



Sent and posted on November 4, 2024

**NOTICE OF PUBLIC MEETING
Board of Directors
Thompson Palm Springs Hotel
414 North Palm Canyon Drive
Palm Springs, CA 92262**

Date: November 13 – 14, 2024

Time: 8:00 AM Pacific Time

Board Members

C. Lester Crawford, Chair
Fernando E. Angell III, Treasurer
Ray Davis, Secretary
Michael Carr
Aaron Chambers
Karen De Vaney
Susie DiMaggio
Kaya Klotzek
Tom O'Saben
Robert Ovalle
Lee Reams., Sr.
Jodi Runyan-Schechter
Yvette Rupp

- 1. Call to Order**
- 2. Call of the Roll**
- 3. Approval of the Draft Minutes from May 22 - 23, 2024 – C. Lester Crawford**
- 4. Chair's report – C. Lester Crawford**
- 5. Review of Board Policies – C. Lester Crawford**
 - a. BD04 – Term Information**
- 6. Secretary's report – C. Lester Crawford**
- 7. Treasurer's report – Fernando E. Angell III**
- 8. Strategic Planning – C. Lester Crawford**
- 9. Orientation on CTEC background Review process – Supriya Panda**
- 10. Orientation on FTB/CTEC Enforcement process – Rebecca Landeros**



11. Audit Oversight Committee Report – Kaya Klotzek

- a. Review of Audit Oversight Committee policies
- b. Audit Report – Kaya Klotzek

12. Bylaws Committee Report – Jodi Runyan-Schechter

- a. Review of Bylaws Committee policies
 - i. BL02-Bylaws

13. Curriculum Provider Standards Committee Report – Lee Reams, Sr.

- a. Review of Curriculum Provider Standards Committee policies
- b. Approved Education Provider Report – Amanda Harden

14. Governance Committee Report – Susie DiMaggio

- a. Review of Governance Committee policies
- b. Internal Process for new board applicants

15. Governmental Relations Report – Fernando E. Angell III

- a. Review of Governmental Relations Committee policies
 - i. GR04 – IRS Liaison Meeting Contact Information
- b. 2024 Franchise Tax Board Advisory Board Meeting
- c. CTEC/FTB Annual Meeting

16. Executive Committee Report – C. Lester Crawford

- a. Review of Executive Committee policies
- b. Advocation Strategies Inc. Contract
- c. Invoice Payment Option – Tabitha Bolkish

17. Communication and Technology Report – C. Lester Crawford

- a. Review of Communication and Technology policies
- b. CTEC Website Technology Report – Mark Griffith
 - i. CTEC database monthly scan report – Mark Griffith
- c. CTEC Website Development – Gigi Jones

18. Public Awareness Report – Ray Davis

- a. Review of Public Awareness Committee policies
- b. Report on Public Awareness Campaign – Gigi Jones

19. Tax Preparer Committee Report – Karen De Vaney

- a. Review of Tax Preparer Committee policies
- b. CRTP Report – Tabitha Bolkish



- c. New Applications 2023/2024 Report - Supriya Panda
- d. Paralegal/Background Reviewers/Hearing Officers Report and Suggestions – Supriya Panda
- e. Email draft to send to all incomplete/submitted applications – Karen De Vaney
- f. IRS Stakeholder liaison report – Christella Sanchez / Grace Herrera

20. Budget and Finance Report – Aaron Chambers

- a. Review of Budget and Finance Committee policies
 - i. BF04-Fees
 - ii. BF06-Accounting Policies
- b. Accounting Procedures (Reserves + Capitalized Expenses)

21. Election of CRTP Directors - C. Lester Crawford

- a. Michael Carr
- b. Aaron Chambers
- c. Yvette Rupp

22. Determine dates and locations for 2026 Board meetings - C. Lester Crawford

23. Public comments regarding issues, not on this agenda – C. Lester Crawford

24. Items/suggestions from Board Members for future meeting agendas – C. Lester Crawford

25. Adjourn