

New Hampshire Tax Collectors' Association
Executive Board Meeting
Plodzik & Sanderson
June 11, 2015
9:30 am

Executive Board Members Present: President Raymah Simpson, CTC, 1st Vice President Kellie Skehan, CTC, 2nd Vice President Melinda "Min" Kennett, CTC, Secretary Charity Blanchette, CTC, Treasurer Joyce McGee, CTC, Director of Public Relations Kathy Seaver, CTC, Director at Large Kathleen Sylvia, CTC, Education Committee Member Dawn Enwright, CTC, Legislative Committee Chair David Fredette, CTC

Absent: Workshop Coordinator Esaundra "Pessy" Gaudette, CDTC, Education Committee Chair Diane Trippett, CTC, Conference Coordinator Terri Briand, CTC

Guest: Jamie Dow, NHDRA

Jamie passed on apologies from Cate for not being able to make it to the meeting. Jamie distributed a Tax Commitment Verification form which will be used with the new Tax Portal. She also mentioned the 1st issue tax warrant, tax bill and totals page from the commitment need to be scanned all together in the same file and uploaded in the Portal under the "Other Documents" tab.

T2 is now going by a new name. Pat and Dave from T2 have started their own business and DRA has just started a new contract with them. Under this new company/contract they may change the other documents tab to say tax warrants, etc.

Cate will email Charity the tax rate papers to send out to the google group. If we see anything that doesn't look right let them know.

Jamie also mentioned that they are going to start processing the Low & Moderate Income forms. They are now being scanned in to be reviewed on the screen. It is going to take some time.

Correspondence – Joyce received a thank you from Mariam Johnson, daughter of Stephen P. Johnson, for the Association's donation to the United Church of Winchester of his behalf.

Joyce also received a thank you note from Anne Kroger for the donation for her retirement.

Raymah received a thank you letter from Bernie for his stipend check to help with mileage to all of the Spring Workshops.

Secretary Report – Charity is going to review the Executive Committee job descriptions one last time and email them out to the Committee to also review, so they can be finalized. She also reported that dues are coming in at a steady pace. She is going to balance with Joyce at the end of the month in order to put together her End of Year report for Conference.

Kathleen made a motion to accept the minutes of the May 14, 2015, meeting. Seconded by Min. All in favor. Motion carried.

Treasurer Report – Joyce mentioned dues are coming in. She also mentioned we seem to be holding the same balance in the checking account each month.

We have paid the conference deposit and the deposit for the conference speaker, Rich DiGirolamo.

Mileage was up for the month of May for paying County Coordinators' mileage for attending May's Executive Committee meeting.

Joyce will be wrapping up the end of the year and scheduling with the Finance Committee to audit her report.

Dave made a motion to accept the Treasurer's Report. Seconded by Min. All in favor. Motion carried.

Workshop Coordinator – No Report

Public Relations & Certification – Kathy reported that the committee will be meeting this afternoon. Applications are coming in for Certification and plans for that week are moving along. They already have 6 new people. Last year there were only 2 new people.

Dave made a motion to accept the Public Relations & Certification report. Seconded by Min. All in favor. Motion carried.

Legislative Committee – Dave reminded the group that HB 258 has passed both houses. The changes the clerk fee on registrations from \$1.00 to \$2.00 with an effective date of July 1st. However, they are still waiting for the governor to sign and it may be the middle of July before it is. Kathy mentioned the bill says "shall" charge \$2.00 not \$1.00.

Dave also mentioned there were 6 or 7 bills that did pass and several that have been held in committee. He will get an update out to the Association.

Min made a motion to accept the Legislative Committee report. Seconded by Joyce. All in favor. Motion carried.

Conference Coordinator – Terri was unable to attend meeting and sent an email to Raymah with her update for Conference.

Terri met with April from the North Conway Grand Hotel. We are all set for the morning continental breakfasts. She is going to see if she can get the vendors to sponsor those for us as well as the entertainment.

Terri mentioned she is waiting on a response from Marshall of the North Conway Arts in Motion on possibly doing a Murder Mystery Night.

She did discuss with April having two lunch buffets, one on each side of the room in order to move the lines a little bit faster and smoother.

She sent information regarding Rich DiGirolamo to Diane so they can connect. Terri also wanted to make sure a deposit check was sent to him.

It was mentioned that at the GFOA Conference there was a yoga session. Terri inquired and found that there is a fee associated with it. She is not sure how much. She will need to contact the women if we want to pay the fee. The group discussed and decided they want Terri to look into the fee and possibly getting a vendor to sponsor or maybe even have the Association pay the fee.

Terri spoke with April about having the Caesar Salad/Baked Potato Bar for Wednesday. Raymah and Terri will need to go over the other meals for the menu.

Social hour will be held on the terrace, weather permitting.

New Vendor Hotel forms were created this year which will only include their stay which will be \$99 a night. Their main meals are included with their registration. The banquet meal will need to be purchased at the registration desk.

Terri mentioned in the email that she will not be able to attend the July meeting due to vacations in the office. She inquired if it would be possible to have the meeting another day, possibly July 24th. There was discussion regarding a date change. Everyone had conflicts with several different days. Raymah mentioned she will send out an email to inquire dates that would work for each of us and hopefully there would be a date that would work for the majority.

Education Committee – Dawn reported that Diane is going to email the tentative agenda out to the board for review.

County Coordinators – Kellie made sure everyone has received the emails that have been sent so far from the Counties that have scheduled their meetings.

Hillsborough County is going to have their meeting sometime in September.

Rockingham County – Kellie left a message for Deb DeSimone to see what they are planning and she has not heard back at this time.

Sullivan County – Kellie spoke with Tammy Flewelling and Deb Clark will not be continuing as County Coordinator, so she is in search for a new co-coordinator. Tammy also told her she is not sure they will be having a meeting.

Cheshire County – Kellie has not heard from either of the Coordinators.

Belknap County will be having a meeting sometime toward the end of June.

Dave made a motion to accept the County Coordinator report. Seconded by Joyce. All in favor. Motion carried.

Old Business – Joyce gave Linda Fecteau changes to be made to the Bylaws at the May meeting for her to bring to the Bylaws Committee to discuss. The Committee consists of Lillian Knowles, Linda Fecteau, and Jane Wright. Charity mentioned that there may have been changes during the job description workshops that affect the bylaws. She is going to get job descriptions finalized and out to the board so they can confirm and if there are changes to the Bylaws we will need to get them to Bylaws Committee as soon as possible because they need to get written changes to Terri to distribute with Conference notification.

There was discussion about bringing historic stuff to the Conference to share with the Association as a display. Joyce mentioned there has been a display in the past. Kathy said she doesn't remember it. Kathleen said she would take a trip to Farmington to the storage unit to look through things. Joyce is going to contact Blandine Shallow, former tax collector of Berlin, to see if she remembers what she put on the display.

Raymah was wondering what was decided at the last meeting regarding the gift for 25 years longevity. Are we changing to something different? At the last meeting it was decided to leave it as a charm.

Raymah discussed having separate sessions for liening and deeding so the new collectors can understand that there is a distinction between each process and several members agreed.

Raymah is going to clarify breakfast at conference to make sure we are having a regular breakfast on Thursday & Friday and a continental breakfast for commuters on Wednesday & Thursday set up downstairs.

Raymah will be in touch via email when the next meeting will be held.

Dave made a motion to adjourn. Seconded by Min. All in favor. Motion carried.

Respectfully submitted,

Charity M. Blanchette
Secretary