

**STATE OF MARYLAND
BOARD OF INDIVIDUAL TAX PREPARERS
Business Meeting Minutes
September 14, 2020**

TIME: 10:00 a.m.

PLACE: VIA Google Meets
Baltimore, MD 21202
Third Floor Conference Room

PRESENT: Steven P. Wions, Chair
Jane M. Bourassa, Vice Chair
Victoria Kelly
Symon M. Manyara

ABSENT: Jacqueline Clarke
Javier Solis

STAFF
PRESENT: Shanai Jordan, Executive Director
Christopher Dorsey, Assistant Executive Director
Matthew A. Lawrence, Legal Counsel
Alicia Coar, Board Secretary

OTHERS
PRESENT: Michael Kohler, MSATP

Mr. Wions, Chair, called the meeting to order at 10:02 a.m.

Upon a motion (I) by Mr. Manyara, and seconded by, Ms. Kelly the Board unanimously approved the minutes for the June 8, 2020 meeting with corrections.

Report of the Chair

Mr. Wions introduced Mr. Gregory Morgan, the new commissioner for Occupational & Professional Licensing for the Maryland Department of Labor. Mr. Morgan thanked him for the warm welcome and greeted the Board.

Upon a motion (I) made by Mr. Manyara and seconded by Ms. Kelly, the Board unanimously accepted the Chairman's Report.

Executive Director's Report

Ms. Jordan stated that Ms. Jacqueline Clarke has resigned from the Board. The Board was also informed that there are three Board seats available to be filled. Ms. Jordan asked the Board to help her to find new members.

On August 12, 2020, the vendor PSI was renewed to administer the exam for the next five years.

Upon a motion (II) made by Ms. Bourassa and seconded by Mr. Manyara, the Board unanimously accepted the Executive Director Report.

Examination Committee Report

Ms. Bourassa reported on the examination committee's review of the PSI examination results for June 8, 2020 through September 14, 2020. The examination was administered to 44 candidates: 24 passed, 20 failed.

Mr. Wions asked Ms. Jordan how PSI has adapted to changing procedures during the COVID-19, and whether PSI has given special accommodations to the candidates. Ms. Jordan indicated that she has not heard anything from PSI on this issue, but based on the absence of complaints from candidates, she believes that PSI is taking necessary steps to ensure that candidates are safe.

Upon a motion (III) made by Ms. Kelly and seconded by Mr. Manyara, the Board unanimously accepted the Examination Report.

Old Business

No Old Business Report

New Business

No New Business Report

Executive Session

Upon a motion (IV) by Ms. Kelly and seconded by Ms. Bourassa, the Board unanimously voted to go into closed session at 10:37 a.m.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing reliable information to stakeholders.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps from identifying a transaction to entering it into the accounting system, ensuring that all necessary details are captured.

3. The third part of the document discusses the role of the accounting department in monitoring and controlling the company's financial performance. It highlights the importance of regular reviews and the use of financial ratios to assess the company's position.

4. The fourth part of the document addresses the challenges of financial reporting and the need for transparency. It discusses the importance of providing clear and concise information to investors and other interested parties.

5. The fifth part of the document concludes by summarizing the key points and emphasizing the ongoing nature of financial management. It stresses that the company must remain committed to high standards of financial reporting to ensure long-term success.

6. The final part of the document provides a list of references and resources for further information. It includes links to relevant articles, books, and websites that can provide additional insights into financial accounting and reporting.

At 10:48 a.m., upon a motion (V) by Ms. Kelly and seconded by Mr. Manyara, the Board unanimously voted to return to open session.

Upon a motion (VI) by Ms. Bourassa and seconded by Ms. Kelly, the Board approved the Complaint Committee report

Next Meeting Date

The next meeting of the Board will be held on Monday, November 9, 2020 at 10:00 a.m.

Adjournment

There being no further business, upon a motion (VII) by Ms. Kelly and seconded by Mr. Manyara the Board unanimously voted to adjourn the meeting at 10:59 am.

With corrections

Without corrections

Signature on File

Steven P. Wions, Chair

11/9/2020
Date

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Date: 11/1/2020

Page 1 of 1