

APPROVED

**Maine Association of Assessing Officers
Board Meeting Minutes
MMA - Augusta
January 25, 2019**

Present: William Healey, Darryl McKenney, Tammy Brown, Martine Painchaud, Dan Robinson, Roger Hoy, Craig Skelton, & Alicia Gaudet (MMA)

Conference Call In: Rick Mace, Debbie Turner, Lewis Cousins

Excused Absent: Travis Roy, Ruth Birtz

Call to Order: President Bill Healey, Jr. called the meeting to order at 10:05a.m.

Secretary's Report:

Motion made by Martine Painchaud, seconded by Dan Robinson, all approved the December 7, 2018 minutes.

Motion made by Martine Painchaud, seconded by Craig Skelton, all approved to appoint Tammy Brown as the Secretary for 2019. Tammy Brown abstained.

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

October: \$11,374.28

November: \$8,802.74

Motion made by Darryl McKenney, seconded by Dan Robinson, all approved the October & November financials as presented.

Martine Painchaud reported on the following:

Paid out since December 7, 2018

MMA December Invoice \$302.23

Sebasco Harbor \$500 deposit

State Farm insurance \$425

Motion made by Tammy Brown, seconded by Roger Hoy, all approved to appoint Martine Painchaud as Treasurer and Lewis Cousins as the Assistant Treasurer for 2019. Lewis and Martine abstained.

Old Business:

Representative from Maine Revenue Services was supposed to attend today's meeting, but had a user's group meeting and couldn't make it.

Committee Reports:

Audit/Finance Committee: Ruth Birtz (absent)

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No report.

2019 Appointment of Audit/Finance Committee Chair:

Motion made by Tammy Brown, seconded by Martine Painchaud, all approved to appoint Ruth Birtz as Chair of the Audit/Finance Committee and Darryl McKenney as Co-chair.

Award & Scholarship Committee: Rick Mace

No report

2019 Appointment of Awards & Scholarship Committee Chair:

Motion made by Darryl McKenney, seconded by Tammy Brown, all approved to appoint Rick Mace as Chair of the Awards and Scholarship Committee.

Calendar/Advertisers Committee: Lewis Cousins

Lewis Cousins reported on the following:

Collected money from all that have re-upped so far this year. Invites others to help solicit additional advertisers. Haven't lost any advertisers this year.

2019 Appointment of Calendar/Advertisers Committee Chair:

Motion made by Tammy Brown, seconded by Craig Skelton, all approved to appoint Lewis Cousins as Chair of the Calendar/Advertisers Committee and Rick Mace as co-chair.

Conference Committee: Tammy Brown

Tammy Brown reported on the following for the 2019 conference:

Deposit has been sent for 2019 conference. Agenda flyer is already out to members. Have already discovered a conflict with another assessing group training.

2019 Appointment of Conference Committee Chair:

Motion made by Dan Robinson, seconded by Craig Skelton, all approved to appoint Tammy Brown as Chair of the Conference Committee and Debbie Turner and Darryl McKenney as Co-chairs.

Education Committee: Bill Healey

Bill Healey, Jr. informed the Board of the following:

Northern Maine Spring Workshop – Set for April 20th to be held at Northern Maine Development Commission in Caribou: Lewis Cousins reported on the following:

- Lewis Cousins indicated he has his agenda completed. He has confirmed speakers, etc.
- Hopes for at least 20 attendees.

BAR Workshop – Set for May 15th at 4:00 p.m. at MMA in Augusta with live interactive video conferencing being held at Northern Maine Development Commission in Caribou:

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- Darryl McKenney will attend as representative from MAAO at the Augusta location and Lewis Cousins will be the representative in Caribou.

Fall Conference:

- Fall conference agenda is final. Bill provided overview of sessions; he is hoping Lisa Hobart's Personal Property presentation will help to draw in more registrations. The Board discussed the early registration fee and cutoff date for that when full registration would apply.

MMA Convention:

- Need to start working on Convention program with MCIAAO. Darryl will be the contact for MAAO with the MCIAAO Board. The Board brainstormed some possibilities.

