

approved

**Maine Association of Assessing Officers
Board Meeting Minutes
Remote Access - Zoom
January 13, 2023**

Present: Tammy Brown, Elisa Marr, Darryl McKenney, Luke Vigue, Taylor Burns, Cindy Namer, Lewis Cousins, William Healey Jr., Theresa Duff, Valerie Moon, Nick Cloutier and Melissa White (MMA)

Excused Absent: Travis Roy, Ruth Birtz

Absent: None

Guest:

Call to Order: Vice President Lewis Cousins called the meeting to order at 11:01 a.m.

It was determined there was a quorum of 7 to conduct business.

Secretary's Report: Tammy Brown presented the minutes from December 16, 2022 for review and approval.

Motion made by Elisa Marr, seconded by Luke Vigue, all approved the December 16, 2022 minutes.

Appoint Secretary

Motion made by Elisa Marr to nominate Tammy Brown as Secretary, seconded by Bill Healey Jr., all approved – Tammy Abstained.

Treasurer's Report:

Lewis Cousins reported on the balance (Total Assets) as of:

The balance as of September 30, 2022 \$31,965.83

Lewis Cousins reported on the following bills:

Expended since December 16, 2022

Tammy Brown	\$400.00
State Farm Insurance	\$425.00
Total Expenses	\$825.00

Lewis questioned the \$9 unapplied receipt on the September financials. Melissa will review the October financials when finalized to make sure the \$9 is on that report.

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Darryl questioned the LSoft invoice for the MAAO. There was discussion and Melissa noted the bill is received only once per year and is paid from a MAAO check request. The account the money is taken out of is approved by the MAAO Treasurer. Melissa will reach out to LSoft and ask if they can provide a monthly itemized usage statement.

Motion made by Darryl McKenney, seconded by Cindy Namer, all approved the financials as presented.

Appoint Co-Treasurer

Motion made by Tammy Brown, seconded by Elisa Marr, all approved Lewis Cousins as co-treasurer. Lewis Abstained.

Motion made by Lewis Cousins, seconded by Elisa Marr, all approved Tammy Brown as co-treasurer. Tammy Abstained

Tammy will need to complete the MAAO Banking resolution forms to be added to the MAAO Bank account, if she isn't already on them.

Committee Reports

1. Audit/Finance

- Ruth Birtz Chair/Darryl McKenney Co-Chair Report – Nothing new to report.

Appoint chair/co chair

Motion made by Elisa Marr, seconded by Tammy Brown, all approved Luke Vigue and Darryl McKenney as the audit/finance co-chairs, all approved

1. Awards & Scholarship

- Elisa Marr Chair/Tammy Brown Co-Chair Report – No new scholarships have been received at this time.

Appoint chair/co chair

Motion made by Luke Vigue, seconded by Darryl McKenney, all approved Elisa Marr and Tammy Brown as the awards/scholarship co-chairs, all approved

2. Calendar/Advertisers

- Lewis Cousins Chair/Theresa Duff Co-Chair Report – The notices were sent out for advertising for 2023.

Appoint chair/co chair

Motion made by Lewis Cousins, seconded by Tammy Brown, all approved Nick Cloutier and Theresa Duff as the calendar/advertisers co-chairs, all approved

3. Conference

- Tammy Brown Chair/Travis Roy Co-Chair Report – Bill Healey Jr. reported that he needs to confirm with Kate Dufour regarding the Legislative session and Lisa Hobart will be doing a session that is still TBD. Joel Mosier will do a session. Elisa Marr offered a

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suggestion to have someone from MMA Health & Wellness do a lunch and learn session on ergonomics. She also suggested someone come to do a yoga class in the evening as well as a hike option for those who are not golfing. Lewis knows a yoga instructor. There were discussions of reaching out to Sebasco, The Samoset and Sunday River – The Jordan and Grand Summit for the 2025 Conference. Melissa will reach out after February 10th.

