

Approved

**Maine Association of Assessing Officers  
Board Meeting Minutes  
MMA - Augusta  
January 31, 2020**

**Present:** Tammy Brown, Travis Roy, Martine Painchaud, William Healey, Jr, Ruth Birtz, Dan Robinson, Darryl McKenney, Lewis Cousins, Elisa Trepanier, Theresa Duff & Melissa White (MMA)

**Conference Call In:**

**Excused Absent:** Rick Mace, Roger Hoy

**Guest:**

**Call to Order:** President Tammy Brown called the meeting to order at 11:05 a.m.

It was determined there was a quorum.

**Secretary's Report:**

Motion made by Dan Robinson, seconded by Martine Painchaud, all approved the December 6, 2019 minutes.

**Appoint Secretary**

Motion made by Travis Roy, to appoint Ruth Birtz as Secretary, seconded by William Healy Jr., all approved.

**Treasurer's Report:**

Martine Painchaud reported on the balance (Total Assets) as of: November 2019: \$14,501.27

Motion made by Lewis Cousins, seconded by Ruth Birtz, all approved the November financials as presented.

Martine Painchaud reported on the following:

Bills paid since December 6, 2019:	
Tammy Brown – reimbursement	\$110.00
Cornell Consultants	\$3,900.00
MMA November Invoice 2019	\$249.00
Sebasco Harbor Resort (down payment)	\$500.00
State Farm	\$425.00
December MMA Invoice 2019	\$440.11
Totals:	\$5,624.21

Approved

### **Appoint Treasurer**

Motion made by Dan Robinson, to nominate Martine Painchaud as Treasurer with Lewis Cousins as the Co-Treasurer, seconded by William Healy Jr., all approved.

### **Old Business:**

### **Committee Reports:**

**Audit/Finance Committee:** Ruth Birtz reported on the following:

- Finances will be finalized prior to the MAAO Fall Conference

### **Appoint Chair/Co-chair**

Motion made by Travis Roy to appoint Ruth Birtz as the chair of the Audit/Finance committee, and Darryl McKenney as the co-chair of the Audit/Finance committee, seconded by Dan Robinson, all approved.

**Award & Scholarship Committee:** Rick Mace was absent.

### **Appoint Chair**

Motion made by Ruth Birtz to appoint Rick Mace as the chair of the Award & Scholarship committee, seconded by Tammy Brown, all approved.

**Calendar/Advertisers Committee:** Lewis Cousins reported on the following:

- Working on advertisers for the 2021 calendar.
- Darryl provided Lewis with a business card from a vendor who would like to bid on the printing of the next calendar.

Motion made by Ruth Birtz to appoint Lewis Cousins as the chair of the Calendar & Advertisers committee, and Theresa Duff as the co-chair of the Calendar & Advertisers committee, seconded by Travis Roy, all approved.

**Conference Committee:** Tammy Brown reported on the following:

- \$500.00 deposit was sent to Sebasco Harbor Resort for the 2020 Conference
- Melissa White is working on RFP's for 2021 from Sebasco Harbor Resort, Sunday River Jordan Hotel & the Samoset Resort.
- Discussion of polling membership for locations.

Open discussion for other locations:

- Spruce Point
- Newagon

Approved

- Migis

Melissa will review these facilities to determine if they are sufficient to accommodate the conference. Theresa noted that Maine Revenue holds an event in the spring at Sunday River yearly, so it may be best to avoid having the MAAO Fall Conference at that location.

### **Appoint Chair/Co-chair**

Motion made by Travis Roy to appoint Tammy Brown as the chair of the Conference committee, and Darryl McKenney as the co-chair of the Conference committee, seconded by William Healy Jr., all approved.

**Distance Learning Committee:** Travis Roy reported on the following:

- The excel course that MAAO added in December was a hit at MMA. Travis tried to hold this in the Northern region, however that fell through.
- Discussion of video training.

Melissa will look into if MMA had capabilities to video conference to two locations at the same time.

### **Appoint Chair/Co-chair**

Motion made by Ruth Birtz to appoint Travis Roy as the chair of the Distance Learning committee, and Dan Robinson as the co-chair of the Distance Learning committee, seconded by Darryl McKenney, all approved.

**Education Committee:** William Healey, Jr. reported on the following:

- Upcoming MAAO events:
  - Northern Maine workshop – April 24, 2020
  - BAR workshop – May 13, 2020
- Fall Conference
  - Discussion of sessions/speakers. Speakers include Lisa Hobart (IAAO), Joel Moser (Bernstein Shur), presenters from Maine Revenue Services, Kate Dufor (MMA). Topics include Legislative updates and drones.
- MMA Convention
  - The Maine Chapter of IAAO will be doing a poll regarding the MMA Convention & their booth space. They will not be interested in having a booth moving forward.
  - Discussion of trainings offered at MMA Convention.
  - Melissa will check with Alicia to determine how it would work if MAAO holds a session at MMA Convention that they need to charge an additional cost to attend.

