**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**June 9, 2025**

**TIME:** 10:00 a.m.

**PLACE:** VIA Google Meet Teleconference

 100 S. Charles St., Tower 1

 Baltimore, MD  21201

**PRESENT:** Victoria Kelly, Chair

 Symon Manyara

 Janice Shih

 Jane Bourassa

 Nayo Carter-Gray

 Javier Solis

 Brian McCurdy

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

 Paige Bryant, Administrative Specialist III

 Mathew McKinney,

 Robert Pambianco, Legal Counsel

**OTHER**

**PRESENT**: Mary Beth Halpern, MACPA

 Yehuda Tenenbaum, MSATP

 James Parker

**BOARD/STAFF**

**ABSENT:** Alex Franks

 Sharron McNeill, Administrative Officer II

**Call to Order**

Ms. Kelly, Chair, called the meeting to order at 10:07 a.m.

Upon motion **(I)** by Ms. Carter- Gray and seconded by Ms. Bourassa, the Board unanimously voted to approve May 12, 2025, open meeting minutes with corrections.

**Report of the Chair**

Ms. Kelly stated she was invited by Maryland Society of Accounting and Tax Professionals (“MSATP”) to represent the Board at the MSATP’s [Annual Banquet & Officer Induction Ceremony](https://members.msatp.org/events/5501) in thanks for the Board’s efforts to educate the public about fraudulent tax preparers.

**Executive Director’s Report**

Mr. Dorsey stated the Governor’s Appointments Office is currently seeking new Board members and urged the Board to reach out to colleagues in the industry to see if anyone is interested in applying.

**Examination Committee Report**

Ms. Bourassa reported on the Examination Committee’s review of the PSI examination results from the last meeting until the present. The examination was administered to thirteen (13) candidates overall: three (3) of which were first attempts. Of the first attempts, one (1) passed and two (2) failed on their first attempt, one (1) repeated attempts passed, and nine (9) had repeated failed attempts.

Exam will be updated to 2024 tax laws starting July 1, 2025. Also, several questions drafted by the Board to help us understand the best preparation for passing the exam will be added to the survey.

Upon a motion **(II)** by Ms. Carter-Gray and seconded by Mr. Solis, the Board unanimously approved the Examination Committee Report.

**New Business**

The Board held an election to select new officers. The Vice Chair declined to succeed to the Chair’s position, as did the head of the Examination Committee and both member of the Complaint Committee. Ms. Carter-Gray was subsequently nominated for the position of Chair. Also, it was decided that the election for Vice Chair will be held during the September meeting.

Upon motion **(III)** by Ms. Bourassa, and seconded by Mr. Solis, the Board unanimously, voted to elect Ms. Carter-Gray as the new Chair effective July 1, 2025.

**Old Business**

Revisions were made to the Board Manual and the proposed new Code of Conduct

Upon a motion **(IV)** by Ms. Carter- Gray and seconded by Mr. McCurdy, the board voted to revise the board manual**.**

Upon a motion **(V)** byMs. Carter- Gray and seconded by Mr. McCurdy the board voted to make changes to Code of Conduct.

**Closed Session**

Upon a motion **(VI)** by Ms. Carter- Gray and seconded by Ms. Bourassa, the Board voted to move to a closed session at 11:13 a.m. via a Google Meets teleconference, where log-in information was only provided to Board members and staff.

Date and Time: June 9, 2025 / 11:13 am

Place: Virtual

Persons present:

Subject matter: disclosures on an applications and minutes of May closed session.

**Return to Open Session**

Upon a Motion **(VII)** by Ms. Carter- Gray and seconded by Ms. Bourassa, the Board unanimously approved the motions made during the Closed Session.

Upon a Motion **(VIII)** by Ms. Shih and seconded by Mr. Solis, the Board voted unanimously to rescind the first motion to approve the May open meeting minutes.

Upon a Motion **(IX)** by Mr. McCurdy and seconded by Ms. Carter-Gray, the Board unanimously approved the revised May open meeting minutes.

**Adjournment**

There being no further business, upon a motion **(X)** by Mr. Solis seconded by Ms. Carter-Gray, the Board voted unanimously to adjourn the meeting at 11:46 a.m.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, September 8, 2025, at 10:00 a.m.

\_\_\_\_With corrections x Without corrections

**Signature on file 9/11/2025**

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Nayo Carter-Gray, Chair Date