2019 Appointment of Education Chair:

Motion made by Tammy Brown, seconded by Craig Skelton, all approved to appoint Bill Healey, Jr. as Chair of Education Committee and Dan Robinson and Travis Roy as Co-chairs.

Ethics Committee: Travis Roy (absent)

Travis was absent. Craig indicated there was nothing to report.

2019 Appointment of Ethics Committee Chair:

Motion made by Darryl McKenney, seconded by Martine Painchaud, all approved to appoint Travis Roy to be the Chair of the Ethics Committee & By-laws Committee Chair, and Craig Skelton as the Co-Chair.

Executive Board

Ruth Birtz was absent so there was nothing to report.

2019 Appointment to Executive Board Chair:

Motion made by Tammy Brown, seconded by Dan Robinson, all approved to appoint Ruth Birtz as Chair of the Executive Board.

Historian Committee: Darryl McKenney

No report.

2019 Appointment of Historian Chair:

Motion made by Craig Skelton, seconded by Dan Robinson, all approved to appoint Darryl McKenney as the Historian for MAAO

Legislative Committee: Darryl McKenney

Darryl McKenney reported on the following Legislative Bills:

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Veterans, Homestead, as well as other issues.

2019 Appointment of Legislative Committee Chair:

Motion made by Lewis Cousins, seconded by Dan Robinson, all approved to appoint Darryl McKenney to be the Chair of the Legislative Committee and Ruth Birtz as the Co-chair.

Membership Committee: Roger Hoy

Roger Hoy reported on the following that there are 196 paid members as of January 2019.

2019 Appointment of Membership Committee Chair:

Motion made by Martine Painchaud, seconded by Darryl McKenney, all approved to appoint Roger Hoy as the Chair of the Membership Committee.

Newsletter Committee: Tammy Brown

Tammy Brown reported that the next issue will be going out in a few weeks and she could use some help with articles for that issue. There was some discussion about a member only area on our website where we could list helpful hints and forms. We could include in the newsletter some articles describing some of the forms and provide a link to access them. Tammy mentions she is always looking to add some new components to the newsletter. She asked the board members to contact her if they had any ideas or suggestions.

2019 Appointment of Newsletter Committee Chair:

Motion made by Craig Skelton, seconded by Martine Painchaud, all approved to appoint Tammy Brown to be the Chair of the Newsletter Committee and Ruth Birtz as the Co-chair.

Technology Committee: Dan Robinson

Discussion in New Business

2019 Appointment of Technology Chair:

Motion made by Martine Painchaud, seconded by Roger Hoy, all approved to appoint Dan Robinson as the Chair of the Technology Committee. Motion made by Dan Robinson, seconded by Martine Painchaud, all approved to appoint Travis Roy as Co-Chair of the Technology Committee.

Creation of new committee: Distance Learning

Motion made by Dan Robinson to nominate Travis Roy as chair of Distance Learning Committee, seconded by Craig Skelton. Motion made by Tammy Brown to nominate Dan Robinson and Lewis Cousins as co-chairs, seconded by Darryl McKenney. All approved both motions.

New Business:

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- Bill Healey reported that Eric Conrad has suggested that we form a new committee to explore distance learning opportunities
 - Will put together some questions for MMA's IT department on what is needed/required for multiple video conference sites.
 - Tammy is interested in exploring webinar-style training as well. Maine EMS does this successfully.
- Website conversion to Wordpress. Dan had received quote from Ben at MMA for about \$1,000. Ben is currently out of the office with medical issues, so this may be delayed.
 - Will require a separate account called Website Development for \$1,500.

Budget Proposal for 2019:

- Tammy reported that we still didn't have the December 2018 financials.
- The Board discussed the Budget figures and updated the budget spreadsheet.

Motion made by Darryl McKenney, seconded by Craig Skelton, all approved 2019 Budget.

Other: none

Adjournment: Motion made by Dan Robinson, seconded by Martine Painchaud, all approved to adjourn the meeting at 11:18 a.m.