

State of Maryland  
**BOARD OF INDIVIDUAL TAX PREPARERS**  
BUSINESS MEETING AGENDA  
500 North Calvert Street Baltimore, MD 21202  
Monday, November 13, 2017  
10:00 AM

1. Call to Order
2. Approval of Minutes of October 23, 2017 Board Meeting
3. Report of the Vice Chair
4. Executive Director's Report
5. Examination Committee Report – Ms. Bourassa
6. New Business
  - A. 2018 Board Administration Hearing Dates
7. Old Business
  - A. Review of WebCE request for recognition as a CE provider.
8. Executive Session  
The Board expects to go into a closed Executive Session for discussion of 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).
9. Adjournment

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

**Next Meeting Date** – December 19, 2017 10:00 am, 500 N. Calvert Street, Third Floor Conference Room, Baltimore Maryland 21202