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**Maine Association of Assessing Officers  
Board Meeting Minutes  
MMA - Augusta  
December 7, 2012**

**Present:** Darryl McKenney, Tammy Brown, Martine Painchaud, Marc Perry, Roger Hoy, Mark Caldwell, Lisa Morin, Mike D'Arcangelo, Sue Varney, Beth O'Bar, Joan Kiszely.

**Conference Call:** Bill Healey, Rick Mace.

**Excused Absence:** Ruth Birtz.

**Call to Order:** President Darryl McKenney called the meeting to order at 10:10 a.m.

**Secretary's Report:** Tammy Brown presented the Minutes of the August 3, 2012 meeting. Motion made by Mark Caldwell, seconded by Sue Varney, all approved the August 3, 2012 minutes as written.

**Appointment 2013 Secretary:**

Nominations: Tammy Brown. Motion made by Martine Painchaud, seconded by Mike D'Arcangelo all approved with one abstained to appoint Tammy Brown as the new Secretary.

**Treasurer's Report:** Martine Painchaud presented the July, August, September, and October 2012 financial report. She reported that the total assets were \$17,929.34.

Martine Painchaud reported on the outstanding bills and indicated that the total bills paid out to date are \$3,206.26 for stipends and MMA, making the total assets \$14,723.08.

Motion made by Mark Caldwell, seconded by Sue Varney, all approved the financial reports for July, August, September and October 2012.

**Appointment 2013 Treasurer:**

Nominations: Martine Painchaud. Motion made by Tammy Brown, seconded by Sue Varney, all approved to appoint Martine Painchaud as the new Treasurer.

**Old Business:**

**Committee Reports:**

**Audit/Finance:** Mark Caldwell had no report.

**Appointment of Audit/Finance Committee Chair:**

Nominations: Mark Caldwell. Motion made by Tammy Brown, seconded by Mike D' Arcangelo, all approved to appoint Mark Caldwell to be the Chair of the Audit/Finance Committee.

**Calendar/Advertisers:** Lisa indicated that she still had one box of day planners with about 25 in the box. Darryl will arrange a time to pick them up from Lisa's office.

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**Appointment of Calendar/Advertisers Committee Chair:**

Nominations: Mark Caldwell. Motion made by Tammy Brown, seconded by Roger Hoy, all approved to appoint Mark Caldwell to be the Chair of the Calendar/Advertisers Committee.

**Newsletter:** Rick Mace thanked everyone for all the pictures for the past newsletter. Anne Gregory is still willing to write the member profile articles for the newsletter. The January issue will feature Steve Weed. There was a brief discussion on what else could go into the next newsletter.

**Appointment of Newsletter Committee Chair:**

Nominations: Rick Mace. Motion made by Tammy Brown, seconded by Roger Hoy, all approved to appoint Rick Mace to be the Chair of the Newsletter Committee.

**Ethics:** Ruth Birtz was absent.

**Appointment of Ethics Committee Chair:**

Nominations: Ruth Birtz. Motion made by Tammy Brown, seconded by Martine Painchaud, all approved to appoint Ruth Birtz to be the Chair of the Ethics Committee.

**Legislative:** Mike D'Arcangelo reported he has nothing to report. Mike D'Arcangelo commented that the depth and number of questions are good on the listserv. He feels everyone benefits from the listserv.

**Appointment of Legislative Committee Chair:**

Nominations: Mike D'Arcangelo. Motion made by Mark Caldwell, seconded by Beth O'Bar, all approved to appoint Mike D'Arcangelo to be the Chair of the Legislative Committee.

**Membership:** Roger Hoy reported there are 242 members to date. Darryl McKenney asked the Board if the Maine Revenue Services should be charged for membership. The President noted that they will take this up under new business.

There was a discussion on Selectmen/Assessors getting information on workshops/conference of MAAO. When MAAO has a workshop/conference it was requested that we advertise on the MMTCTA & MTCCA membership listserv. It was the consensus that MAAO run an ad quarterly in the Townsman welcoming new selectmen/assessors.

**Appointment of Membership Committee Chair:**

Nominations: Roger Hoy. Motion made by Tammy Brown, seconded by Sue Varney, all approved to appoint Roger Hoy to be the Chair of the Membership Committee.

**Awards & Scholarship:** Beth O'Bar indicated there were no applications for scholarship in 2012.

**Appointment of Awards & Scholarship Committee Chair:**

Nominations: Beth O'Bar. Motion made by Tammy Brown, seconded by Martine Painchaud, all approved to appoint Beth O'Bar to be the Chair of the Awards & Scholarship Committee.

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**Scholarship Money Account:** Motion made by Roger Hoy, seconded by Beth O'Bar, all approved to have a separate account set up for the \$3,264.30 scholarship money.

**Potential Name of Scholarship Award:** It was the consensus of the Board to name it MAAO Educational Scholarship Award. Motion made by Beth O'Bar, seconded by Mike D'Arcangelo, all approved to have the deadline for the scholarship award 60 days prior to attending a workshop/conference or event. Beth O'Bar will send out a reminder to members prior to the event informing them of the scholarship award.

**Technology Report:** Marc Perry reported that he still intends on getting the listserv topics on the website. He is still working on getting the educational materials on the website from the Fall Conference.

**Appointment of Technology Committee Chair:**

Nominations: Marc Perry. Motion made by Mark Caldwell, seconded by Roger Hoy, all approved to appoint Marc Perry to be the Chair of the Technology Committee.

