



**Approved Minutes  
Board Meeting  
May 19, 2017  
10:00 AM - 12:00 PM  
Embassy Suites Hotel  
Sacramento, CA 95814**

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**Board of Directors Present**

C. Lester Crawford, Chair  
Susie DiMaggio, Treasurer  
Ann Springborn, Secretary  
Tracy Allford  
Brandon Chanley  
Karen DeVaney  
Margaret "Margy" Dunn  
Esperanza Escobedo  
Ruth Godfrey  
Aaron Gray  
Paul Latter

**Staff Present**

Tabitha Bolkish  
Celeste Heritage  
Gigi Jones

**Governmental Representatives Present**

Sue Gaston, IRS  
Angela Holler, FTB  
Rebecca Landeros, FTB  
Amy Smith, IRS

**Public Present**

Rudy Bistrovich, H & R Block  
Barry Gilbert, CTEC Curriculum Reviewer  
Sharon Hardy, California Society of Tax Consultants  
Lisa Mackey, Spidell Publishing  
Lee Reams SR, ClientWhys, Inc.  
Phil Storrer, CTEC Curriculum Reviewer  
Katie Talbot, H & R Block  
Val Terry, Jackson Hewitt Tax Services

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**A. Call to Order**

The meeting, which was called to order earlier than published, began at 4:25 p.m. on May 18, 2017 to modify budget request for fiscal year 2017-2018 if applicable.

**B. Call of the Roll**

All committee members were present except Susy McMillen who had an excused absence.

The budget for Board and General Administrative was reviewed.

The following changes were made to the Board Committee budget:

- Increase Hotel line item from \$25,000 to \$30,000
- Increase Per Diem line item from \$3,000 to \$3,750
- Increase Depreciation Expense line item from \$0 to \$2,500
- Increase Board Meeting Room Expense line item from \$25,000 to \$30,000

**The Board Committee total budget for 2017-2018 is \$77,250**



The following changes were made to the General and Administrative budget:

- Increase Legal Fees line item from \$15,000 to \$20,000
- Increase Printing line item from \$2,000 to \$5,000
- Increase Depreciation Expense line item from \$0 to \$2,500
- Add Capital Reserve as a new line item and budget \$15,000

**The General and Administrative total budget for 2017-2018 is \$597,900**

**The meeting adjourned at 4:45p.m.**

**The Board reconvened on Friday, May 19, 2017 at 10:00a.m.**

**C. Approval of the Minutes of November 18, 2016**

The minutes were approved as presented.

**D. Report of the Officers**

**a. Chair**

Lester Crawford thanked the council and staff for an outstanding job on coordinating the dinner as CTEC celebrated its 20 year anniversary.

**b. Secretary**

No report.

**c. Treasurer**

**i. Financials (actual vs. budget)**

Susie DiMaggio reviewed the Profit & Loss vs. Actual, and Balance Sheet handouts.

**E. Report of the Committees**

**a. Audit Oversight**

Ruth Godfrey reported that the tax return was filed timely. CTEC's new CPA firm will make journal entry adjustments following CTEC's annual audit.

**b. Budget & Finance**

The committee recommended fiscal year 2017-2018 budget based on 39,000 registrations -- total registration fee of \$1,302,000.00; total income of \$1,709,350.00; total expenses of \$1,690,600.00 with 2 months reserves, which includes \$50,000 for FTB, for a total of \$331,766.67.

The council adopted the following:

**Resolution:** Accept the 2017-2018 budget as presented.

**c. Bylaws**

Tracy Allford reported the election of Aaron Gray as the committee's vice chair.



**d. Communications & Technology**

No report.

**e. Curriculum Provider Standards**

The committee recommended the following: CTEC to systematically review the websites of providers ensuring compliance to advertising standards and ensuring the provider is otherwise complying with CTEC policies and education standards.

Ruth reported the committee considering surveying all CRTPs who take self-study courses to find out what their experiences were regarding those courses. One of the question on the survey would be “How long did it take you to complete your last course in comparison to the credit hours you received for taking the course?”

The survey would assist CTEC in knowing which providers are compliant and are delivering courses that meet CTEC standards. The committee members will submit 5 sample questions related to course requirements that could be included in the survey. The sample questions should be submitted to CTEC staff by June 20<sup>th</sup>.