Appoint chair/co chair

Motion made by Elisa Marr, seconded by Darryl McKenney, all approved Tammy Brown, Travis Roy, and Bill Healey Jr as conference co-chairs

4. Distance Learning

- Travis Roy Chair/ Lewis Cousins Co-Chair Report – Lewis reported there are no new events planned. The Northern Maine workshop is scheduled to take place via zoom. There was discussion to write a memo to the MMA Director regarding the \$75 hybrid fee for board meetings.

Appoint chair/co chair

Motion made by Tammy Brown, seconded by Luke Vigue, all approved Travis Roy and Lewis Cousins as distance learning co-chairs. Lewis abstained

5. Education

- Bill Healey Jr. Report – The BAR workshop is scheduled for May 10th and the Excel workshop is scheduled for November 6th. Lewis is working on the agenda for the Northern Maine Spring workshop.

Appoint chair/co chair

Motion made by Valerie Moon, seconded by Elisa Marr, all approved Bill Healey Jr. as education chair, all approved. Bill abstained.

6. Ethics

- Travis Roy Report – Was absent

Motion made by Tammy Brown, seconded by Elisa Marr, all approved Travis Roy as Ethics chair

7. Executive Board - Ruth Birtz Report – Was absent

Motion made by Tammy Brown, seconded by Elisa Marr, all approved Ruth Birtz as the Executive Board chair

8. Historian

- Darryl McKenney Report – Had a 100 year old report to share with the group.

Appoint chair

Motion made by Tammy Brown, seconded by Cindy Namer, all approved Darryl McKenney as Historian chair.

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9. Legislative

- Darryl McKenney Report – There are two bills regarding the stabilization law. The group will wait for Kerry to reach out if support is needed.

Appoint chair

Motion made by Tammy Brown, seconded by Bill Healey Jr., all approved Darryl McKenney as the legislative chair. Darryl abstained

10. Membership

- Theresa Duff Chair – There are 203 paid members and 33 unpaid members

Appoint chair

Motion made by Tammy Brown, seconded by Cindy Namer, all approved Theresa Duff as the membership chair

11. Newsletter

- Lewis Cousins Chair/ Tammy Brown Co-Chair Report – Lewis reported they are working on the next issue and have a few articles already.
Per the By-Laws, the Vice President is the chair of the newsletter committee. Theresa volunteered to be on this committee.

Appoint chair/co chair

Motion made by Valerie Moon, seconded by Luke Vigue, all approved Lewis Cousins and Theresa Duff as the newsletter co-chairs.

12. Technology Report

- Elisa Marr/Taylor Burns Co-Chairs Report – There were some recent updates requested for MMA to make on the website.

Appoint chair/co chair

Motion made by Theresa Duff, seconded by Luke Vigue, all approved Elisa Marr/Taylor Burns as the technology committee co-chairs

New Business:

- Excel Course in November RE: Microsoft Power BI
-Elisa reported that she reached out to Bill to request that the Excel course for 2023 be on the Microsoft Power BI.
- 2023 Budget
-The group reviewed each line item on the 2023 proposed budget
Motion made by Elisa Marr, seconded by Valerie Moon, all approved the 2023 proposed budget.
- MAAO 2023 Meeting Calendar
-The schedule is final and on the MAAO website
- Photos for Website
-At the next in person meeting, the group will take a group photo to include on the website

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- Legacy Assessor Award
 - Luke reported that he will circle back and review the list that Rick Mace provided. Tammy reported that she and Elisa would assist with anything Luke needs for this new award program.
- Other
 - Tammy reported that MMA has a new cancellation policy which was read to the board. The group will table this discussion to the next meeting.
 - Melissa encouraged the new board members to review the administrative guide and reach out if they would like to review the contract. She is working on updating the guide from 2022 to 2023, however no committee duties will change.
- Adjournment

Adjournment: Motion made by Cindy Namer, seconded by Theresa Duff, all approved to adjourn the meeting at 12:41 pm