

APPROVED

**Maine Association of Assessing Officers  
Board Meeting Minutes  
MMA - Augusta  
January 9, 2015**

**Present:** Rick Mace, Darryl McKenney, Tammy Brown, Mike D’Arcangelo, Martine Painchaud, Lewis Cousins, Roger Hoy, John Wentworth, Debbie Turner, Margaret Noel.

Conference Call: Ruth Birtz, Dan Robinson.

**Excused Absence:** Bill Healey, Jr., Jacki Robbins

**Call to Order:** President Rick Mace called the meeting to order at 10:15 a.m.

President Mace welcomed new board member, Debbie Turner, and introductions were done.

**Secretary’s Report:** Tammy Brown presented the Minutes of the December 5, 2014 meeting. Motion made by Darryl McKenney, seconded by Martine Painchaud, all approved the December 5, 2014 minutes.

**Appointment 2015 Secretary:**

Nominations: Tammy Brown. Motion made by Martine Painchaud, seconded by Darryl McKenney, (Tammy abstained) all approved to appoint Tammy Brown as the new Secretary.

**Board Vacancy:** Motion made by Tammy Brown, seconded by Roger Hoy, all approved Debbie Turner, Town of Harpswell, to fill the unexpired term until the end of 2015.

**Treasurer’s Report:** Martine Painchaud presented the November financials and outstanding bills.

The balance as of November 30, 2014 was \$21,505.88. Motion made by Roger Hoy, seconded by Darryl McKenney, one abstention (R. Birtz). All approved the November financials minus one abstention. Motion carried.

Since our last meeting on December 5 we have paid:

MMA	\$398.27
Tammy Brown	\$96.62
Rick Mace	\$50.00
MMA November	\$83.60
City of Rockland	\$30.00
Total	\$648.49

Balance as of January 8, 2015 is \$20,857.39

APPROVED

**Appointment 2015 Treasurer:**

Nominations: Martine Painchaud. Motion made by Darryl McKenney, seconded by Roger Hoy, all approved to appoint Martine Painchaud as the new Treasurer.

**Old Business:**

**Committee Reports:**

**Audit/Finance:** Tammy Brown reviewed the duties of the Audit/Finance Committee.

**2015 Appointment of Audit/Finance Committee Chair:**

Nominations: Ruth Birtz Motion made by Martine Painchaud, seconded by Roger Hoy, all approved to appoint Ruth Birtz to be the Chair of the Audit/Finance Committee. Darryl McKenney offered to serve on this committee as well.

**Calendar/Advertisers:** Tammy Brown reviewed the duties of the Calendar/Advertiser Committee. There was discussion about looking for a new print shop.

**2015 Appointment of Calendar/Advertisers Committee Chair:**

Nominations: Lewis Cousins. Motion made by Tammy Brown, seconded by Darryl McKenney, all approved to appoint Lewis Cousins to be the Chair of the Calendar/Advertisers Committee

**Newsletter:** Ruth Birtz reported that the most current issue of the newsletter is in process now. Ruth made special note to thank Mike D’Arcangelo for the member profiles, and to Tammy Brown for all of her assistance. It was discussed that the newsletter would be sent to Tammy Brown first to review before giving it to MMA. The process went quite smoothly.

**2015 Appointment of Newsletter Committee Chair:**

Ruth Birtz, Vice President will be the chair of the newsletter committee.

**Ethics:** Jacqueline Robbins was absent and had no report.

**2015 Appointment of Ethics Committee Chair:**

Nominations: Jacqueline Robbins. Motion made by Darryl McKenney, seconded by Mike D’Arcangelo, all approved to appoint Jacqueline Robbins to be the Chair of the Ethics Committee

**Legislative:** Mike D’Arcangelo had no report.

**2015 Appointment of Legislative Committee Chair:**

Nominations: Mike D’Arcangelo. Motion made by Martine Painchaud, seconded by Roger Hoy, all approved to appoint Mike D’Arcangelo to be the Chair of the Legislative Committee.

**Membership:** Roger Hoy reported that there are currently 254 paid members. 72 members remain unpaid, which is normal for this time of the year. Margaret explained there could be some lag time in processing the membership applications due to training a new person (whose name is Cindy) in the affiliate’s department.

APPROVED

**2015 Appointment of Membership Committee Chair:**

Nominations: Roger Hoy. Motion made by Darryl McKenney, seconded by Tammy Brown, all approved to appoint Roger Hoy to be the Chair of the Membership Committee.

