**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**February 14, 2022**

**TIME:** 10:00 a.m.

**PLACE:** VIA Google Meet Teleconference

 1100 N. Eutaw Street

5th Floor Conference Room

Baltimore, MD  21201

**PRESENT:** Steven P. Wions, Chair

 Jane M. Bourassa, Vice Chair

Brian McCurdy

Janice Shih

 Victoria Kelly

**STAFF**

**PRESENT:**  Christopher Dorsey, Assistant Executive Director

 Matthew A. Lawrence, Legal Counsel

 Michelle Roberts, Administrative Specialist

**OTHERS**

**PRESENT:** Zongyao Xiao

**BOARD/STAFF**

**ABSENT:** Javior Solis

 Symon Manyara

Chairman Wions called the meeting to order at 10:03 a.m.

Upon a motion (**I**) by Mr. McCurdy seconded by Ms. Bourassa, the Board voted to approve the minutes for the January 10, 2022 meeting with no corrections

**Report of the Chair**

The Chairman reminded the Board that Alicia Coar, the Board Adminstrative Specialist, resigned. Upon a motion (**II**) by Ms. Bourassa and seconded by Ms. Kelly, the Board unanimously voted to adopt the report of the Chairman.

**Executive Director’s Report**

Mr. Dorsey introduced the Board members to Michelle Roberts, the new Administrative Specialist. Also, Mr. Dorsey reminded the Board members that at the next meeting they must vote on a new Chairman of the Board.

Upon a motion (**III**) by Mr. McCurdy and seconded by Ms. Kelly, the Board unanimously approved the Executive Director’s Report

**Examination Committee Report**

Ms. Bourassa reported on the Examination Committee’s review of the PSI examination results for January 10, 2022 through the present. The examination was administered to 156 candidates: 30 passed on the first attempt, 42 failed on the first attempt., 29 repeated, and 55 repeated failed attempts. 52 candidates are scheduled to take the exam before May 9, 2022.

Ms. Bourassa extended the invitation for 3, or less, Board members to attend the PSI meeting in April 2022.

Upon a motion (**IV**) by Mr. McCurdy and seconded by Mr. Kelly, the Board unanimously approved the Examination Committee Report.

**Old Business**

No Old Business.

**New Business**

Ms. Kelly asked about registrants submitting Continuing Education before renewal. Mr. Wions requested that staff send an email blast to all registrants to remind them that it’s tax season and to obtain all Continuing Education hours.

**Executive Session**

Upon a motion (**V**) by Ms. Kelly and seconded by Mr. McCurdy, the Board unanimously voted to go into closed session at 10:14 a.m.

At 10:20 a.m., upon a motion (**VI**) by Mr. McCurdy and seconded by Ms. Bourassa, the Board unanimously voted to return to the open session.

Upon a motion (**VII**) by Ms. Bourassa and seconded by Ms. Kelly the Board unanimously voted to approve the decisions made in the closed session.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, May 9, 2022, at 10:00 a.m.

**Adjournment**

There being no further business, upon a motion (**VIII**) by Mr. McCurdy and seconded by Ms. Kelly, the Board unanimously voted to adjourn the meeting at 10:32 am.

\_\_\_\_\_With corrections X Without corrections

Signature on file May 9, 2022

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Steven P. Wions, Chair Date