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**Maine Association of Assessing Officers  
Board Meeting Minutes  
MMA - Augusta  
December 5, 2014**

**Present:** Rick Mace, Darryl McKenney, Tammy Brown, Mike D’Arcangelo, Martine Painchaud, Ruth Birtz, Sue Varney, Lewis Cousin, Roger Hoy, John Wentworth, Mark Caldwell, Joan Kiszely.

**Excused Absence:** Dan Robinson, Bill Healey, Jackie Robbins.

**Call to Order:** President Rick Mace called the meeting to order at 10:02 a.m.

**Secretary’s Report:** Tammy Brown presented the Minutes of the August 8, 2014 meeting. Motion made by Ruth Birtz, seconded by Martine Painchaud, all approved the August 8, 2014 minutes with minor changes.

**Treasurer’s Report:** Martine Painchaud presented the July, August, September, and October financials and outstanding bills.

The balance as of July 31, 2014 was \$20,987.78. The balance as of August 31, 2014 was \$28,719.59. The balance as of September 30, 2014 was \$22,922.79. The balance as of October 31, 2014 was \$21,624.05. The balance as of December was \$18,312.82. Motion made by Sue Varney, seconded by Ruth Birtz, all approved the July, August, September and October financials.

Since our last meeting on August 8, 2014 we have paid:

Rick Mace	\$444.23
Darryl McKenney	\$230.00
MMA	\$70.70
Zulu Nyala Game Lodge	\$850.00
Sebasco Harbor Resort	\$10,273.31
Robin Mayo	\$30.00
Town of Wells	\$30.00
Franklin Printing	\$1,199.70
Maine Chapter of IAAO	\$275.00
Thomas Frey	\$427.05
MMA	\$375.33
Assessment Services LLC	\$850.00
TEAM Consulting LLC	\$725.00
MMA	\$353.62
Hampton Inn Presque Isle	\$95.00
MMA	\$62.61
Rick Mace	\$500.00
Ruth Birtz	\$500.00
Martine Painchaud	\$250.00

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Tammy Brown	\$250.00
Darryl McKenney	\$100.00
Jacki Robbins	\$100.00
Bill Healey	\$500.00
Mark Caldwell	\$100.00
Roger Hoy	\$100.00
Mike D'Arcangelo	\$100.00
Sue Varney	\$100.00
Louis Cousins	\$100.00
Dan Robinson	\$100.00
<b>TOTAL</b>	<b>\$19,091.55</b>

**Old Business:**

**Committee Reports:**

**Audit/Finance:** Mark Caldwell noted he has not had anything to audit since the Annual Meeting.

**Calendar/Advertisers:** Mark Caldwell reported he brought the calendars to the MMA Convention. He indicated he had 200 printed, and it was difficult to get sponsors for the calendars.

**Newsletter:** Ruth Birtz reported the newsletter went out on time. She thanked Mike D'Arcangelo on all the photos he sent. She thanked everyone that contributed to the newsletter. They are looking at a deadline of the first of January for articles for the next newsletter. There was a brief discussion on the protocol of the newsletter deadline.

**Ethics:** Jacqueline Robbins was absent.

**Legislative:** Mike D'Arcangelo had no report.

**Membership:** Roger Hoy reported that there are currently 250 paid members. He would like to drop the 13 members that have not paid to date. Joan Kiszely volunteered to contact the unpaid members to see if they are no longer with the town and to promote MAAO membership.

**Awards & Scholarship:** Tammy Brown reported on the following:

- Has not received any application to date.

**Technology Report:** Dan Robinson was absent.

**Executive Board:** Rick Mace reported that the MMA Convention was a success with their vendor booth. He feels it was well worth it and would like to co-sponsor again with MCIAAO.

**Education:** Bill Healey was absent.

**Fall Conference:** Sue Varney reported on the following:

- Evaluations: As a whole it was a success.

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**Historian:** Martine Painchaud had no report.

**New Business:**

**Welcome New Board Members:** Rick Mace wanted to welcome John Wentworth to the Board.

**Sue Varney Resignation:** Motion made by Ruth Birtz, seconded by Mark Caldwell, all approved to accept her resignation and wished her best of luck with her future endeavors. MAAO presented Sue Varney and Mark Caldwell with a gift. They also wished Mark Caldwell well with his retirement.

**2015 MMA Administrative Services Agreement Contract:** Motion made by Ruth Birtz, seconded by Martine Painchaud, all approved the 2015 MMA Administrative Services Agreement Contract. There was a brief discussion on how many trainings they want to do in 2015. Margaret Noel discussed how much more the contract would be if they want to offer five trainings verses three trainings. Margaret Noel offered to increase the contract to \$400.00 for five trainings. Margaret Noel gave a brief update on the restructure of the Training & Affiliate Department. Motion made by Darryl McKenney, seconded by Martine Painchaud to amend the motion to adjust the fee of the contract to \$6,659.00 to reflect five training sessions rather than two and eliminate the annual meeting.

**Budget Proposal for 2015:** The Board reviewed the budget and discussed the figures of the 2015 expenditures. Motion made by Mike D'Arcangelo, seconded by Darryl McKenney, all approved to increase the stipend for Treasurer and Secretary from \$250 to \$500. Two abstained! It was suggested that Tammy Brown review the 2014 Check Request and make sure the account numbers are correct. If they are not, she will work with the Finance Department at MMA to move monies in the correct account.

**Scholarship Criteria:** The Board reviewed the current scholarship criteria. Motion made by Roger Hoy, seconded by Darryl McKenney, all approved the changes of additional wording in the scholarship criteria.

**High End Valuation Workshop:** Rick Mace noted this was not a very good workshop. There was a brief discussion about the speaker and his delivery to the attendees. The board discussed the venue that was used for this workshop, noting it was very difficult to hear the speaker with another program going on in the very next room that was only separated by a sliding curtain

**Southern Maine Educational Suggestion:** Rick Mace indicated that he volunteered to teach the basic course on Assessing to become a Certified Maine Assessor. Maine Revenue Services noted they will promote it. Tammy Brown suggested that this Board work with Maine Revenue Services to do on-line training on this. It was requested that MAAO do a video conferencing in Presque Isle for the BAR workshop in May as a beginning for introducing video conferencing.

**MMA Record Retention Policy:** Rick Mace noted they have a new policy and made the Board aware of the policy.

**2015 Meeting Calendar:** Tammy Brown reviewed the proposed training calendar. After a brief discussion, it was the consensus of the Board that they meet on January 9<sup>th</sup> rather than the day

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after New Years' Eve on January 2, 2015. Joan Kiszely confirmed the meeting room for January 9, 2015, and will update their Meeting/Training calendar.

**Other:**

**Board Vacancies:** It was suggested that Rick Mace contact Debbie Turner of Harpswell and Angela Bradstreet of Brunswick to see if one of them is interested in serving on the MAAO Board and to fill the one vacant position.

**Adjournment:** Motion made by Darryl McKenney, seconded by Martine Painchaud, all approved to adjourn the meeting at 11:50 a.m.