**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**October 21, 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

Symon Manyara

Brian McCurdy

Jane M. Bourassa

Janice Shih

Alex Franks

Nayo Carter-Gray

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

Paige Bryant, Administrative Specialist III

Robert Pambianco, Legal Counsel

**OTHER**

**PRESENT**:

**BOARD/STAFF**

**ABSENT:** Javier Solis

**Call to Order**

Ms. Kelly, Chair, called the meeting to order at 10:02 a.m.

Upon a motion **(I)** by Ms. Carter-Gray and seconded by Mr. McCurdy, the Board unanimously voted to approve the September 9, 2024 open meeting minutes with corrections. Also, upon a motion **(II)** by Ms. Carter-Gray and seconded by Mr. Manyara, the Board unanimously voted to approve the September 9, 2024 closed meeting with corrections.

**Report of the Chair**

No report

**Executive Director’s Report**

Mr. Dorsey announced that he will be presenting at the NATP’s education seminar on behalf of the Board, which will be held 12/02/24 at the Maritime Institute in Linthicum.

**Examination Committee Report**

Ms. Bourassa reported on the Examination Committee’s review of the PSI examination results from September 2024. The examination was administered to twenty-nine (29) candidates overall: fifteen (15) of which were first attempts. Of the first attempts five (5) passed, and ten (10) failed on their first attempt, five (5) repeated attempts passed, and nine (9) had repeated failed attempts.

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

**New Business**

Mr. Dorsey announced that he attended a tax preparer exam prep discussion at the MSATP held on 09/12/24. During the meeting, a discussion was had pertaining to working with PSI to come up with a possible exam prep course to help new exam takers familiarize themselves with the materials on the exam. Also, the Board discussed correspondence it received from PSI regarding the proposed course. The Board has some questions about this matter before giving approval.

Upon a motion by **(IV)** Mr. McCurdy and seconded by Mr. Franks, the Board voted to table the discussion until the November meeting.

Ms. Kelly discussed possibly coming up with term limits for Board and committee Chairs.

Upon a motion by **(V)** Mr. Manyara and seconded by Mr. Franks, the Board voted to table the discussion until the November meeting

**Old Business**

Ms. Kelly mentioned she will reach out to the Comptroller’s office to further discuss coming up with education to inform the public about fraudulent preparers.

Mr. Pambianco briefly discussed the rule making procedure of promulgating a new Professional Code of Conduct.

**Complaint Committee Report**

The Complaint Committee reported that there are thirty-nine (39) open complaints broken down as follows: twenty-four (24) CPE audit failures, six (6) non-registered preparer complaints, three (3) code of conduct complaints, and six (6) consumer complaints.

Upon a motion by **(VI)** Ms. Bourassa and seconded by Ms. Shih, the Board voted to approve the Complaint Committee Report.

**Adjournment**

There being no further business, upon a motion **(VII)** by Mr. Franks seconded by Mr. McCurdy, the Board voted unanimously to adjourn the meeting at 11:14 a.m.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, November 18, 2024, at 10:00 a.m.

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

**Signature on file 1/17/2025**

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Victoria Kelly, Chair Date