**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**February 10, 2025**

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

**PLACE:** VIA Google Meet Teleconference

100 S Charles St., Tower 1

Baltimore, MD  21202

**PRESENT:** Victoria Kelly, Chair

Symon Manyara

Janice Shih

Jane M. Bourassa

Alex Franks

Nayo Carter-Gray

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

Sharron McNeill, Administrative Officer II

Paige Bryant, Administrative Specialist III

Robert Pambianco, Legal Counsel

**OTHER**

**PRESENT**:

**BOARD/STAFF**

**ABSENT:** Javier Solis

Brian McCurdy

**Call to Order**

Ms. Kelly, Chair, called the meeting to order at 10:01 a.m.

The Board started the meeting by discussing the approval of the last meetings open minutes. The Board decided to table the approval of the open minutes to further discuss and find the correct language to summarize the proposed term limits for Board members to hold offices and sit on heads of committees.

Upon motion **(I)** by Ms. Carter-Gray and seconded by Ms. Bourassa, the Board voted to postpone the approval of January’s open meeting minutes, until the next Board meeting.

Upon a motion **(II)** by Ms. Shih and seconded by Mr. Manyara, the Board unanimously voted to approve the January 13, 2025 closed meeting minutes without corrections.

**Report of the Chair**

Ms. Kelly attended the Comptroller’s Tax Season announcement on January 21, 2025. Ms. Kelly stated she spoke with a number of people about taxpayer education and also spoke with the Comptroller about scams perpetrated on Maryland taxpayers.

**Executive Director’s Report**

Mr. Dorsey mentioned that financial disclosures are due April 30, 2025.

**Examination Committee Report**

Ms. Bourassa reported on the Examination Committee’s review of the PSI examination results from the last meeting until the present. The examination was administered to one hundred twenty-three (123) candidates overall: sixty (60) of which were first attempts. Of the first attempts, twenty-five (25) passed and thirty-five (35) failed on their first attempt, nineteen (19) repeated attempts passed, and forty-four (44) had repeated failed attempts.

Upon a motion **(III)** by Ms. Shih and seconded by Mr. Manyara, the Board unanimously approved the Examination Committee Report.

**New Business**

No New Business

**Old Business**

The Board discussed questions for people taking the Tax Preparers exam, which were drafted by the Examination committee. The Board hopes that the results from these questions will help future exam candidates successfully pass the exam.

Upon a motion **(IV)** by Ms. Carter-Gray and seconded by Ms. Shih, the Board will submit the drafted questions to PSI to be administered to exam takers.

The Board also discussed the letter for the Code of Professional conduct that was sent to stakeholders asking for their input on the matter. The Board hopes to receive responses from stakeholders at the next meeting in May.

The final item of Old Business discussed is a virtual link with language from the Comptroller about taxpayer education that will soon be active on the Board’s website.

**Complaint Committee**

The Complaint Committee reported that there are twenty-seven (27) open complaints broken down as follows: eighteen (18) CPE audit failures, four (4) non-registered preparer complaints, three (3) code of conduct complaints, and two (2) consumer complaints.

Upon Motion **(V)** by Mr. Manyara and seconded by Mr. Franks, the Board unanimously approved the complaint committee report.

**Closed Session**

No Closed Session

**Adjournment**

There being no further business, upon a motion **(VI)** by Mr. Manyara seconded by Ms. Bourassa, the Board voted unanimously to adjourn the meeting at 10:44 a.m.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, May 12, 2025, at 10:00 a.m.

\_x\_\_\_With corrections Without corrections

Signature on file 6/8/2025

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Victoria Kelly, Chair Date