

Approved

**Maine Association of Assessing Officers
Board Meeting Minutes
Virtual Meeting - Zoom
June 24, 2020**

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

Excused Absent: Roger Hoy

Guest:

Call to Order: President Tammy Brown called the meeting to order at 10:07 a.m.

It was determined there was a quorum.

Secretary's Report:

Motion made by Rick Mace, seconded by Darryl McKenney, all approved the June 11, 2020 minutes.

Treasurer's Report:

There were no new financials to report on since the June 11, 2020 meeting.

Old Business:

Committee Reports:

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

- The Audit/Finance report will be completed prior to Fall Conference.

Award & Scholarship Committee: Rick Mace reported on the following:

- Discussion of scholarship applications received. There was a scholarship application received from Amy Dunn from Medway for the Property Tax Institute that was scheduled to take place in May but was cancelled due to COVID-19. Rick will contact her to see if she would like to transfer the scholarship request to the Property Tax School.

Motion made by Rick Mace to approve the scholarship application for Amy Dunn if she chooses to transfer the request to attend the Property Tax School, seconded by Ruth Birtz, all approved.

Motion made by Rick Mace to approve the scholarship received from Ken Priest, City of Lewiston, for the Fall Conference if it takes place, seconded by Darryl McKenney, all approved.

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

- Preparation of the calendars will depend on if the (in person) Fall Conference is cancelled. If the decision is made to cancel the in person Fall Conference, the consensus is to forgo producing the calendars as distribution would be too expensive.

Conference Committee: Tammy Brown reported on the following:

- The results of the Membership poll asking whether members would attend the in person Fall Conference were provided, there were some duplicate responses removed, resulting in 44 members responding No and 42 members responding Yes. There was discussion regarding the remaining concerns of holding the Conference in person:
 - Loss revenue due to low attendance
 - Health concerns due to the continuing spread of the COVID-19 virus
 - Travel restrictions

- Discussion of holding the Conference virtually in place of in person to be able to provide members with the opportunity to continue to maintain their credit requirements. There was consensus that if the Conference were held virtually, session lengths should be limited and the Conference should extend over multiple days, over the amount of the in person Conference which provides two full day trainings.

Melissa White noted MMA would act as the host of the meeting and provide other administrative functions as with the in person event. Advertising is also an option to provide to vendors during any session breaks. There was also concern raised that many do not prefer virtual trainings and that may deter attendance.

William Healey Jr. noted he would contact Lisa Hobart to determine her fee so that they can best assess the minimum fee to charge for a virtual event.

Motion made by Dan Robinson cancel the in person Fall Conference and for the Education committee to prepare a plan to hold the Fall Conference in a virtual capacity and present for the Board approval, seconded by Ruth Birtz, all approved.

Distance Learning Committee: Travis Roy reported on the following:

- Still waiting on a response from his question asked at a recent IAAO meeting to Jeff Kendall and the incoming Chief of training regarding the change to active CMA's

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

- Nothing further to report, see Conference discussion
- Will begin to work on preparations to hold the Conference virtually.

Ethics Committee: Travis Roy has nothing new to report.

Executive Board: Ruth Birtz had nothing new to report.

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Historian Committee: Darryl McKenney has nothing new to report.

Legislative Committee: Darryl McKenney had nothing new to report.

Membership Committee: Roger Hoy

- It was noted on the meeting agenda that there are 256 paid members and 39 unpaid members as of June 23, 2020.

Newsletter Committee: Tammy Brown reported on the following:

- Melissa White asked if the next issue was scheduled for July as the MMA newsletter schedule had July as the next issue. Ruth Birtz reported a change in the issue months changed previously. Melissa will have the document updated to correctly reflect the previous change.
- The next issue is scheduled for August, Tammy and Travis will begin to solicit articles.

Technology Committee: Dan Robinson reported on the following:

See update under New Business: Website

New Business:

Listserv Discussion

Tammy Brown asked Melissa White if there have been usage charges for the listserv and there had not. There has been minimal emails on the listserv. Brief discussion of possibly transferring to the google free service in the future, however there is concern of receiving unwanted advertisements.

Conference 2021 Contracts signed for September 22-24, 2021

Tammy Brown reported that the contract has been signed for the 2021 Fall Conference at the Sebasco Harbor Resort.

Website Discussion

Dan Robinson reported that prior to the COVID-19 pandemic, he was working with MMA staff on the website contract for the MAAO website to be redesigned in the Wordpress platform. Dan is still waiting on the contract from MMA and Melissa White will follow up. Dan would like to begin working on the new website in September.

By Laws Discussion

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There was discussion regarding beginning to draft By-Law changes to decrease the meeting quorum amount from 9 Officers to 7 officers. Travis Roy will begin reviewing the current By-Laws and draft the requested changes.

Future Meetings

Melissa White advised that the MMA Full Conference room is open for in person Affiliate Group Board meetings. The capacity of the meeting room is set at 25 to adhere to social distancing requirements. There are other requirements as well, such as wearing masks and other restrictions. It was consensus of the group to hold the next meeting virtually and schedule on a monthly basis due to the current circumstances. The next meeting date was not set and will be determined via email.

Other:

Adjournment: Motion made by Dan Robinson, seconded by Travis Roy, all approved to adjourn the meeting at 10:58 a.m.