**State of Maryland**

**Board of Individual Tax Preparers**

**Business Meeting Minutes**

*Tuesday, October 17, 2022*

 *Via Google Meets Teleconference*

**TIME:** 10:02a.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

 Symon Manyara

**STAFF**

**PRESENT:**  Kausar Syed, Deputy Commissioner O&P

 Christopher Dorsey, Assistant Executive Director

 Kenneth Sigman, Legal Counsel

 Michelle Roberts, Administrative Specialist

 Fatmata Rahman, Office Secretary

**BOARD/STAFF**

**ABSENT:** Javier Solis

 Jessica Praley, Legal Counsel

**OTHERS**

**PRESENT:** Mary Beth Halpern, MACPA

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

Upon a motion **(I)** by Ms. Bourassa, seconded by Mr. McCurdy, the Board voted to approve the minutes for the June 13, 2022 meeting with corrections.

**Chairman’s Report**

None.

**Executive Director’s Report**

Mr. Dorsey announced that the requested changes were made to the website to reflect that candidates can bring 1040 Instructions to the exam. Also, four publications were added to the website; tip income, selling of homes, divorced and separated, premium tax credit.

Upon a motion **(II)** by Mr. McCurdy and seconded by Ms. Bourassa, 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 June 13, 2022 through the present. The examination was administered to 90 candidates: 15 passed on the first attempt, 27 failed on the first attempt, 8 repeated and passed, and 40 repeated failed attempts.

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

**Old Business**

None.

**New Business**

Mr. Dorsey discussed the Board meeting dates for 2023. The dates are as follows; January 9, February 13, No meeting in March, No meeting in April, May 8, June 12, No meeting in July, No meeting in August, September 11, October 9, November 13, No meeting in December.

Upon a motion **(IV)** by Ms. Bourassa and seconded by Mr. Shih, the Board unanimously voted to approve New Business.

**Executive Session**

Upon a motion (**VII**) by Ms. Kelly and seconded by Mr. Manyara, the Board unanimously voted to go into closed session at 10:24 a.m.

At 10:44 a.m., upon a motion (**VIII**) by Ms. Kelly and seconded by Ms. Bourassa, the Board unanimously voted to return to the open session.

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

**Adjournment**

There being no further business, upon a motion (**X**) by Ms. Bourassa and seconded by Mr. Manyara, the Board unanimously voted to adjourn the meeting at 10:55 am.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, January 9, 2023, at 10:00 a.m.

\_\_\_\_\_With corrections x Without corrections

Signature on file November 14, 2022

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Steven P. Wions, Chair Date