



**Sent and posted on May 06, 2022**

**NOTICE OF PUBLIC MEETING  
Board of Directors  
The Westin Sacramento  
4800 Riverside Blvd  
Sacramento, CA 95822**

**Date:** May 18 - 19, 2022

**Time:** 8:00 AM Pacific Time

**Board Members**

Brandon Chanley, Chair  
Ruth Godfrey, Treasurer  
Ann Springborn, Secretary  
Fernando E. Angell III  
C. Lester Crawford  
Ray Davis  
Karen De Vaney  
Susie DiMaggio  
Lee Reams., Sr.  
Yvette Rupp  
Katie Zollo

- A. Call to Order**
- B. Call of the Roll**
- C. [Approval of the Draft Minutes from November 18, 2021](#)**
- D. [Approval of the Draft Minutes from Strategic Planning Session from November 18, 2021](#)**
- E. Chair's report – Brandon Chanley**
- F. Presentations by CRTP Candidates:**
  - [Jodi Runyan-Schechter, A256230](#)
  - [Kenneth James Quick, A044858](#)
- G. Discussion/Voting regarding CRTP Director Candidates**
- H. Review of Board Policies – Brandon Chanley**
  - o [Policy BD01 – Council Mission Statement](#)
  - o [Policy BD02 – Council Appointments](#)
  - o [Policy BD03/03 – Committee Assignments](#)
  - o [Policy BD04 – Term Information](#)
  - o [Policy BD05 – Agenda Preparation](#)
  - o [Policy BD06 – Organization Chart](#)
  - o [Policy BD07 – Council Appointment Qualifications](#)



- [Policy BD08 – Authorized Committee and Charge](#)
  - [Policy BD09 – Board Meeting Structure and Seating](#)
  - [Policy BD10 – Liability Insurance](#)
  - [Policy BD11 – Strategic Planning](#)
  - [Policy BD12 – Annual Report](#)
  - [Policy BD13 – Due Dates](#)
  - [Policy BD14 – Board Meeting Schedule](#)
  - [Policy BD15 – Board Member Meeting Attendance](#)
  - [Policy BD16 – Board Understudy Program](#)
  - [Policy BD17 – Selection of CRTP Directors](#)
  - [Policy AD01 – Administration Contract](#)
  - [Policy AD02 – Administrative Services](#)
  - [Policy AD03 – CTEC E-mail and Mailing List](#)
  - [Policy AD04 – Contact Information](#)
  - [Policy AD05 – Meetings, Minutes, Agenda and Notices](#)
  - [Policy AD06 – New CTEC Council Member Orientation](#)
  - [Policy AD07 - Request for Proposal](#)
- I. Modify budget requests for the fiscal year 2022-2023 if applicable**
- [Board Activities](#)
  - [General and Administrative](#)
- J. Secretary’s report – Ann Springborn**
- K. Treasurer’s report – Ruth Godfrey**
- L. Audit Oversight Committee Report – Susie DiMaggio**
- Review of Audit and Oversight Committee policies
  - [Modify budget requests for Audit Oversight Committee for the fiscal year 2022-2023](#)
- M. Bylaws Committee Report – Ann Springborn**
- Review of Bylaws Committee policies
  - [Modify budget requests for Bylaws Committee for the fiscal year 2022-2023](#)
- N. Communication and Technology Report – Brandon Chanley**
- Review of Communication and Technology policies
  - CTEC Website Technology Report – Mark Griffith
  - [Modify budget requests for Communication and Technology Committee for the fiscal year 2022-2023](#)
- O. Curriculum Provider Standards Committee Report – Lee Reams**
- Review of Curriculum Provider Standards Committee policies
  - [Approved Education Provider Report – Tabitha Bolkish](#)
  - [Curriculum Reviewers Contract](#)
  - [Modify budget requests for Curriculum Provider Standards Committee for the fiscal year 2022-2023](#)



- P. Executive Committee Report – Brandon Chanley**
- Review of Executive Committee policies
  - [Modify budget requests for Executive Committee for the fiscal year 2022-2023](#)
- Q. Governance Committee Report – Katie Zollo**
- Review of Governance Committee policies
  - [Process \(questions and answers\) for interviewing CRTP Director applicants](#)
  - [Modify budget requests for Governance Committee for the fiscal year 2022-2023](#)
- R. Governmental Relations Report – Fernando E. Angell III**
- Review of Governmental Relations Committee policies
  - FTB Attendance at Trade Shows/Forums
  - [Applications to attend FTB and CDTFA Advisory Council meetings – Fernando E. Angell III](#)
  - Legislative Issue Regarding Federal Background Checks – Celeste Heritage
  - [Sunset Review – Celeste Heritage](#)
  - [H.R. 4184: Taxpayer Protection and Preparer Proficiency Act of 2021 – Celeste Heritage](#)
  - [FTB MOU 2022-2024 - Fernando E. Angell III](#)
  - [Modify budget requests for Governmental Relations Committee for the fiscal year 2022-2023](#)
- S. Public Awareness Report – Ray Davis**
- Review of Public Awareness Committee policies
  - Report on Public Awareness Campaign – Gigi Jones
  - [Modify budget requests for Public Awareness Committee for the fiscal year 2022-2023 – Ray Davis](#)
- T. Tax Preparer Committee Report – Karen De Vaney**
- Review of Tax Preparer Committee policies
  - [CRTP Report – Celeste Heritage](#)
  - [CRTP Appeal - Renewal registration exemption – Karen De Vaney](#)
  - [New Background Check Report – Supriya Panda](#)
  - [Paralegal/Background Reviewers/Hearing Officers Report – Supriya Panda](#)
  - [Background Reviewers Contract – Karen De Vaney](#)
  - [Hearing Officers Contract – Karen De Vaney](#)
  - [Paralegal Contract – Karen De Vaney](#)
  - IRS Report – Cedric Brown
  - FTB Report – Rebecca Landeros
  - [Modify budget requests for Tax Preparer Committee for the fiscal year 2022-2023](#)
- U. Budget and Finance Committee Report – C. Lester Crawford**
- Review of Budget and Finance Committee policies
  - [Modify budget requests for Budget and Finance Committee for the fiscal year 2022-2023](#)
- V. Review and Approve CTEC 2022-2023 Budget**
- W. Public comments regarding issues, not on this agenda – Brandon Chanley**
- X. Items/suggestions from Board Members for future meeting agendas – Brandon Chanley**
- Y. Adjourn**