

New Hampshire Tax Collectors' Association
Executive Board Meeting
Plodzick & Sanderson
January 14, 2016
9:30 am

Executive Committee Members Present: President Kellie Skehan, CTC, 1st Vice President Melinda "Min" Kennett, CTC, 2nd Vice President Charles "Chuck" Gangel, CTC, Secretary Charity Blanchette, CTC, Treasurer Joyce McGee, CTC, Conference Coordinator Terri Briand, CTC, Education Committee Chair Dawn Enwright, CTC, Legislative Committee Chair David Fredette, CTC, Director at Large Raymah Simpson, CTC

Absent: Director of Public Relations Kathy Seaver, CTC, Workshop Coordinator Esaundra "Pessy" Gaudette, CDTC

Guest: Jamie Dow, NHDRA

Cate was unable to attend. Jamie reported that DRA is in the middle of the budget season and working with the portal. There is a new person coming in to replace Shelly and she is not sure when they will be starting. Dawn inquired about a location for the New Collectors' Workshop and Jamie was under the impression that it was going to be held at their office. Dawn mentioned the dates are March 31st & April 7th. Jamie is going to check to see if the training room has been reserved for those dates.

Correspondence – Joyce received a donation letter from Visiting Nurse Association. It was decided not make a donation.

Secretary Report – Charity received a dues form from Lee Boissonneault in Bedford requesting membership as a Tax Clerk.

Joyce made motion to accept Lee from Bedford as a member. Seconded by Dawn. All in favor. Motion carried.

Joyce made a motion to accept the minutes of the December 10, 2015, meeting. Seconded by Dave. All in favor. Motion carried.

Treasurer Report – Joyce reported there is minimal income coming in at this time. It will pick up when the registrations for New Collectors' Workshop and Spring Workshops go out.

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

Workshop Coordinator Report – No Report

Public Relations Report – No Report

Legislative Report – Dave distributed the most recent list of legislation for the upcoming year. The Committee reviewed the legislation.

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

Conference Coordinator Report – Terri reported that she went to see April from the North Conway Grand to discuss the September Conference and to start planning for a scavenger hunt that will take place during the morning session on Thursday. Terri also mentioned involving the vendors in the scavenger hunt. Terri gave an overview on the scavenger hunt. It is still in the works. Charity spoke with Cheryl Cloutier who operates at photo booth at events. She is willing to participate in the event.

Joyce made a motion to pay \$425 to Cheryl for the photo booth at the conference and to send \$100 deposit to reserve the date. Seconded by Raymah. All in favor. Motion carried.

Terri also mentioned that TD Bank would like to do our lanyards for this conference. The group thought that was a great idea.

She discussed with April finding more room for the continental breakfast and vendors. Terri believes they have come up with a solution for the space issue.

There was discussion regarding a banner at the Historic table at the conference.

Dave made a motion to purchase a banner for the Historic station. Seconded by Terri. All in favor. Motion carried.

Terri gave Kellie the information to decide what the meal for Thursday's banquet will be. Kellie is going to take a look and will let Terri know.

Education Committee Report – Dawn has almost confirmed all the member of the committee. She has one that she hasn't confirmed. As soon as she does she will get list to Kellie and Charity.

The committee is working on getting the New Collectors' Workshop together. The dates they are looking at are March 31st and April 7th. She is going to confirm dates and location with DRA.

She also needs to confirm the presenters.

Dawn has been looking at different topics for the Spring Workshops. Bernie made several suggestions and they have settled on two subjects. "Probate of Estates & Transfer of Land at Death" and "Compensation of Tax Collectors" and possibly having a short round

table on liening before lunch and a short round table on deeding after lunch before the afternoon session.

County Coordinator Report – Min reported she has not heard anything new from the County Coordinators. Last correspondence was to tell them about raffle & baskets for September conference.

Director at Large Report – Raymah mentioned she is going to be bringing clocks back to Lori (creator) to be fixed. Once that is done she will get them to Kathy to be stored and sold at conference.

Old Business – Charity brought a sample of the binders she will be assembling for the Executive Committee. It will hold the bylaws, policy and procedures handbook and job descriptions of the committee. She will assemble one for each of the committee members once she receives their approval. The committee was happy with the binder sample.

Terri made a motion to have Charity purchase all the supplies to create the Executive Committee handbooks. Seconded by Chuck. All in favor. Motion carried.

Kellie received a letter which required discussion by the committee. The committee discussed the letter and will be responding to the individuals.

New Business – Kellie wants to start working on the policy handbook.

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

Meeting adjourned at 11:37.

Respectfully submitted,

Charity M. Blanchette
Secretary