**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**February 22, 2021**

**TIME:** 10:00 a.m.

**PLACE:** VIA Google Meet Teleconference

 500 N. Calvert Street

3rd Floor Conference Room

Baltimore, MD  21202

**PRESENT:** Steven P. Wions, Chair

 Jane M. Bourassa, Vice Chair

Victoria Kelly

Symon M. Manyara

Janice Shih

**ABSENT:** Javier Solis

**STAFF**

**PRESENT:** Shanai Jordan, Executive Director

Christopher Dorsey, Assistant Executive Director Matthew A. Lawrence, Legal Counsel

Alicia Coar, Board Secretary

**OTHERS**

**PRESENT:**

Mr. Wions, Chair, called the meeting to order at 10:02 a.m.

Upon a motion (I) by Ms. Bourassa and seconded by Ms. Shih, the Board unanimously approved the minutes for the January 11, 2021 meeting with corrections.

**Report of the Chair**

No Chair Report

**Executive Director’s Report**

No Executive Director’s Report

**Examination Committee Report**

Ms. Bourassa reported on the examination committee’s review of the PSI examination results for February 22, through April 3, 2021. The examination was administered to 152 candidates: 76 passed, 76 failed, and there are 45 candidates scheduled to take the examination from January 11, 2021 through February 8, 2021.

Upon a motion (II) made by Ms. Shih and seconded by Ms. Kelly, the Board unanimously accepted the Examination Report.

**Old Business**

No Old Business Report

**New Business**

No New Business Report

**Executive Session**

Upon a motion (III) by Ms. Bourassa and seconded by Ms. Shih, the Board unanimously voted to go into closed session at 10:12 a.m.

At 10:23 a.m., upon a motion (IV) by Mr. Manyara and seconded by Ms. Shih, the Board unanimously voted to return to open session.

Upon a motion (VI) by Ms. Kelly and seconded by Mr. Manyara, the Board unanimously voted to approve the decisions made in closed session.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, May 10, 2021 at 10:00 a.m.

**Adjournment**

There being no further business, upon a motion (VII) by Mr. Manyara and seconded by Ms. Kelly, the Board unanimously voted to adjourn the meeting at 10:28 am.

\_\_\_X\_\_With corrections Without corrections

Signature on File May 16, 2021

Steven P. Wions, Chair Date