



STATE OF MAINE CHAPTER INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

Executive Board Meeting
April 13, 2023 - 10:00 a.m.
Governor's Restaurant, Lewiston

MINUTES

Members Present: President Karen Scammon; Vice President Darryl McKenney ; Past-President Judy Mathiau; Secretary Barbara Brewer; Treasurer Clinton Swett; Executive Board Members Natalie Andrews, Nick Cloutier, Brent Martin, Amber Poulin, and Joe St. Peter.

Members Absent: Lauren Asselin

The meeting was called to order at 10:08 a.m.

Secretary's Report: Judy moved to accept the minutes of February 9, 2023, as written. Amber seconded. All were in favor. The motion passed.

Treasurer's Report: Clint provided the Treasurer's report in which the annual meeting and winter meeting expenses and revenues were totaled and compared. Judy moved to accept the report and Brent seconded. All were in favor. The motion passed.

Standing Committee Reports

- **Education**
 - Recap of Winter Meeting
 - Nick was pleased with the attendance at the winter meeting and received a lot of positive feedback on the educational sessions presented. The time buffer allotted for breaks and run over between presentations made the event run more smoothly. Karen chimed in that she also received many positive comments.
 - As Clint illustrated in his Treasurer's Report, the cost of hosting events is currently higher than the fees charged to attend. Fortunately, there has been enough of a buffer in our account to cover the difference. The Board will re-examine the costs and fees during their planning of the next educational session.
 - Because some attendees at educational events might leave the sessions before the end of the day, the Board discussed handing out the completion certificates at the end of all sessions and circulating a sign-in sheet close to the end of day. Brent also suggested that the certificate of completion provide more information on the advance credit hours, such as the topic for which the hours were granted.

- Recent and/or Upcoming Training Hosted by Others

- The current meeting and course schedules for upcoming events are posted on the Maine Revenue Services website. Amber mentioned that the CMAAO has an upcoming educational event in Bangor on April 27th. It's their 2023 Spring Seminar and attendance provides 6 credit hours of continuing education.

Nick pointed out that the next CMA exam is scheduled for May 2nd, and just after that the MAAO is hosting their annual Board of Assessment Review training in Augusta on May 10th. While MRS did not notify assessors of the scheduled date and topic of their annual Property Tax Institute, it is posted on their website. This event will be online only on June 6-7th and the topics are Unique & Challenging Homes and Appraising After a Disaster or in Traumatic Events.

- Presence/Chapter Meeting at Tax School

- This year's Property Tax School will be held from July 31-August 4th. Nick pointed out that though the MRS website states that this event will be held in Belfast, the venue has not yet been determined. Joe mentioned that he will be presenting an educational session on neighborhood analysis.

- Presence/Participation at MMA Annual Convention

- Karen mentioned that Travis Roy, President of the MAAO, discussed sharing a booth at the MMA Convention for the purpose of promoting the state's assessors' groups. Amber added that the CMAAO might also be interested in sharing a booth. The convention is scheduled for October 4th and 5th but a request to the MMA must be made by May 1st. Karen is currently unsure of the cost of the booth, but the expense would be shared with the other assessing groups.

Nick moved that we request a booth at the MMA Convention, and Brent seconded the motion. All were in favor. The motion passed.

- **Legislative**

- Darryl mentioned that though several bills have been introduced, some designed to revise or repeal LD290, the Legislature is currently adjourned.

- **Membership**

- Barbara discussed the cost of annual membership and the benefits provided to members. She requested that the Board review a draft survey geared towards individuals who were members in past years but have renewed their membership for 2023. The goal is to solicit feedback on how the ME Chapter of the IAAO can improve its resources to meet the needs of Maine assessors.

- **Audit**

- Nothing to report.

- **Nominating**

- Nothing to report.

- **Communications**

- ME Chapter Purpose Statement(s) Review

- Joe handed out a copy of the current ME Chapter purpose statement from our website with his notes on some possible edits. He compared it to the mission statement from Fair and Equitable. He would like to see our purpose statement updated and/or made more concise/readable. Joe asked that Board members review the purpose statement and send any suggestions for improvement his way. He will bring a proposed new purpose statement to the next meeting for discussion.

In addition to the purpose statement review, Joe also mentioned that it would be nice to add a directory of members (with member permission) on the website with highlights on some of the assessors who have gone above and beyond.

- Joe then briefly discussed the newsletter. The next issue is scheduled for June 1st. He would like to add some type of survey that encourages participation from other assessors with simple questions about their day-to-day functions. Judy requested that the Board receive a copy of the newsletter before distribution to the members, Joe agreed that a review would be helpful to avoid typos.

- **IAAO**

- Nothing to report.

Sub-Committee Reports

- **History**

- Nothing to report

Old Business

- **File Sharing**

- Joe presented his proposal for a shared file directory through Google Account for non-profit organizations. Clint moved that we approve the proposal for 3 account users at a cost of \$9 per month (\$108 per year). The users would be assigned based on position -one for the President & Vice-President, one for the Secretary & Treasurer, and the third for the Education & Committee Chairs. Barbara seconded the motion. All were in favor. The motion passed.

- **Advanced Certification Scholarship**

- The establishment of a scholarship for those in the Maine assessing field pursuing advanced CMA certification was discussed. Karen suggested that the applicant be a member of the ME Chapter of the IAAO in good standing. She also suggested that the scholarship be capped at \$500. Joe reiterated that the purpose of the scholarship would be to cover the cost of a required IAAO course in the pursuit of an advanced CMA level. The goal would be to help those in the assessing field who have limited training funds at their disposal.

- Clint moved that a scholarship of up to \$500 for the purpose of obtaining an advanced CMA be created. Judy seconded the motion. All were in favor. The motion passed.
- Brent moved that the scholarship be named in honor of David P. Ledew. Judy seconded the motion. All were in favor. The motion passed.
- Judy offered to review other IAAO scholarship application forms to determine how best to create an application for this new scholarship. Clint expressed that he would like the Austin Scholarship, while not need based, to be granted to the recipient through an application process as well. If no one applies for the scholarship, then a name can be drawn out of a hat at the annual meeting to determine the recipient. The Board agreed.

New Business

- **Assessor's Education and Training Advisory Committee**

- Discussion on the committee was tabled as Karen is not certain it will move forward.

- **Newsletter/MAAO**

- Karen discussed the link she had forwarded to the Board regarding the Education & Training Advisory Council. This is a self-nominating committee and those interested can follow the link to learn about the inner workings of the proposed committee. Karen also discussed the possibility of producing a shared newsletter with MAAO. While the ME Chapter is happy to report any MAAO news, a combined effort might be too difficult to coordinate.

- **Board of Directors**

The Board moved into Executive Session at 11:43. Executive Session ended at 12:05.

Judy moved that the Board adjourn at 12:06 pm. Clint seconded the motion. All were in favor. The motion passed and the Board adjourned.

The next meeting is scheduled for May 11th.

Respectfully submitted,

Barbara Brewer, Secretary