Policies CP13, CP20, CP23 and CP28 were discussed. Revisions to these policies will be presented to the committee for review.

The committee discussed the issue of preparers who complete their annual education timely but, for whatever reason, do not complete the last step of the renewal process by going online and renewing their registration by the deadlines. Providers need to make it clear to their students that they do not register their students – it is up to the student to take the final step and complete the renewal process. Proposed language regarding this issue will be developed and presented at the November meeting.

**f. Executive Committee**

No report.

**g. Governance Committee**

Margy reported the committee invited five applicants to make presentations to the committee regarding open CRTP Director positions. Those five candidates are recommended to the board for a vote. Margy reminded the board that two of these candidates will need to be elected by the board so that they can be seated at the November board meeting.

The committee recommended accepting revised language to policy BD17 – Selection of CRTP Directors.

The council adopted the following:

**Resolution:** Accept Policy BD17 – Selection of CRTP Directors as presented.

Margy also reported that the committee made minor changes to Form CTEC-0151 and Form CTEC-0152.2 – Application to fill Vacancy.



**h. Governmental Relations**

The committee recommended approving Margy Dunn as CTEC’s representative to the FTB and BOE Advisory Council meetings. Karen DeVaney was elected as the alternate.

The council adopted the following:

**Resolution:** Margy Dunn was elected as CTEC’s representative to the FTB and BOE Advisory Council meetings and Karen DeVaney as the alternate.

Karen reported the election of Tracy Allford as the committee’s vice chair.

Karen informed the council that for November’s meeting agenda, the committee would like to expand and explore FTB’s “Ghost” preparer proposal.

The Council requested FTB to submit to CTEC a detailed proposal to be presented at the November meeting.

**i. Public Awareness**

Ann reported that the committee appointed Ruth Godfrey and Margy Dunn to attend the IRS Tax Forum in San Diego with Tabitha Bolkish. Susie DiMaggio and Susy McMillen were appointed to attend the IRS Tax Forum in Las Vegas.

Ann reminded the council that Gigi is working on the August newsletter and is looking for article ideas to include.

Ann reported that Amy Smith, IRS Stakeholder Liaison, would like to have an article on Practitioner Data Breach Resources and EITC Due Diligence Resources included in CTEC’s News and Reviews newsletter to share with CRTPs.

**j. Tax Preparer**

The committee recommended approving James Geis, A021989, appeal request for a one time extension to renew for the 2016/2017 registration cycle by completing 20-hours of continuing education and registering with CTEC within 90 days.

The Council adopted the following:

**Resolution:** Approving James Geis, A021989, appeal request for a onetime extension to renew for the 2016/2017 registration cycle by completing 20-hours of continuing education and registering with CTEC within 90 days.

The committee recommended approving Jack Kincer, A250174, appeal onetime extension to renew for the 2016/2017 registration cycle by completing 20-hours of continuing education and register with CTEC within 90 days.

The Council adopted the following:

**Resolution:** Approving Jack Kincer, A250174, appeal onetime extension to renew for the 2016/2017 registration cycle by completing 20-hours of continuing education and registering with CTEC within 90 days.



The committee recommended approving Rajbir S. Sandhu, A288294, appeal onetime extension to renew for the 2016/2017 registration cycle and registering with CTEC within 30 days.

The Council adopted the following:

**Resolution:** Approving Rajbir S. Sandhu, A288294, appeal one time extension to renew for the 2016/2017 registration cycle and registering with CTEC within 30 days.

## **F. New Business**

### **a. Election of CRTPs**

The Board went into close session to vote for the two CRTP Director positions.

The Board elected Rupinder Bains and Marie Archibeque, who will each serve a two-year term as a CRTP Director beginning 11/15/2017.

Staff will draft and mail the appointment letters.

The other applicants will be contacted by staff to see if they would like to be considered for the CRTP election at the November meeting.

Lester reminded the board that the next board meeting is in Oakland, CA on November 15 – 17, 2017. The Strategic Planning and Orientation session is scheduled for Wednesday, November 15, 2017 at 2:00p.m.

## **G. Adjourned**

The meeting adjourned at 10:36a.m.

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C. Lester Crawford, Chair

Date