

New Hampshire Tax Collectors' Association
Executive Board Meeting
Plodzik & Sanderson
August 27, 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, Education Committee Chair Diane Trippett, CTC, Legislative Committee Chair David Fredette, CTC, Conference Coordinator Terri Briand, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, CDTC, Director at Large Kathleen Sylvia, CTC, Education Committee Member Dawn Enwright, CTC

Absent: Director of Public Relations Kathy Seaver, CTC

Guest: Cate DeVasto – NHDRA, Brenda Adams from Manchester & Gail Lavallee from Goffstown, Gail Stout from Amherst – Finance Committee Reps.

Cate mentioned that she participated in the Merrimack County and Coos County meetings and they went well. She will be heading to the Hillsborough County meeting next.

She also mentioned they are still streamlining the portal and it will be a process for the next 2 years.

Correspondence – Raymah received an email from Joan Porter letting us know that Connie Marion has passed away. Joan mentioned that Connie was very active in the Tax Collectors' Association.

Secretary's Report – Charity had a couple questions regarding longevity. She had the board review the committees list that is in the Directory to make sure all the members are correct. Lastly, she had another change suggestion for the bylaws which will be passed along to the Bylaws Committee for review.

Pessy made a motion to accept the meeting minutes of July 9, 2015. Seconded by Diane. All in favor. Motion carried.

Treasurer's Report – Joyce mentioned that we should meet with the Bylaws Committee at the next meeting to review changes before it is distributed to the membership.

She distributed the annual report with a breakdown of everything that came in and all expenses. Report attached. The Finance Committee is meeting with Joyce today to audit her books for year ending.

Joyce also had a report for the current fiscal year to date.

The conference gift is completely paid. Conference revenue is coming in.

Kathy Seaver was unable to attend and asked Joyce to bring up scholarships for the Certification Program. Kathy is asking for \$1,000 from the Association which is the amount we usually do.

Terri made a motion to give \$1,000 to the Certification Program for scholarships. Seconded by Pessy. All in favor. Motion carried.

The PDIP account has changed hands. It is now PFM Assest Management LLC. If we need to access our money we need to register online.

Joyce received an invoice from Arts in Motion for the remainder of the entertainment for Wednesday night. She is going to send payment at the beginning of October.

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

Legislative Report – Raymah received an email from James in Hinsdale regarding mobile homes in a park and back taxes owed. She is going to forward the email to Dave to look into.

Dave presented the list of bills the committee is monitoring. The bill Dave is interested in is HB586 which allows outside groups to be municipal agents for trailers.

Dave is working on a presentation for conference that shows how to access laws and monitor them on the internet.

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

Workshop Coordinator Report – Pessy has confirmed the dates of Marlborough & Concord. Marlborough will be Saturday, March 26th and Concord, Wednesday, April 6th. She believes by next meeting she will have confirmations on the others.

Dave made a motion to accept Workshop Coordinator report – Seconded by Diane. All in favor. Motion carried.

Public Relations & Certification Report – Dawn reported that certification went very well and was well attended. Certificates will be distributed differently this year. Kathy is waiting for the tests to come back and be graded before certificates are distributed.

Conference Coordinator Report – Terri reported that 72 people have reserved rooms at this time. Charity has been verifying that everyone that is registered with the hotel has also submitted their registration form.

Continental breakfast will be available Wednesday & Thursday mornings. Friday morning there will be an omelet station.

She asked April to put extra tables for the new collectors' round table. She also asked that there be 2 wireless microphones in the meeting room.

Social hour will be outside on the terrace, weather permitting. The night of the banquet, salads will be served and the main meal will be banquet style with carving stations.

The County Coordinators will have their luncheon downstairs in a separate room.

The agendas are going to be a booklet this year with a cover. Town and Country is going to print them. The directories will be printed by Mailings Unlimited.

BMSI has asked for a demo room again this year. Terri booked them a demo room at 4pm on Wednesday.

Pessy made a motion to accept Conference Coordinator report. Seconded by Dave. All in favor. Motion carried.

Education Committee Report – Diane discussed the agenda and times we needed to be out of the room so the hotel could set up for dinner. Terri is going to confirm times with April from the hotel.

Diane also asked if a decision was made whether we will have a yoga class or walk. It was decided that we will move forward with a Rise & Shine Walk.

Diane is working with committee to finalize the liening and deeding sessions. She has received questions from the membership and she is going to try to incorporate them into the power point discussion. They have put a small panel together to answer questions as they come up.

Terri made a motion accept the Education Committee report. Seconded by Min. All in favor. Motion carried.

County Coordinator – Carroll, Coos, Grafton, Merrimack, and Strafford counties have met.

Rockingham had to cancel their August 26th meeting due to a notification error. They are looking to reschedule for September.

Tammy from Sullivan County doesn't believe they will be able to meet.

Diane asked how Carroll County's meeting with the post office went. Kellie said it was interesting. She said she has 3 post offices in her area and they don't do things the same. Postmasters do not have to follow the same office practices.

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

Director at Large Report – As chair of the Nominating Committee, Kathleen asked if each of the board members wanted to remain in their positions. Diane Trippett advised she would be stepping down as Education Committee Chair and Dawn Enwright will be running for that position. As always the 2nd Vice President is open and the nominating committee will be selecting a nominee for that position.

Old Business – In the court case involving Northumberland, the judge's biggest issue is the husband and wife didn't get their own notices. Also, on the last page of the lien execution he is looking for wording that says we have the authority to execute the lien and the oath that the signer (tax collector) is swearing to the truth of the document. Northumberland's attorney is concerned that they have not seen any information from Bernie's office on behalf of the Tax Collectors' Association.

Job descriptions – There were a few minor additional changes to be made.

Joyce made a motion to accept job descriptions as written. Seconded by Terri. All in favor. Motion carried.

New Business – Andover's Joanna Sumner's husband passed away. A card and donation will be sent on his behalf.

Marcia Shackford from Madison is retiring and the committee will be sending her a card and gift.

Raymah is going to contact the Bylaws Committee members and invite them to the next meeting to discuss and finalize changes to be made to the bylaws at the Annual Meeting of our membership on Thursday, October 22nd.

The Finance/Audit committee will by meeting today.

Next Meeting will be held October 8th at Plodzick & Sanderson at 9:30am.

Joyce made a motion to adjourn. Seconded by Terri. All in favor. Motion carried.

Respectfully submitted,

Charity M. Blanchette
Secretary