

**New Hampshire Tax Collector's Association  
Executive Committee Meeting  
Boscawen Town Office Building  
November 9, 2023  
9:30am**

**Executive Committee Members Present:** President/Education Committee Chair Nicole Hoyt, CTC, 1<sup>st</sup> Vice President Daphne Woss, CTC, 2<sup>nd</sup> Vice President Katie Gargano, CTC, Secretary Charity Baker, CTC, Treasurer Joyce McGee, CTC, Conference Coordinator Terri Briand, CTC, Public Relations Director Raymah Simpson, CTC, Director at Large Kelly Roberts, CTC

**Absent:** Legislative Committee Chair Vicki Gohl, Workshop Coordinator Ashley Pouliot, CTC

Meeting called to order at 10:00 a.m. by President Nicole Hoyt

**DRA** – unable to attend as they are in the middle of setting tax rates.

**Secretary** – Minutes from the September 7, 2023 and September 20, 2023 meetings were distributed.

**Motion made by Joyce and seconded by Daphne to accept the September 7, 2023 and September 20, 2023 meeting minutes. All in favor. Motion carried.**

**Conference Coordinator** – Nicole asked if the contract for future years has been signed. Terri mentioned they are working with the hotel to include additional rooms in our reservation block. She also let the committee know our June 12<sup>th</sup> meeting has been scheduled at the hotel. Joyce mentioned she paid the deposit for next year.

Conference dates for 2024 are September 18<sup>th</sup> through 20<sup>th</sup>. We will be celebrating the 85<sup>th</sup> year and we will have an 80's theme. Terri mentioned the vendors are all excited about the theme. The auction company that did hospitality this year would like to do it again next year.

Terri received a post card from storage unit company advising the committee of a rate increase.

Katie asked if there was any feedback regarding the concurrent sessions. She heard from a few that both sessions were more advanced than what they were looking for. There was discussion regarding the skill level of the sessions and a way to incorporate sessions for both new and seasoned collectors. The committee spent time discussing session structure and topics for next year.

Nicole mentioned that Don DeAngelis that presented at conference did not charge his usual presenter fee and the committee wanted to give him something for his time and great presentation so he asked that a donation be made to the Epping Community Church food pantry.

**Motion made by Joyce and seconded by Katie to donate \$300 to the Epping Community Church food pantry on behalf of Don DeAngelis. All in favor. Motion carried.**

**Education** – The committee met last week and reviewed the evaluations. Nicole mentioned it was the typical responses and no major issues, for the most part everything was positive.

**Workshop Coordinator** – Ashley was unable to attend. Workshop dates for 2024 – Concord April 10<sup>th</sup>, Seabrook April 17<sup>th</sup> and Littleton April 24<sup>th</sup>. Venues have been confirmed and the caterers have not. Nicole mentioned there is still a desire to have a workshop in Marlborough on a Saturday. Nicole told them she would bring it to the committee however, she explained the difficulties holding that Saturday session. The committee is good with the 3 workshops and it is not cost effective/feasible to have the additional location.

**County Coordinators** – Nicole sent out her last email to the County Coordinators introducing Daphne as their new Executive Committee representative. They are still looking for one more coordinator in Cheshire County. Jeannette Charon from Dalton has been appointed as Coos County Coordinator. Daphne is going to send the County Coordinator's a copy of their job descriptions.

**Treasurer** – Joyce gave report on conference revenues and expenses. She mentioned the 4 scholarships to attend conference were paid out. She also mentioned the New Collectors' scholarship application needs to be updated with the number of scholarships that will be awarded each year.

**Motion made by Daphne and seconded by Raymah to accept the Treasurers' report. All in favor. Motion carried.**

**Director at Large** – Kelly thought the conference went very well and felt the Education Committee did a great job with the topics and she is excited for the upcoming year. Kelly asked what the committee would like done with all the pictures from conference. She will create a slide show and post several throughout the website and Facebook page.

**Public Relations** – Raymah is going to work on getting pictures from conference to Kelly.

**Legislation** – Vicki was unable to attend.

Nicole also mentioned she reached out regarding the PDF-A archiving discussion that took place at conference and she confirmed with NHMA that documents can be destroyed after scanned to a digital archive format only if their retention is less than 10 years and the mention of retaining solely electronically are for those records that are in electronic format originally. Nicole is going to work on getting the clarification out to the membership.

Nicole shared a couple topics geared toward tax collection at the NHMA conference coming up.

Terri asked if a spreadsheet has been created for retired members and what has been sent for acknowledgements and Charity confirmed one has been created. Katie mentioned that Cynthia DeRoy retired from Belmont. She served as County Coordinator for many years.

Joyce asked if plans for DRA handling registration for the New Collectors' workshop have been confirmed. Nicole is going to follow-up with Michelle.

Joyce asked if the flyer for vendors advertising on our website was created. Kelly and Terri both responded they distributed those at conference and a couple vendors have already started advertising.

Joyce asked if Nicole knew if the Legislative Committee reached out to Kathy Seaver with regards to updating the law book. Terri mentioned she talked with Kathy and Kathy said that she and Cheryl both are happy to update it. Someone will just have to forward her any law changes.

**Policy Handbook & Job Descriptions** – Joyce mentioned she has some changes for both the policy handbook and the job descriptions and was wondering if the committee could take some time at an upcoming meeting to look over and make any necessary changes.

**Motion made by Joyce and seconded by Charity to adjourn. All in favor. Motion carried.**

Respectfully submitted,

Charity M. Baker  
Secretary