**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Special Open Session Minutes**

**July 9, 2024**

In Person and Via Google Meets Teleconference

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

1100 N. Eutaw Street

5th Floor Conference Room

Baltimore, MD  21201

**PRESENT:** Victoria Kelly, Chair

Janice Shih, Vice Chair

Jane Bourassa

Brian McCurdy

Alex Franks

Symon Manyara

Nayo Carter-Gray

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

Sharron McNeill, Administrative Officer II

Paige Bryant, Administrative Specialist III

Robert Pambianco, Legal Counsel

**BOARD/STAFF**

**ABSENT:**  Javier Solis

**CALL TO ORDER**

At 10:14 a.m., Mr. McCurdy and by Ms. Shih called the meeting to order.

The Board unanimously voted to approve the May closed session meeting minutes, motioned by Ms. Carter- Gray, and seconded by Mr. Manyara.

At 10:17 a.m., upon a motion **(I)** by Mr. McCurdy and seconded by Ms. Shih the Board unanimously voted to go into a closed session via a Google Meets teleconference for which only Board members and staff were provided the login information. The purpose of this session was to consult with counsel regarding an application and to comply with the provision of the Maryland Public Information Act that shield licensing information, as well as to perform an administrative function not subject to the Open Meetings law pursuant to Section 3-103(a)(1)(i) of the General Provisions article to review open complaints, an administrative function not subject to the Open Meetings Act.

The Board returned to Open Session at 11:01am and at 11:02am on a motion by Mr. McCurdy and seconded by Ms. Bourassa, then voted to adjourn the meeting.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, September 9, 2024, at 10:00 a.m.

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

\_\_Signature on file\_\_\_\_\_\_\_\_\_ \_\_9/27/2024\_\_\_\_\_\_\_

Victoria Kelly, Chair Date

**SUMMARY OF CLOSED SESSION HELD ON July 9, 2024**

1. ***Statement of the time, place, and purpose of the closed session:***

Time of closed session: 10:17am

Place (location) of closed session: Virtual

Purpose of the closed session: With respect to an application before the board, consult with counsel and comply with the provision of the MPIA that shields licensing information, as well as to perform an administrative function not covered by the OMA.

1. ***Record of the vote of each member as to closing the session*:**

Names of members voting aye: Kelly, Shih, Cater-Gray, Franks, Manyara, McCurdy, Bourassa

Members opposed: 0 Abstaining: 0

1. ***Statutory authority to close session****:*

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

* ***Topic #1****: § 3-305(b)* ***( 7 )* 🡪** ***Topic #2****:*  *§ 3-305(b)* ***( 13 ) 🡪 Topic #3****:* *§ 3-305(b)* ***( )****(add others as needed)*

1. ***Listing of each topic actually discussed, persons present, and each action taken in the session*:**

|  |  |  |
| --- | --- | --- |
| **Topic description** | **Persons present for discussion** | **Action Taken/Each Recorded Vote** |
| #1: An Application for Registration | Board members: Kelly, Shih, Cater-Gray, Franks, Manyara, McCurdy, Bourassa  Staff: Dorsey, McNeil  Counsel: Pambianco | Application approved unanimously. |
| #2:Complaint Committee Report (Admin Function) | Same | Approved unanimously |