

Sent and posted on November 3, 2025

**BOARD AGENDA
NOTICE OF PUBLIC MEETING
Board of Directors
Hilton San Jose
300 S Almaden Ave
San Jose, CA 95110**

Date: November 12 – 13, 2025

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 21 -22, 2025 – C. Lester Crawford**
- 4. Chair’s report – C. Lester Crawford**
- 5. Review of Board Policies – C. Lester Crawford**
 - a. BD11 - Strategic Plan
- 6. Secretary’s report – Ray Davis**
- 7. Treasurer’s report – Fernando E. Angell III**
 - a. Treasurer’s Manual

8. Audit Oversight Committee Report – Kaya Klotzek

- a. Review of Audit Oversight Committee policies
- b. Audit Report

9. Bylaws Committee Report – Jodi Runyan-Schechter

- a. Review of Bylaws Committee policies

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

- a. Review of Curriculum Provider Standards Committee policies
 - i. CP14 – