

State of Maryland  
**BOARD OF INDIVIDUAL TAX PREPARERS**  
BUSINESS MEETING AGENDA  
500 North Calvert Street Baltimore, MD 21202  
Monday, January 23, 2017

**Three administrative hearings are scheduled for today @ 11:00 AM**

1. Call to Order
2. Approval of Minutes of December 19, 2016
3. Report of the Chair
4. Executive Director's Report
5. New Business
  - A. April Meeting for evaluation of Maryland Tax Preparers Examination for 2017
  - B. Discussion on the IRS Annual Federal Tax Refresher (AFTR) Course
  - C. Discussion of SB 137, The Maryland Uniform Electronic Legal Materials Act
6. Old Business
  - A. Discussion the proposed amendment to COMAR 09.38.01.01, to provide guidance on activities the Board considers as providing individual tax preparation services.
7. Executive Session

The Board expects to go into a closed Executive Session to consult with counsel and obtain legal advice on the following matters:

  - A. The Complaint Committee Report--This is an administrative function of the Board and as such is not subject to the Open Meetings Law.
  - B. Conduct Disclosures on Applications--The Board will be consulting with counsel for legal advice on these matters as allowed under General Provisions Article § 3-305(b)(7).
8. Next Meeting Date – February 13, 2017 10:00 AM
9. Adjournment

**(Please silence electronic devices during the meeting. Thank you.)**