**Executive Board:** Darryl McKenney reported on the following:

- He has appointed Bill Healey for the IAAO Representative.
- Northern Regional Association of Assessing Office Minutes.
- 12 Unpaid members were taken off the membership list.
- Selling Vest: MAAO paid the sales tax and can sell the vest anytime except for the MMA Convention.

**Education:** Bill Healey reported he will contact Sally Daggett and William Dale about putting on the BAR Workshop in April of 2013 at MMA. He noted he has already talked with a few people about being speakers at the 2013 Fall Conference. Beth O'Bar indicated she has contacted Northern Maine Community College and indicated they could possibly do the Northern workshop on April 26<sup>th</sup>. If NMCC is unable to host the workshop she will find another location; however, the date will stay as April 26<sup>th</sup>.

**Appointment of Education Committee Chair:**

Nominations: Bill Healey. Motion made by Tammy Brown, seconded by Mark Caldwell, all approved to appoint Bill Healey to be the Chair of the Education Committee.

**Conference Committee:** Susan Varney noted she felt the 2012 Conference went well. Darryl McKenney noted he would like the attendee list to be larger print (font). Tammy Brown reported the contracts for 2013 and 2014 were signed and a deposit of \$500 was sent to Sebasco on November 29, 2012. She indicated the dates are as follows: September 11-13, 2013, and September 3-5, 2014. They requested Joan Kiszely to order new member ribbons to put on all new members that attend the Fall Conference.

Tammy Brown reported in both contracts there will not be free upgrades on overnight room for the Board Members, golf was \$5 less, Charter Ruth Cruise increased, and they added an additional comp room at the discretion of President.

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Tammy Brown indicated that the 2014 Contract stayed the same except they will hold the food price the same as 2013. She feels we were treated very fairly, and thanked Joan Kiszely for her assistance on the contracts.

**Appointment of Conference Committee Chair:**

Nominations: Sue Varney. Motion made by Tammy Brown, seconded by Mike D'Arcangelo, all approved to appoint Sue Varney to be the Chair of the Conference Committee.

**Historian:** Darryl McKenney reported he is still trying to find a banner. No one could remember having one. He noted that he will have Ruth Birtz check into a banner and price. He is still looking into the Meets & Bounds Award. They requested Joan Kiszely to look into this.

**Appointment Historian Committee Chair:**

Nominations: Martine Painchaud & Tammy Brown. Motion made by Sue Varney to appoint Martine Painchaud to be Chair of the Historian Committee, seconded by Mike D'Arcangelo, after some discussion the Board took a vote. The vote was 8 to 2 (Martine and Tammy were not present for the vote) to appoint Martine Painchaud to be the Chair of the Historian Committee.

**New Business:**

**Honary Life Membership:** Darryl McKenney indicated that Robert tripp & George Mayo are the only Honorary Life Members. David Ledew, Mike Rogers and Jeff Kendall are the only comp'd members. Motion made by Marc Perry to grant Gerry Daigle and Helen Tupper Honorary Life Membership, seconded by Sue Varney, all approved.

**2013 Meeting Schedule:** The draft 2013 Meeting Schedule was presented and the Board made some proposed changes. It was the consensus of the Board to accept the 2013 meeting/training schedule.

**2013 Administrative Service Agreement:** Eric Conrad reported that they are one of 14 Affiliate Groups that currently contract services with MMA. He noted that MMA is proposing a 3% increase for 2013. He indicated with a 3% increase they would be paying \$175 more a year. In 2012 their contract was \$5,826, and in 2013 it would be \$6,001. Motion made by Tammy Brown, seconded by Mike D'Arcangelo, all approved the 2013 Administrative Services Agreement with the 3% increase.

**Budget for 2013:** Tammy Brown indicated she worked with Darryl to draft the budget for 2013. It was requested that Martine Painchaud talk to the finance department and request more line items under the Fall Conference. It was the consensus of the Board to finalize the 2013 budget line at the January 11, 2013 scheduled meeting.

**Other:**

**Annual Dues:**

Darryl McKenney indicated that on the Membership Application MAAO have eight sections for the annual dues. He discussed section 6-State Membership and weather MAAO should offer Maine Revenue Services, Property Tax Division employee's free membership. Motion made by

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Mark Caldwell, seconded by Tammy Brown, all approved to add under Section 6–State of Maine (Maine Revenue Services, Property Tax Division employees) complimentary membership, and in order for them to qualify they need to complete the membership form. Joan Kiszely has been requested to change the new membership application form to add Maine Revenue Services, Property Tax Division–Comp’d. Joan Kiszely/Tammy Brown is to send the new application to Dave Ledew to copy and give out to those that want to apply for comp’d membership. Motion made by Marc Perry, seconded by Roger Hoy, all approved that the 2013 dues stay the same as 2012 except with the addition to Section 6.

**Stipends:** Motion made by Marc Perry, seconded by Mike D’Arcangelo, all approved to send a \$100 stipend to Anne Gregory as a Past President. Motion made by Roger Hoy, to have the 2013 Stipends stay the same as 2012 seconded by Beth O’Bar, all approved, as well as the Past Presidents.

**Pins:** Tammy Brown indicated the Board members will be given the MAAO pins to distribute in their surrounding towns/cities to members.

**Adjournment:** Motion made by Marc Perry, seconded by Sue Varney, all approved to adjourn the meeting at noon.