

**New Hampshire Tax Collector's Association  
Executive Committee Meeting  
NH Department of Revenue  
January 11, 2024  
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, Conference Coordinator Terri Briand, CTC, Director at Large Kelly Roberts, CTC

**Absent:** Treasurer Joyce McGee, CTC, Workshop Coordinator Ashley Pouliot, CTC, Public Relations Director Raymah Simpson, CTC, Legislative Committee Chair Vicki Gohl

There was much discussion regarding attendance at committee meetings and the importance of meeting in-person to make sure all details are being communicated and all committee members are on the same page. Nicole wanted to table the discussion until more members were able to attend to come up with a resolution. It was also mentioned that the bylaws may need to be updated to include attendance requirements.

**Secretary** – Charity distributed the November meeting minutes and December notes.

**Motion made by Katie and seconded by Kelly to approve November 9, 2023 meeting minutes. All in favor. Motion carried.**

There was not a quorum at the December meeting so minutes did not need to be approved.

Nicole reminded the committee that the February meeting will be held at the Boscawen Town office.

**Treasurer** – Joyce was unable to attend.

Public Relations – Raymah was unable to attend.

**Director at Large** – Kelly mentioned Raymah sent her some pictures from several of the Association events and she is working on a slide show. It was discussed, that the pictures in the slide show should be of groups of members not individual members to help with anyone that may be uncomfortable with the picture on social media.

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

**Conference Coordinator** – Terri is waiting for the hotel to finish up the contract for her to sign. She is going to confirm the June 12<sup>th</sup> meeting at the hotel to go over conference details. The conference theme is the 80's!

**Workshop Coordinator** – Ashley was unable to attend, however she emailed the committee to let them know that the all the locations and caterers' are confirmed. Daphne is going to reach out to Ashley and offer to help at the Seabrook location. Nicole also suggested reaching out to the County Coordinators to assist at each location.

**New Collectors' Workshop** will be held March 26<sup>th</sup> and March 28<sup>th</sup>. Registration and lunch are being handled by DRA. Micelle Clark was unable to attend so the Education Committee is going reach out to her to confirm details.

**Updating job descriptions** – The committee is going to review the job descriptions and duties of the Executive Committee and make any necessary adjustments. Nicole is going to send out a few of the job descriptions for the members to review for discussion at the February meeting.

**Director at Large** – There was much discussion regarding the nominating committee looking for Association members to fill open vacancies and whether any one person should be allowed to serve on multiple committees/boards as it doesn't allow for other Association members to participate or urge us to reach out to other members to join.

**Correspondence** – Thank you card from Erica Anthony, thanking the Association for the donation made in memory of her son.

**Motion made by Daphne and seconded by Katie to adjourn. All in favor. Motion carried.**

Respectfully submitted,

Charity M. Baker  
Secretary