**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**September 13, 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

Brian McCurdy

Janice Shih

**STAFF**

**PRESENT:**  Matthew A. Lawrence, Legal Counsel

 Alicia Coar, Board Secretary

**BOARD/STAFF**

**ABSENT:** Christopher E. Dorsey, Assistant Director

Javier Solis

Mr. Wions, Chair, called the meeting to order at 10:03 a.m.

Upon a motion (I) by Ms. Bourassa and seconded by Ms. Shih, the Board unanimously approved the minutes for the May 10, 2021 meeting with corrections.

**Report of the Chair**

No Chair Report

**Executive Director’s Report**

Ms. Coar gave the Executive Director’s Report for Mr. Dorsey. She informed the board members that Ms. Shanai Jordan has resigned as an Executive director of the board. Ms. Jordan has a new position with the Federal government. Ms. Coar also informed the Board that the permanent file of the licensees will be achieved in a permanent place.

Upon a motion (II) made by Ms. Bourassa and seconded by Ms. Shih, the Board unanimously approved the Executive Director’s Report.

**Examination Committee Report**

Ms. Bourassa reported on the examination committee’s review of the PSI examination results for May 10, 2021, through September 13, 2021. The examination was administered to 38 candidates: 10 passed on the first attempt, 28 failed on the first attempt. 23 candidates are scheduled from now until November 27, 2021. Ms. Bourassa reported on the examination committee’s review of the PSI examination results for May 10, 2021, through September 13, 2021.

Upon a motion (III) made by Ms. Shih and seconded by Mr. Manyara, the Board unanimously accepted the Examination Report.

**Old Business**

No Old Business Report

**New Business**

Ms. Coar informed the Board that, at its next meeting, it will be discussing the schedule of Board meetings for the upcoming year, and that the Board should hold elections for a new chair and vice chair.

**Executive Session**

Upon a motion (IV) by Ms. Bourassa and seconded by Mr. Manyara, the Board unanimously voted to go into closed session at 10:15 a.m.

At 10:26 a.m., upon a motion (V) by Ms. Bourassa and seconded by Mr. Manyara 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, October 18, 2021 at 10:00 a.m.

**Adjournment**

There being no further business, upon a motion (VII) by Ms. Kelly and seconded by Mr. Manyara, the Board unanimously voted to adjourn the meeting at 10:40 am.

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

Signature on File    October 18, 2021

Steven P. Wions, Chair Date