

New Hampshire Tax Collectors' Association
Executive Board Meeting
Plodzik & Sanderson
August 7, 2014
9:30 am

Executive Board Members Present: President Kathleen Sylvia, CTC, Second Vice President Kellie Skehan, CTC, Treasurer Joyce McGee, CTC, Secretary Charity Blanchette, CTC, Education Committee Chair Diane Trippett, CTC, Director of Public Relations Kathy Seaver, CTC, Conference Coordinator Theresa Briand, CTC, Director at Large Deb Clark, CTC, and Cheryl-Ann Bolouk, CTC

Absent: Legislative Chairman Dave Fredette, CTC, and Workshop Coordinator Pessy Gaudette, CDTC

Guest: Jamie Dow, DRA

Kathleen called meeting to order at 9:34 am

Correspondence – Received an email from Holly Burbank, City of Franklin informing the Association that former Franklin Tax Collector Mildred Piper passed away. Mildred served with the City of Franklin from 1969-1984.

Received an email from Kathy informing the board that Cynthia Lussier from New Ipswich lost her battle with cancer.

Kathy will let Joyce know where to send donations when she finds the obituaries.

Kathleen received an email which she shared with the board inviting members to retirement party for Elaine McClary, Tax Collector in Francestown to be held August 16, 2014 from 12:00 – 2:00 pm on the Francestown Town Common.

Jamie Dow, DRA – Jeanne is retired. Jamie & Shelley went from 60 Towns to 90 & Michelle went from 25 to 54 and is responsible for other office duties. They did get a waiver to hire another person. The new employee will not be ready to help set tax rates this year. Extremely short staffed for tax rate setting time. They are looking to send one person up on Thursday of Convention.

Kathleen inquired if there was any feedback regarding meeting with Assessors last month. Joyce mentioned that several felt like we didn't really get answers as each assessor does their own thing.

Jamie inquired if DRA was needed at Certification. Kathy felt they were all set for classes but did mention they would like to make changes for future classes & see if DRA will have more participation in the sessions.

Joyce mentioned Whitefield hosted a Credits and Exemptions mini course & it went very well. The presenters were excellent and very informative.

Secretary Report – Charity was contacted by Zekos Group Auctioneers to become an Associate Member of the Association. She asked them to submit a formal request and it would be discussed and voted on at our next meeting.

Cheryl shared a list of what needs to be done at convention by the Secretary. We went down the list as a group as the tasks will be shared by everyone this year. Charity will be taking over the roles of the Secretary gradually over the next couple of months.

Deb made a motion to accept the minutes of the July 8, 2014, meeting. Seconded by Kathleen. All in favor. Motion carried.

Treasurer's Report - Joyce asked, how does it work for longevity regarding a deputy that paid last year and did not pay this year? Who is responsible to keep track of contacting the deputies that have not paid if they have been paid for in the past? Deb stated that should be up to the deputy to prove.

There was discussion of the difference in acceptance of Business Associate Members and Individual Associate Members. Business Associate Members need to be voted on by the Executive Board for acceptance and Individual's just need to pay their annual dues. Joyce had a list of businesses requesting membership. **Terri made motion to accept business requests as Associate members & Denise Lieberman from City of Nashua as the City of Nashua's representative under the City's Associate membership. Seconded by Kathy. All in favor. Motion carried.**

Joyce has a list of new collectors & deputies for name badges. There was some discussion regarding changes to be made to convention forms. The board will revisit for next year.

Joyce is going to send list of new collectors and deputies to Raymah so she can get it out to the county coordinators so they can check to see that the information for their collectors is correct.

Joyce is going to send the mail only list to Diane & Terri so they can send education info and conference info to those collectors.

Joyce received a letter with questions from the entertainer looking for contact info and start times. Joyce gave that to Terri to contact her.

Joyce received from Deb Cornett info regarding a rider on our policy. Joyce is going to look into the cost of the rider.

Joyce asked if we are a member of the NRTCTA? Do we pay dues? It was mentioned that membership is by individual collectors.

Year end audit will be August 27th.

Raymah made a motion to accept the treasurer's report as presented. Seconded by Diane. All in favor. Motion carried.

Kathy made motion to give Kathleen \$1000 for Harris Trophy for deposit for the longevity awards. Seconded by Deb. All in favor. Motion carried.

Public Relations/Certification – Kathy said they have had some last minute changes but everything is moving forward.

Legislative Committee – Diane stated Dave is going to talk about the bills that are going to be affecting us. She believes he is all set for convention.

Conference Coordinator – Discussion regarding hospitality supplies.

Terri had a phone meeting with April at the hotel and everything is on track. There are 9 vendors so far. The deadline for vendor applications is not until August 20th. There are only 18 commuters which is low. 70 rooms booked so far at the hotel. Deadline for participants is also August 20th. We are all set on entertainment, Terri will connect with entertainer to answer questions that Joyce received.

April gives Terri a list every Friday to let her know who has registered with the hotel so she can double check with Joyce to make sure she has received the paperwork from those who have registered with the hotel.

An email will go out to the Google group to let collectors know that they need to print out their agenda & paperwork for convention as there will be limited copies at the facility. Also, a reminder about registering for convention will go out through the Google group.

Terri asked if a gift will be given to all the vendors or only to those vendors that sponsor the association. Sponsor vendors give a donation over and above the table cost. It was decided that gifts will be given to sponsor vendors only.

Education Committee – Diane has confirmed with Cheryl and Kathy that they are all set with conference material as she will not be there. She has let Bernie know of questions that have come up via email and may come up from the group. She is going to follow up with Bernie to make sure he has received his materials.

Diane will be emailing all conference materials out through the Google group. Any committee and county reports need to be submitted to Diane by Sept 2nd so she can get it out with the convention materials.

First Vice President – Raymah will send out an email to the County Coordinators asking them to get their reports to Diane so they will go out with the convention material.

She sent an email asking for help from the County Coordinators with the unpaid dues.

Also, going to send email reminding Coordinators about bringing a gift to convention as well as letting them know when their County Coordinator luncheon will be at convention.

Nominating Committee – Deb reported on behalf of the Nominating Committee that they will have a completed list to Diane by Sept 2nd to get out with convention material.

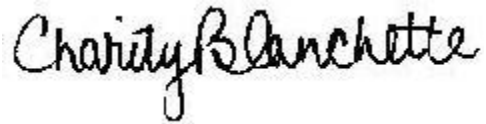
Other Business – Ellen from Center Harbor is going to retire & Mary Richardson will be taking her place. Mary is going to stay on as Raymah's assistant and Ellen will stay on as Mary's deputy.

There will be no meeting September 11th with Convention the following week.

There being no further business **Raymah made motion to adjourn. Seconded by Kathy. All in favor. Motion carried.**

Meeting adjourned at 12:20 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Charity Blanchette". The signature is written in a cursive, flowing style.

Charity M. Blanchette