

**STATE OF MAINE CHAPTER  
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS  
Executive Committee Meeting  
December 12, 2014  
Maine Revenue Services Augusta, Maine**

**MINUTES**

**Executive Committee Members in attendance:** President Wade Rainey, Vice President Kerry Leichtman, Treasurer Matt Sturgis, Secretary Judy Mathiau, Directors Kyle Avila (via telephone), Cathy Jamison and Susan Russo; and Jeff Kendall of the Property Tax Division

**Members absent:** Past President Helen Taylor, Director Martine Painchaud

The meeting opened at 9:30 a.m.

**SECRETARY'S REPORT:**

**Matt moved to accept the minutes as presented for the dates of October 3, 2014 and November 21, 2014, seconded by Cathy, all in favor.**

**TREASURER'S REPORT:**

Matt reported the following balances:

Checking	\$4,481.28
Savings	\$8,699.82

There is one outstanding bill for the annual meeting catering.

**COMMITTEE REPORTS:**

**Education** – Kyle was able to speak with us via Kerry's phone to discuss upcoming educational ideas. He reported that members had contacted him to suggest a session on multi-family properties (Liz Sawyer – So Portland Assessor) and new technology for measurements (Ken Rodgers - Appraiser).

Other suggestions included low income housing, utility assessment, distressed and obsolete property, sudden and severe post market and a Kaiser Home tour.

Winter Meeting - It was agreed to hold the winter meeting on February 27, 2015 at the Calumet Club in Augusta. Matt will contact Paul Castonguay of Waterville to secure the reservation. The committee also agreed to offer a drawing for two free chapter meeting coupons and 2 LL Bean gift certificates. The suggested agenda would be as follows:

9:00 am	Welcome and Introductions
9:30 am	Utility Discovery and Assessment – Bill van Tuinen
10:30 am	Break
10:45 am	Ken Rodgers – new technology
NOON	Lunch
1:00 pm	Pete Arnemann Display & Explanation of Photos
1:30 pm	Mill Town Discussion – Dave Ledew, Jeff Fitzgerald, Bucksport Town Manager and Ruth Birtz,

Spring Meeting – May 22, 2015 at the Spring Meadows Golf Club or a location closer to Kaiser Homes with an agenda to include a tour at the factory.

Annual Meeting – November 20, 2015 at the Wishcamper Center in Portland

**Legislation** – Kerry said the legislature is just starting up so there is nothing to report.

**Membership** – Judy reported that we have 105 paid members.

**Audit** – Cathy and Martine have agreed to serve on this committee again.

**Nominating** – Cathy, Martine and Susan will serve on the nominating committee.

**Newsletter** – Kerry announced that the next newsletter will be published the first week in February.

**OLD BUSINESS:**

**Non Profit Status** – Matt has filed with the state for a tax i.d. number, which enables the organization to file W-9 forms for those towns that require it and he will be meeting with the accountants to insure that we file our income tax properly.

**Bylaws** – Judy presented a copy of the bylaws with recommendations for updates marked in red. Committee members will review before the next executive committee meeting. Judy explained a few of the changes were a reflection of what the IAAO requires in a Chapter's bylaws. One suggestion is to change the fiscal year from November to October to January to December as she experienced a lot of confusion by members prior to the annual meeting. Members were receiving annual dues notices as well as the chapter meeting registration all at once. Changing the fiscal year would eliminate as well as the gap between the committee terms ending and the annual elections.

**NEW BUSINESS:**

**Member Cards** – Judy suggested that paid members receive a member card in the shape of a business card. These could be mailed at the beginning of each year along with a packet of IAAO swag? She also said that the cards could be produced manually or ordered through Vista Print at a very reasonable price, then apply the member's name to the card before mailing.

Kerry moved to allow Judy to spend up to \$100 to produce member cards to be mailed to the paid members at the beginning of each fiscal year, seconded by Cathy, all in favor.

**Thank You Letter** – Wade asked that the committee send a thank you letter to Keiser Homes for their generosity in sending their representative to speak at the annual meeting. We could also ask to set up a tour for the May meeting. Judy will produce a draft letter for Wade.

**Welcome Aboard** – Wade thanked our newest member Susan Russo for her interest in serving as a director of the executive committee.

**Kerry moved to adjourn at 11:05 am, seconded by Matt, all in favor.**