**Awards & Scholarship:** Tammy Brown reported that there are no new applications, and the application and criteria will be in the next newsletter.

**2015 Appointment of Awards & Scholarship Committee Chair:**

Nominations: Tammy Brown. Motion made by Darryl McKenney, seconded by Martine Painchaud, all approved to appoint Tammy Brown to be the Chair of the Awards & Scholarship Committee.

**Technology Report:** Dan Robinson had no report.

**2015 Appointment of Technology Chair:**

Nominations: Dan Robinson. Motion made by Martine Painchaud, seconded by Roger Hoy, all approved to appoint Dan Robinson to be the Chair of the Technology Committee.

**Executive Board:** Rick Mace had nothing new to report. He did review the aging report and there are a few outstanding items that will need to be addressed. Margaret Noel reviewed the invoicing process and noted that the MAAO is responsible for making collection calls. Martine will make the appropriate calls and discuss the outcome with Rick.

**Education:** Bill Healey was absent, and Tammy Brown reported on the video conference workshop in May. Lewis Cousins offered to staff the event in Caribou and facilitate from that end. Margaret Noel noted that she will let staff know and they will be in touch as the date gets closer to review the work involved.

**2015 Appointment of Education Chair:**

Nominations: Bill Healey, Jr. Motion made by Tammy Brown, seconded by Martine Painchaud, all approved to appoint Bill Healey as Chair of Education Committee.

**Conference Committee:** Tammy Brown reported on the following: the location is confirmed and the deposit has been sent. The second deposit is due within the next couple of months. Bill Healey, Jr. is in the process of lining up sessions and presenters. If you have any suggestions, please contact Bill Healey, Jr. Also, if anyone is interested in leading a session, contact Bill as well.

**2015 Appointment of Conference Committee Chair:**

Nominations: Debbie Turner. Motion made by Darryl McKenney, seconded by Roger Hoy, all approved to appoint Debbie Turner as Chair of Conference Committee.

**Historian:** Martine Painchaud had nothing to report. There was a discussion about taking a group board picture at the next board meeting.

**2015 Appointment of Historian Chair:**

Nominations: Martine Painchaud. Motion made by Mike D'Arcangelo, seconded by Roger Hoy, all approved to appoint Martine Painchaud as the Historian for MAAO.

APPROVED

**New Business:**

**Update on Northern Maine Drug Awareness Training Workshop:** Lewis Cousins reviewed the Northern Maine Drug Awareness Training workshop. He noted that this is an informative workshop, full of useful and worthwhile information, and that it would be a good idea if this could be presented down south. Tammy Brown will contact them to see if they can offer this training in the southern part of the state.

**Budget Proposal for 2015:** The Board reviewed the budget and discussed the figures of the 2015 expenditures. Motion made by Martine Painchaud, seconded by John Wentworth, all approved the 2015 budgeted expenses of \$36,589. Motion made by Martine Painchaud, seconded by Ruth Birtz, all approved the 2015 budgeted revenue of \$35,595. Martine Painchaud withdrew her original motion for the budgeted expenses of \$36,589. John Wentworth withdrew his second of the original motion for the budgeted expenses of \$36,589. Martine Painchaud made a motion, seconded by John Wentworth, all approved the 2015 budgeted expenses of \$35,589.

Tammy Brown will send out the final approved budget. When MMA receives a copy, it will be sent to the MMA Finance Department to put into the budget line on the 2015 Financials.

There was a discussion about the scholarship/auction funds. Margaret Noel and Martine Painchaud will meet with Christine Longley to establish a process for tracking scholarship/auction funds. Martine will request 2 new reference codes and applicable chart of accounts numbers in order to track this. Then MAAO will need to decide on a title for the two new reference codes and give that to MMA to set up the codes.

**2015 Meeting Calendar:** The calendar was reviewed by the board. A motion was made by Martine Painchaud, seconded by Dan Robinson, all approved the 2015 Meeting Calendar.

**Northern Maine Spring Workshop:** Lewis Cousins reported that the workshop is scheduled for April 24<sup>th</sup>, 2015 to be held at the Northern Maine Development Commission in Caribou. There was discussion about the registration fee. After discussion, it was the consensus of the board to keep the registration fee the same \$25.00 for one more year. Lewis distributed the agenda for the workshop for the board's review.

**Adjournment:** Motion made by Martine Painchaud, seconded by John Wentworth, all approved to adjourn the meeting at 11:58 a.m.