### **Appoint Chair/Co-chair**

Approved

Motion made by Dan Robinson to appoint William Healey Jr., as the chair of the Education committee, and Elisa Trepanier as the co-chair of the Education committee, seconded by Travis Roy, all approved.

**Ethics Committee:** Travis Roy reported on the following:

- By-laws discussion – RE: Quorum for meetings and anything else that should be updated. Travis asked the group to send him any items for review.

### **Appoint Chair/Co-chair**

Motion made by Darryl McKenney to appoint Travis Roy as the chair of the Ethics committee, and Ruth Birtz as the co-chair of the Ethics committee, seconded by William Healey Jr., all approved.

**Executive Board:** Ruth Birtz had nothing new to report.

### **Appoint Chair**

Motion made by William Healey Jr to appoint Ruth Birtz as the chair of the Executive Board committee, seconded by Dan Robinson, all approved.

**Historian Committee:** Darryl McKenney reported on the following:

### **Appoint Chair**

Motion made by Ruth Birtz to appoint Darryl McKenney as the chair of the Historian committee, seconded by Dan Robinson, all approved.

**Legislative Committee:** Darryl McKenney reported on the following:

Bills:

- Solar may be resurfacing
- Electrical Generation

### **Appoint Chair/Co Chair**

Motion made by Dan Robinson to appoint Darryl McKenney as the chair of the Legislative committee, and Lewis Cousins as the co-chair of the Legislative committee, seconded by Martine Painchaud, all approved.

**Membership Committee:** Roger Hoy was absent.

- It was reported there are 218 paid members and 71 unpaid members as of January 24, 2020.

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- Discussion of electronic membership drive. MMA Jen Stiles will draft the verbiage and send it to Tammy Brown for review and to present to the board.

### **Appoint Chair/Co Chair**

Motion made by Dan Robinson to appoint Roger Hoy as the chair of the Membership committee, and Ruth Birtz as the co-chair of the Membership committee, seconded by Travis Roy, all approved.

**Newsletter Committee:** Tammy Brown reported on the following:

- Next newsletter will go out in February
- Ruth has completed two profiles and will continue to handle that portion

Chair/Co Chair - As Per By-laws Travis Roy chair. Tammy Brown Co-Chair.

**Technology Committee:** Dan Robinson reported on the following:

- New website review layout.
- Dan encouraged all to review the website links that he send and let him know which layout is preferred. He also would like ideas for the tab content.

Dan read an email he received from Maine Revenue Services asking if he would be interested in teaching a course for them and wanted to advise the board.

Motion made by William Healey Jr., to appoint Dan Robinson as the chair of the Technology committee, seconded by Martine Painchaud, all approved.

### **New Business:**

Ruth asked to change the March 6th meeting to March 13th. Melissa will check on her availability the meeting space availability and advise Tammy.

### **Excel workshop evaluations**

- Discussion of holding the Excel course again in 2020, possibly holding a basic and advanced course. North and Southern locations discussed.
- The course was well received

### **Update on roll out of L-Soft Listserv**

- It doesn't appear that there is a lot of use of the listserv at this time

**Conference locations/Contracts** – See Convention report.

Approved

### **Scholarship criteria**

- Review of criteria
- Suggestion to remove part of scholarship condition line 4 regarding financial assistance
- Review of scholarship condition line 11. Discussion of changing Municipality to Individual.

Motion made by Dan Robinson, seconded by Theresa Duff to accept the updates to the scholarship criteria as noted above, all approved.

Tammy will draft the changes to the scholarship form and send to MMA.

Ruth asked for an update for the scholarships that MAAO assisted Dan and Bill with regarding instructing. Dan reported that he had staffing issues but is still seeking to take courses when they are available to pursue this. It seems there are not enough courses being offered and these courses are across the US. Bill reported that he attempted and still interested in pursuing.

**Website discussion** – See Technology report.

### **By Laws discussion**

- Discussion of changing the Board meeting quorum to the majority of board members present.

### **Other:**

- Discussion of the GIS course offered at the University of Maine, Machias Campus, noting the course has not been approved for MRS credits. The group discussed and will be drafting a letter to MRS requesting reconsideration for the course. Dan and Travis will work together to draft a letter. They would like to get a list of MAAO members who have taken the course. The group discussed the accreditation process. Discussion regarding courses that provide credits, taking course that are expensive and are paid out of pocket.
- Travis is the President Central Maine Assessors Association and reported they were giving several scholarships out. CMAO would like to assist MAAO with scholarship for the Fall Conference.
- Lewis reported on the Northern Maine workshop, speakers lined up so far: Joel Moser, Sally Daggett and Maria from MRS, Penny Thompson. He still has one slot open. Melissa will send him the draft brochure.

**Adjournment:** Motion made by Ruth Birtz, seconded by Dan Robinson, all approved to adjourn the meeting at 1:12 p.m.