

**New Hampshire Tax Collector's Association
Executive Committee Meeting
Primex, Concord, NH
August 15, 2024
9:30am**

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

Absent: Legislative Committee Chair Vicki Gohl

Guests: Michelle Clark, NHDRA

Workshop Coordinator – Ashley reported she has been looking at other options for Concord. The Bektash is going to be opening back up to the public and the rates will be going up. She anticipates it may be in the area of \$2,000 for the hall and the catering with Common Man the cost for that site will be costly. She has spoken with the Holiday Inn in downtown Concord, their fee is \$650 for their ballroom and they will take care of the set up and take down. We will have to use their catering which is a bit less per person than what we've been paying. They have all the audio/visual equipment required. While we were at the meeting, Ashley confirmed with them for April 9th and Joyce gave Ashley the deposit to drop off after the meeting.

Proposed dates for the spring workshops are April 9th in Concord, the 16th in Seabrook and the 23rd in Littleton.

Nicole confirmed that moving forward the Executive Committee meetings will be held at Primex. She is going to send a card and a little something to DRA thanking them for the use of the building for the last few years.

Legislative – The Legislative Chair job description has been updated and was reviewed at the last meeting. The change recommended has been made.

Motion made by Katie and seconded by Terri to approve the updated job description for the Legislative Committee Chair. All in favor. Motion carried.

Education Committee – Nicole mentioned that Erica Anthony has stepped up to take on the role of interim Education Committee chair as things have been and are still crazy in her office and she needs to step back from that role at this time, however will be in a better place to fill the role in the upcoming year when she is no longer the President too.

Katie mentioned at the committee's last meeting they worked out who and what each committee member will be presenting. They are still working on the final details. The plan is to meet again via zoom on Monday, August 19 at 2p.m. They are all set with the guest speaker. The updates have been made to the Policy & Procedures manual. Joyce mentioned she spoke with Bernie about his presentation and advised him to send his materials to Erica Anthony as the interim Education Chair.

Treasurer – Joyce wanted to know if we heard from Bernie regarding the use of the cartoon clipart from Cartoon Stock. It was mentioned that Vicki has done some extensive research on it and has found that the company is legit and feels we should move forward with paying the negotiated amount of \$462.00. Some of the committee feels they should wait until Bernie has a chance to give an opinion.

Motion made by Daphne and seconded by Katie to pay the \$462.00 to CartoonStock for the misuse of two of their clipart images in our presentations. 4 votes yes, 4 votes no and 1 abstained. Motion failed.

Joyce is going to reach out to Bernie to see if he has had a chance to look into it.

Joyce mentioned the Association has an account called the Putnam account that is supposed to contribute to the Anne Ingmudson Scholarship Fund for Certification. The money has not been used toward that scholarship since the Town Clerks' Association joined Certification. There is \$6,000 in the account. Joyce recommended giving \$3,000 to Certification and the balance into the NHTCA scholarship fund. Several committee members felt it is Tax Collector Association money so all of it should be put in the NHTCA scholarship fund. It was also mentioned that Certification's scholarship fund has a healthy balance.

Motion made by Terri and seconded by Raymah to put the funds from closing the Putnam account into the NHTCA Scholarship fund to be used for the New Collectors workshop and Annual Education Conference. All in favor. Motion carried.

Joyce presented both the monthly and the 2023-2024 annual finance report. She reviewed both with the committee.

Motion made by Charity and seconded by Terri to accept treasurer report as presented. All in favor. Motion carried.

Secretary – Minutes from the July meeting will be approved at the next meeting. Charity reported conference registrations are coming in steady. 150 attendees have already signed up.

Conference Coordinator – Terri reviewed the vendors that have registered and those that are sponsoring the event. The deadline is in a couple weeks so we may see more soon. She reported that everything is on track.

County Coordinator – Daphne mentioned there are three vacant County coordinator spots. Sullivan County and Strafford County were going to ask at their county meetings if anyone is interested in serving. Vicki has agreed to stay on as Cheshire County coordinator, however they are unable to have a meeting.

Katie mentioned possibly having a sign-up sheet at check-in for those that are interested in joining a committee or becoming a county coordinator. The committee thought that was a great idea.

Daphne mentioned there are some coordinators that are very good about reaching out and others not so much. There was discussion regarding what to do about coordinators that are not reaching out to their collectors.

It was mentioned since DRA's website has changed the MS61 generated from Avitar is having trouble importing into the new form on their website and is unable to be submitted to the portal. It was recommended to use the old MS61 form until there is a fix.

Director at Large – Kelly was able to get Ashley credentials to access the website. Moving forward the committee can send both she and Ashley items to be added to the website. She recommends using conference as the expiration date for any ads that are on the website. That will be the best way to keep track of when they need to come down. She is also going to work on setting up some posts for the Facebook group.

Director of Public Relations – Raymah asked if her job description was discussed at the previous meeting and if it was approved. The committee remembered discussing it however, will have to check the minutes from the last meeting when they are available.

Nomination Committee – Raymah reported the committee is recommending Terri Littlefield from Newmarket for 2nd VP, Erica Anthony from Pittsfield for Treasurer and Mridula Naik from Bow as the Director of Public Relations.

Old Business – Nothing

Motion made by Raymah and seconded by Kelly to adjourn. All in favor. Motion carried.

Respectfully submitted,

Charity M. Baker
Secretary