**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**October 17, 2023**

**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:** Steven P. Wions, Chair

Jane M. Bourassa, Vice Chair

Symon Manyara

Brian McCurdy

Janice Shih

Javier Solis

Victoria Kelly

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

Sharron McNeill, Administrative Officer II

Fatmata Rahman, Administrative Officer I

Robert Pambianco, Legal Counsel

Matthew McKinney, Director of Strategic Initiatives

**OTHER**

**PRESENT:** Mary Beth Halpern, MACPA

**BOARD/STAFF**

**ABSENT:**

Mr. Wions, Chair, called the meeting to order at 10:05 a.m.

Upon a motion **(I)** by Ms. Kelly and seconded by Ms. Shih, the Board unanimously voted to approve the September 11, 2023 minutes with corrections.

**Report of the Chair**

No Report

**Executive Director’s Report**

Mr. Dorsey announced that he has submitted the proposal for the Sunset extension that would extend the Board through July 1, 2036.

Upon a motion **(II)** 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 September 11, 2023 through the present. The examination was administered to nineteen (19) candidates: two (2) passed on the first attempt, five (5) failed on the first attempt, three (3) repeated and passed, and nine (9) had repeated failed attempts.

There was also a discussion amongst all Board members regarding helping first time test-takers take and pass the Maryland Exam. Various ideas, such as, adding a survey at the end of the Exam or conducting interviews and/or phone calls were also confabulated.

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

**New Business**

Mr. McKinney asked Ms. Shih if she has received her reappointment letter to stay an active Board member through her next term. Ms. Shih stated that she received her reappointment letter on September 18, 2023.

**Old Business**

1. During Old Business an election was held between Board members. Victoria Kelly was elected Chairperson and Janice Shih was elected Vice Chair.

**Closed Session**

Upon a motion **(IV)** by Ms. Bourassa and seconded by Mr. Manyara, the Board went into a closed session at 11:10 a.m.

**Return to Open Session**

Upon a motion by **(V)** Mr. McCurdy 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 **(VI)** by Ms. Kelly and seconded by Mr. Solis, the Board unanimously voted to adjourn the meeting at 11:28 a.m.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, November 13, 2023, at 10:00 a.m.

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

\_\_Signature on file\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ November 20, 2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Victoria Kelly, Chair Date