



**STATE OF MAINE CHAPTER  
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS**

**Executive Board Meeting  
December 14, 2018 – 9:30am  
Maine Revenue Services, Augusta ME**

**MINUTES**

**Members Present:** Judy Mathiau, President; Kerry Leichtman, Past-President; Matthew Sturgis, Treasurer; Julie Ethridge, Secretary; Darryl McKenney, Clint Swett, Phil Drew

**Members Absent:** Kyle Avila, Vice President, Karen Scammon

**Also Present:** Jeff Kendall, MRS, Caitlin Thompson

Meeting called to order at 9:30am

**SECRETARY'S REPORT:** Matt moved to accept the minutes of the October 19th meeting; Clint seconded. Motion passed unanimously.

**TREASURER'S REPORT:** Matt reported the following balances: Checking: \$4454.64, Savings: \$7183.10 There is one large deposit to be made and one invoice for the annual meeting to be paid. Kerry moved to accept the Treasurer's Report; Darryl seconded. Motion passed unanimously.

**COMMITTEE REPORTS:**

- **Education:**
  - Kerry reported everything is set for the January 18<sup>th</sup> meeting. Speakers are Kate Dufour and Justin Poirier with a legislative update, Joel Moser on 706A, and Bill van Tuinen on Utilities. The Green Ladle in Lewiston has been secured for this meeting.
  - The Board discussed topics for the March meeting: Personal Property, Gail Gantick, BETE/BETR discussion, Joe Salley with pre-planned questions from assessors, and Safety Measures for Assessors – Haley Fleming, active shooter; Auburn Police Chief, personal safety; MDEA Meth labs, etc. Kerry will contact speakers for availability. Judy said that she spoke with Joan from MMA and we can also use their training room for \$200, with catering by the "parsonage house". Another option is the SAM facility, catered by "White Flour". The Executive Board will be visiting the *White Flour* Catering Center in Augusta immediately following today's meeting as a potential venue for this chapter meeting.
  
- **Legislative:** No report

- **Membership:** Julie reported there are currently 75 active members registered for 2019. Of those, one is free (new CMA) and five are free lifetime members. She will send out a reminder next week with the agenda/registration for the January meeting.
- **Audit:** No Report
- **Nominating:** No Report
- **Newsletter:** Judy reported the next issue of the newsletter will go out in January. Some items will be: a committee list/contact information, photos from the annual meeting, and a memorial to Bob Whitely.
- **History:** Kyle will be dropping off the history board to Phil soon.

## OLD BUSINESS

- **Property Tax Institute 2019 Update:** PTI will be May 8-10, 2019. Judy will be the liaison with MRS. We will hold a Chapter meeting the first night with a raffle for free meetings and one free overnight stay at Sunday River (Kerry will contact Sunday River about that). We will give out some chapter swag so start looking for ideas.
- **IAAO Instructor Discussion**
  - **Survey Monkey - What course do we want to provide an instructor for?** Matt and Kerry will work on putting together a series of questions on Survey Monkey to be distributed to the membership, possibly ending with the final selection to be determined at a chapter meeting.
  - Kerry will explore options for self-study IAAO courses and comparable courses which are not IAAO certified but would meet the State's requirements for advanced training.
- **IAAO Rep Status:** Phil and Kerry will be the IAAO representatives from our Chapter.

## NEW BUSINESS:

- **Vice President Status:** Kyle is on a leave of absence due to a family medical emergency. He will still manage the website during his absence.
- **IAAO Rural Education Task Force:** Judy was asked by IAAO to be a member of the IAAO Rural Education Task Force. She will keep the board informed regarding her involvement.
- **Committee Appointments:** The following committee appointments were made for 2019:
  - **Education:** Kerry, Phil, Clint, Karen
  - **Legislative:** Darryl, Caitlin
  - **Membership:** Julie
  - **Audit:** Matt, Clint, Karen

- **Nominating:** Kerry, Julie
- **Newsletter:** Judy, Caitlin
- **History:** Darryl, Phil
  
- **Schedule Meeting Dates:** The following dates were set for 2019 meetings of the Executive Board and the Chapter.
  - **Exec Board Meetings**
    - **February 8**
    - **April 12**
    - **June 7**
    - **July 12**
    - **September 20**
    - **October 11**
    - **December 13**
  
  - **Chapter Meetings**
    - **January 18**
    - **March 15**
    - **May 9 @ PTI**
    - **November 22**

Matt moved to adjourn the meeting; Clint seconded. Motion passed unanimously.

Respectfully submitted,

Julie Romano Ethridge, Secretary