

Approved

**Maine Association of Assessing Officers
Board Meeting Minutes
MMA - Augusta
December 7, 2018**

Present: Ruth Birtz, Rick Mace, Darryl McKenney, Tammy Brown, Martine Painchaud, Lewis Cousins, Bill Healey, Jr., Debbie Turner, Travis Roy, and MMA, Joan Kiszely.

Excused Absence: Roger Hoy, Craig Skelton, John Wentworth

Conference Call: Dan Robinson

Call to Order: President Bill Healey called the meeting to order at 10:03 a.m.

Secretary's Report: Tammy Brown presented the Minutes of the August 3, 2018 meeting. Motion made by Darryl McKenney, seconded by Ruth Birtz, all approved.

Treasurer's Report: Martine Painchaud reported on the balance (Total Assets) as of:

July 31, 2018	\$15,598.87
August 31, 2018	\$18,794.40
September 30, 2018	\$12,253.60

Motion made by Travis Roy, seconded by Dan Robinson, all approved the July, August, September financials as presented.

Martine reported on the following:

Paid out since August 3, 2018:

Paid out since August 10, 2018

Sebasco Harbor - charges for fall conference	\$ 10,093.29
Print Works/Bangor Publishing Co -printing Day Planners	\$ 932.99
Darryl McKenney - reimbursement session dinner fall conference	\$ 231.18
Gary McCabe CAE - speaker expenses	\$ 597.50
MMA - coffee and room charges May BAR Workshop	\$ 260.00
Tammy Brown - reimbursement expenses fall conference	\$ 304.96
MMA - July invoice	\$ 29.38
Rick Mace – reimbursement- gift basket MMA Convention	\$ 59.75
Zulu Nyala Game Lodge	\$ 1,400.00
Lewis cousins -reimbursement advertising mailing	\$ 32.48
MMA - September Invoice	\$ 143.69
Bill Healey - Stipend	\$ 500.00
Ruth Birtz - Stipend	\$ 500.00
Tammy Brown - Stipend	\$ 500.00
Martine Painchaud -Stipend	\$ 500.00
Darryl McKenney - Stipend	\$ 100.00
Rick Mace - Stipend	\$ 100.00

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John Wentworth - Stipend	\$	100.00
Debbie Turner - Stipend	\$	100.00
Roger Hoy - Stipend	\$	100.00
Lewis Cousins - Stipend	\$	100.00
Dan Robinson - Stipend	\$	100.00
Travis Roy - Stipend	\$	100.00
Craig Skelton - Stipend	\$	100.00
Total Invoices Paid	\$	16,985.22

Motion made by Travis Roy, seconded by Dan Robinson, all approved the July, August, September financials as presented.

Old Business:

Committee Reports:

Audit/Finance Committee

No report!

Award & Scholarship Committee

Rick Mace – No report!

Calendar/Advertisers Committee

Lewis Cousins reported on the following:

- No changes in advertisers this year.
- May be able to get Sewall as an Advertiser in the future
- Travis Roy will contact Alison at Harris to see if they will advertise.

Conference Committee

Tammy Brown reported on the following for the 2018 conference:

- Contract has been signed to return to Sebasco Harbor Resort for the 2019 MAAO Fall Conference. There will be more details available in the upcoming months.

Education Committee

Bill Healey, Jr. informed the Board the following:

- **BAR Workshop:** Dan Robinson will check with Sally Daggett to confirm speakers and a date.
- **Northern Maine Workshop:** Lewis Cousins indicated this workshop will be held on April 26, 2019 and he will be working on the sessions.
- Bill has been active getting Educational sessions for the Fall Conference – Sessions in the works are:
 - Joel Mosher – Ethics
 - Dan Robinson –How to prepare a BAR Packet
 - Lisa Hobart – She will speak on Personal Property and cost \$2,500It was the consensus of the board that Bill Healey gets Lisa Hobart to be a speaker for the Fall Conference.
- Credits – Advanced Certifications

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Ethics Committee

Travis Roy had no report. They have not met yet.

Historian Committee

Darryl McKenney had no report.

Legislative

Darryl McKenney reported on the following:

- No report at this time.

Membership

- Tammy Brown reported that there are currently 85 paid members, 183 members remain unpaid, which is normal for this time of the year.
- It was mentioned that no one has gotten any negative feedback on the increase of membership.

Newsletter

Tammy Brown reported on the following:

- Newsletter will go out next week
- Next newsletter will go next February and needs articles.

Technology Committee

Dan Robinson reported on the following:

- Talked to Ben Thomas about the Website
Ben Thomas gave estimates of \$50 an hour for routine updates

Executive Board

Ruth Birtz had no report at this time.

Administrative Guide: Tammy Brown and Joan Kiszely will update the Administrative Guide.

New Business:

2019 MMA Administrative Service Agreement

Bill Healey indicated he talked with Eric Conrad from MMA yesterday. He indicated he is happy with the service from MMA. No one had questions about the MMA Contract.

Motion made by Rick Mace, seconded by Ruth Birtz, to approve the 2019 MMA Administrative Service Agreement.

2019 Meeting Calendar: There was a brief discussion on the 2019 MAAO Meeting Calendar.

Motion made by Rick Mace, seconded by Darryl McKenney, all approved the proposed 2019 meeting calendar.

Northern Maine Workshop: Lewis Cousins reported on the following

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- April 26, 2019
- Open to suggestions for speakers
- Trying to find a legal issue

Assessing Organization Discussion

- Discussion on IAAO Chapters vs Affiliates
- Chapter is an arm of IAAO – Each Chapter is required to send their membership information to IAAO.
- Affiliates are part of the membership category. Membership data is not required to be sent to IAAO.
- There was discussion about asking someone from Maine Revenue be on the Board as a non-voting member. All Board members were in favor of this.
- Discussion on the State offering IAAO course in Portland
- Discussion on to have a meeting with Eric Conrad to discuss Interactive/On-line offerings courses. Bill and Travis would like to meet with Eric Conrad before or after the next meeting to discuss this.

2019 Budget Proposals:

Tammy Brown reported on the following:

- Tammy Brown prepared the proposed budget – Suggestions on changes were as follows:
Website upgrade needs to go in budget – web design, On-Line educational offerings.
Speaker line needs to be increased
- Tammy Brown will make changes and bring back the Proposed 2019 Budget at the next meeting.

Other

There were no other topics discussed at this meeting.

Adjournment: Motion made by Rick Mace, seconded by Martine Painchaud, all approved to adjourn the meeting at 11:19 p.m.

Approved