler

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 February 14, 2022 meeting with no corrections

**Chairman’s Report**

Nothing to Report

**Executive Director’s Report**

Mr. Dorsey informed the Board that the office was now open for in person meetings for up to 6 board members due to limited parking. Mr. Dorsey also reminded the Board members that at the next meeting they need to vote on a new Chairman of the Board.

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 February 14, 2022 through the present. The examination was administered to 74 candidates: 12 passed on the first attempt, 27 failed on the first attempt., 14 repeated and passed, and 21 repeated failed attempts.

Ms. Bourassa informed the Board of the recommendation made by PSI that the Board considers allowing additional publications to be carried by candidates into the exam. The Board wants to meet w/PSI representative for further information. In the meantime, it was suggested that the Board allow these addional publications to be added to the candidates reading list.

Mr. Lawrence made the suggestion that the Board have the Ex. Director, Mr. Dorsey & Jane Bourassa draft a letter to be sent to PSI requesting that these recommendations be put in writing to be officially presented to the Board.

Upon a motion **(III)** by Mr. McCurdy and seconded by Ms. Kelly, the Board unanimously approved to have Mr. Dorsey & Ms. Bourassa to draft letter for PSI.

Upon a motion **(IV)** by Ms. Shih and seconded by Ms. Kelly, the Board Unanimously approved to allow the additional publications to be added to the candidates reading list.

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

**Old Business**

No Old Business.

**New Business**

Chairman Wions suggested the Board have Executive Director Dorsy prepare a spreadsheet showing each Board member’s start date, when their term is over and how many terms he/she has served to help the Board determine who would be next in line to take over as Chair, afterwhich, the board agreed to revisit this matter.

Upon a motion **(VI)** by Mr. Solis and seconded by Mr. Symon, the Board unanimously voted to revisit this matter.

**Executive Session**

Upon a motion (**VII**) by Ms. Kelly and seconded by Mr. Solis, the Board unanimously voted to go into closed session at 11:01 a.m.

At 11:09 a.m., upon a motion (**VIII**) by Ms. Kelly and seconded by Mr. McCurdy, the Board unanimously voted to return to the open session.

Upon a motion (**IX**) by Ms. Kelly 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. Kelly, the Board unanimously voted to adjourn the meeting at 11:12 am.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, June 13, 2022, at 10:00 a.m.

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

Signature on file May 9, 2022

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steven P. Wions, Chair Date