**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**June 12, 2023**

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

**PLACE:** In Person and VIA Google Meet Teleconference

 1100 N. Eutaw Street

5th Floor Conference Room

Baltimore, MD  21202

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

 Jane M. Bourassa, Vice Chair

 Victoria Kelly

 Brian McCurdy

Janice Shih

**STAFF**

**PRESENT:**  Christopher Dorsey, Executive Director

 John Dove, Commissioner

 Kausar Syed, Deputy Commissioner

Sharron McNeill, Administrative Officer II

 Fatmata Rahman, Administrative Officer I

 Jessica Praley, Legal Counsel

**OTHER**

**PRESENT:** Mary Beth Halpern, MACPA

**BOARD/STAFF**

**ABSENT:** Javier Solis

 Symon Manyara

Mr. Wions, Chair, called the meeting to order at 10:01 a.m.

Upon a motion **(I)** by Ms. Kelly and seconded by Ms. Bourassa, the Board unanimously postponed the approval of the May 8, 2023 minutes to the next Board meeting.

**Report of the Chair**

No Report

**Executive Director’s Report**

Mr. Dorsey announced that on May 30, 2023 there was a discussion held with MSATP regarding outreach and in what ways the public and consumers can know that the Board exists. Mr. Dorsey also reported the urgency from the Comptroller regarding the enforcement of unregistered Tax Preparers and the lengths that will be taken to hold them accountable. Finally, Mr. Dorsey reported on his attendance at the Banquet for MSTAP’s Annual Awards banquet at Ruth’s Chris Steakhouse and how he looks forward to more collaboration in the future with the organization.

Upon a motion **(II)** by Ms. Kelly and seconded by Mr. McCurdy, 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 May 9, 2023 through the present. The examination was administered to 6 candidates: 3 passed on the first attempt, 2 failed on the first attempt, 1 repeated and passed, and 0 had repeated failed attempts.

Ms. Bourassa stated that on July 1, 2023 the materials for the Maryland Tax Preparers Exam will be updated from 2021 to 2022.

The Board continued their discussion regarding providing the exam in additional languages.

Upon a motion **(III) by** Chairman Wions and seconded by Ms. Kelly, the Board voted not to proceed with creation of a Spanish language version of the Exam for the time being.

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

**New Business**

1. The new Commissioner of Occupations and Professions, John Dove, introduced himself to the Board.
2. Mr. Dorsey announced that on August 8-10 the IRS Nationwide Tax Forums will be held at the National Harbor, and if any members of the Board are interested in attending to please let him know as soon as possible.
3. Ms. Shih raised a question regarding the sunset provision and wanting a clearer understanding of when it takes place. Ms. Praley explained the Board’s title sunsets in 2026 and a bill to extend it should be proposed for 2025.
4. Ms. Praley announced this will be her last meeting as counsel to the Board and her replacement will be at the September 2023 meeting.

**Old Business**

The Board discussed using NY’s out of state preparer requirements and asking the Comptroller to require registration numbers when preparers file.

**Closed Session**

Upon a motion **(V)** Ms. Shih and seconded by Mr. McCurdy, the Board went into a closed session at 10:51 a.m.

Upon a motion **(VI)** by Mr. McCurdy and seconded by Ms. Kelly, the Board unanimously voted to approve the Complaint Committee Report.

**Return to Open Session**

At 10:57 a.m., upon a motion **(VII)** by Ms. Shih and seconded by Mr. McCurdy, the Board unanimously voted to return to the open session.

Upon a motion by **(VIII)** Ms. Shih and seconded by Mr. McCurdy the Board unanimously voted to approve the decisions made in the closed session.

**Adjournment**

There being no further business, upon a motion **(IX)** by Ms. Kelly and seconded by Mr. McCurdy, the Board unanimously voted to adjourn the meeting.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, September 11, 2023, at 10:00 a.m.

\_x\_\_\_With corrections Without corrections

Signature on file\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ September 11, 2023\_\_\_\_\_\_\_\_

Steven P. Wions, Chair Date