



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

**Executive Board Meeting
October 12, 2023 - 10:00 a.m.
Station Restaurant, 103 Lincoln St, Lewiston**

MINUTES

Members Present: President Karen Scammon; Vice President Darryl McKenney; Secretary Barbara Brewer; Treasurer Clinton Swett; Executive Board Members Natalie Andrews, Lauren Asselin, Nick Cloutier, Amber Poulin and Joe St. Peter.

Members Absent: Brent Martin and Judy Mathiau

Karen called the meeting to order at 10:10 A.M.

Secretary's Report: Lauren moved to accept the minutes of the September 14, 2023, meeting as written. Natalie seconded the motion. All members present voted to approve the motion except Amber who abstained from the vote as she was unable to attend the September meeting. The motion passed.

Treasurer's Report: Clint reported a current balance of \$16,066.73. Joe moved to accept the Treasurer's Report. Amber second the motion. All were in favor and the motion passed.

Standing Committee Reports

- **Education**

Upcoming educational offerings for the remainder of 2023 were discussed. Nick mentioned that IAAO 600, Principles and Techniques of Cadastral Mapping, will be offered in Brewer during the week of November 27-December 1 courtesy of the Maine Property Tax Division. Amber stated the annual meeting of the CMAAO will be held October 19th. David Ledew will be presenting "ask David Ledew!". Though not many have signed up yet for the CMAAO annual meeting (only 15 so far), Amber expects that it will be a good meeting.

- **Legislative**

Darryl discussed the legislative update concerning Farmland which will take effect October 19th. The Maine Revenue Services Bulletin on Farmland will hopefully be updated soon to reflect the change. Bill Brunelle appears to be back at MRS on a part-time basis. Karen would like to invite him to our Board meetings again as he was a great source of information for the ME Chapter. Nick mentioned that Bonnie Baker at MRS has reached out and expressed that MRS would like to be more involved with assessors (which is much appreciated).

- **Membership**

Barbara mentioned that she will send out a reminder about membership renewal during and after the annual meeting. The new 2024 application has been posted on the ME Chapter website.

- **Audit**

Clint reconciled 12 months of ME Chapter bank statements to the penny. He put together a reconciliation spreadsheet with our bank statement and e-mailed it to Audit Committee for their review. Only one member of the Audit Committee responded. So, Karen looked at it, too. Karen commended Clint on his fine treasury work as the numbers look great. Our past year's expenses exceeded our income by \$3,500 but we have a healthy buffer in our account to cover those expenses. Clint will put together a report for the annual meeting.

- **Nominating**

The Nominating Committee reported that Theresa (Terry) Duff was interested in a Board position and the ME Chapter voted to approve Terry's nomination during September's meeting. However, since her nomination, Terry has expressed concerns about her ability to attend monthly Board meetings. Board members concurred that they don't want to preclude members from serving on the Board just because the distance and time to travel may be prohibitive.

Several ideas were discussed, such as asking the MMA and MRS if we can hold meetings in Augusta at their offices. Meetings used to be held regularly at MRS before COVID. The advantage would be the establishment of a consistent meeting place and the availability of technical resources to allow Board members to attend remotely (i.e. Zoom). Amber also suggested reducing the frequency of in-person meetings as well. These ideas will be readdressed under "Old Business" on December's agenda. Meanwhile, Joe will reach out to Terry to determine if she would still like to be on the Board (provided we can make virtual attendance an option).

- **Communications**

Joe still hopes to update our website. He would like to add new photos and other information and will be working with Kyle to achieve those updates. Joe is also working on the current edition of the newsletter. He asked Karen if she could provide "President's Remarks". Bill Brunelle has contributed an article and Amber is working on her current recurring segment, "Ask Amber". Judy has a puzzle for this edition as well, and Joe hopes to put together some trivia. Joe will also be sending out a request to our members for their news and ideas. Lastly, he will put in a promotional segment about ME Chapter 2024 membership renewal.

- **IAAO**

- Karen took the online course titled IAAO 171 ("IAAO Standard of Professional Practice and Ethics"). It's an easy way to fulfill the State CMA ethics requirement and it's free for all IAAO members.
- Karen added that on the second Thursday of each month the IAAO holds a Zoom to answer questions about how to obtain advanced designations through IAAO. This is good for those IAAO members who would like more information about going further with their education.
- As an aside, Clint wanted to remind Board members that continuing credit hours need to be reported to Bonnie Baker (MRS) by the end of the year.
- Bill Healey is running unopposed for IAAO Vice President and should be a winner unless a write-in candidate appears. A list of all candidates for IAAO open positions appeared in the September issue of Fair + Equitable magazine. Please remember, voting will occur November 1st through the 15th.

Sub-Committee Reports

- History
 - Darryl asked the Board members for topic ideas for the annual meeting; he will put together a historical board for display November 2nd.

Old Business

- Upcoming Annual Meeting (November 2nd)
 - Clint moved to rescind the motion to hold the annual meeting at the Green Ladle and further moved to hold the annual meeting at the Augusta Civic Center. Joe seconded the motion. All were in favor and the motion was approved. Karen interjected that the choice of venue for the annual meeting does not require a vote by the Board. In the future, the Board could just verbally agree on a venue, so we can easily agree to any necessary changes without a formal Board meeting.
 - Nick then discussed the annual meeting agenda items. The hour-long presentation on CEAs and TIFS qualify attending assessors for one hour of advanced CMA credit. The panel discussions so far only have one participant each so if any of the Board knows of other newcomers or mentors who would like to share their insight, please let Nick know.
 - Barbara mentioned that she didn't take the annual meeting minutes from November 2022 but she has the minutes from Julie. Barbara suggested that a copy of those minutes, the business meeting agenda, and new membership application should be placed at each seat of the meeting room so that the attendees would have them on hand for the business portion of the annual meeting. Amber volunteered to man the registration table for latecomers so that Barbara and Clint could present their reports during the business meeting.
 - Nick has spoken with the August Civic Center about the food for the day. There will be coffee and tea as well as soda this year. For the morning break, bagels and fruit will be on hand. For lunch the regular buffet will be offered as well as the "Chef's choice" entrees (one "surprise" and one vegetarian) as "Chef's choice" will keep costs down (this choice will save \$1,000 off the cost of the meeting which is already expected to exceed the fees charged to attend).
 - Nick suggested that the winter meeting in March might be a good time to enlist the Green Ladle as a meeting venue.
 - Clint requested a list of the speakers' names so that he can purchase \$50 gift cards for each as well as the names of the panelists so that he can purchase \$25 gift cards for those individuals as well. As a reminder, speakers do not have to remit a meeting fee, but panelists do. Barbara reported that 15 people had registered so far, but that doesn't include board members who (assumably) will be there. As the date approaches, Nick will need a head count so that he can let the Augusta Civic Center know what to expect.
- Not related to the annual meeting, Clint brought an example of some year-end bound documents that he creates for his assessment records. He creates a spiral-bound booklet for his MVR with other

pertinent information for review by the public (if desired) plus he has his commitment book professionally bound each year. The cost of the commitment book is about \$350, but it is a sharp looking volume which contains tax maps as well as commitments for the year.

New Business

The next meeting is the annual meeting scheduled for November 2nd.

Clint moved to adjourn, and Joe seconded. All were in favor. The motion passed and the Board adjourned at 11:05.

Respectfully submitted,

Barbara Brewer, Secretary