



**STATE OF MAINE CHAPTER
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS**

**Executive Board Meeting
June 14, 2019, 9:30am
Maine Revenue Services, Augusta, Maine**

AGENDA

Members Present: Judy Mathiau, President; Clint Swett, Treasurer; Julie Ethridge, Secretary; Kerry Leichtman, Past-President; Darryl McKenney, Phil Drew, Karen Scammon, Caitlin Thompson

Members Absent: Kyle Avila, Vice President

Also Present: Justin Poirier, Bill Brunelle, Nichole Philbrick, MRS

Meeting called to order 9:35am.

Secretary's Report: Kerry moved to accept the minutes of the April 19, 2019 meeting as written. Clint seconded. **Motion passed unanimously.**

Treasurer's Report: Clint had previously e-mailed the bank statement transactions to the executive board. (attached)

Committee Reports

- **Education**

- **Property Tax Institute 2019 Feedback:** Feedback overall was very good. There was discussion about having activities set up during downtime, possibly a hike or trip into town.
- **MMA Convention/Speakers:** MMA Convention is being held in Bangor this year. At the April board meeting, Kerry mentioned his disappointment in both the educational space and the lack of attendance by Assessors and the board decided not to be involved this year in Bangor. After speaking with Bill Healey, Judy felt we should discuss further whether we might want to participate in the Assessors' Booth and contribute to the cost. After discussion:

Julie moved that we participate with MAAO in the booth, sharing in the cost and have 2 Chapter representatives present. Caitlin seconded. **Motion passed 7-1.**

Judy will reach out to Bill Healey. Caitlin and Clint will be the representatives at the booth.

- **Attendance Sheet/Evaluation:** Judy suggested we pass around sign-up sheets and evaluations at our Chapter meetings. She suggested we do this after the lunch break. This will help MRS with credit hours and will help us with feedback on the meetings, topics, and speakers. The board agreed. Julie will draft an evaluation form.
- **Annual Meeting:** The annual meeting will be held November 22, 2019. Clint will contact the Wishcamper Center in Portland to reserve the room. He believes the cost will be around \$1,100, which includes the catering. Kerry is putting together a program on how bills become law and how to prepare to testify to the taxation committee. Kerry, Justin, Kate Dufour, and Julie Jones

will be speaking. Kerry is still looking into others to speak. Judy will put together a power point presentation showing the Chapter events over the past year. She will also look into getting a taped message from IAAO. The presentation will be during the business meeting.

- **Legislative:** Justin reported the Legislature passed a bill which will increase the homestead exemption to \$25,000 with a reimbursement of 70% to municipalities. The increase will go into effect 4-1-20.
- **Membership:** Julie reported there are currently 126 active members.
- **Audit:** Clint reported an audit will be scheduled for October.
- **Nominating:** Kerry reported that Kyle will not be able to commit to the board at this time due to his son's illness. Julie reported that the positions which will need to be filled for 2020 are, President, Vice President, Secretary, Treasurer, and two director positions. Darryl McKenney and Phil Drew's positions expire this year. Judy asked that the nominations be recommended by the committee at the July Executive Committee meeting.
- **Newsletter:** Judy reported the next newsletter will be published in July.
- **History:** The History Board continues to be well received at meetings. Darryl will bring it to the Property Tax School in August and to the Annual Meeting in November.

Old Business

- **Membership E-Mail Policy:** Caitlin reported on the research she has done into Constant Contact and how it might benefit with Chapter communication. Constant Contact includes a lot of marketing and offers surveys and polls, but they need to be created with code. They also offer groups and automation of e-mails. After discussion, the board decided to forego using Constant Contact and continue to communicate through e-mail as we have been.
- **Communications:** Judy suggested forming a new committee which would include Newsletter, History, and the website, and dissolve the Newsletter and History committees. The board agreed.
- **Rural Education Task Force:** Judy has been in contact with IAAO as to the status of the Task Force. At this point, the task force has stalled and there is no activity until further notice.
- **Joint Committee – Boston Conference:** Kerry and Bill Healy, MAAO, are the representatives from Maine for the conference. Kerry has been in contact with Lane Partridge, President of the MA Chapter of IAAO. The MA Chapter is working on raising money to promote the Boston Conference at the Chicago Conference in 2021. The board discussed ways we can raise money; some suggestions were 50/50 raffles at our Chapter meetings, calendars, cookbooks, etc. Kerry will call Bill Healey to suggest he call a meeting of the committee to discuss further.
- **ME Chapter Table Cloth:** The board discussed purchasing a ME Chapter table cloth.

Kerry moved we purchase a table cloth with the Chapter logo. Clint seconded. **Motion passed unanimously.**

New Business

- **ME Chapter Exhibitor – Property Tax School and MAAO Convention:** The board discussed having an exhibit at the Property Tax School in August and the MAAO Convention in September. It was decided to

have one at the PTS with the history board, JATA brochures, membership applications, and other handouts. The board decided not to have an exhibit at the MAAO convention as there will already be a table promoting the Boston Conference.

- **Proposed By-Law Changes:** The board discussed changes to the by-laws (attached). Many were housekeeping changes. There was discussion as to the number of Executive Board Members, with a suggestion of increasing from four directors to five and adding the IAAO rep as an ex-officio member. Judy will update the by-laws based on the changes and suggestions made by the board and then send a draft to them for review. Any changes will have to be voted on by the membership at the Annual Meeting.

Kerry moved to adjourn. Clint Seconded. **Motion passed unanimously.**

Meeting adjourned at 11:50am.

Respectfully submitted,

Julie Romano Ethridge, Secretary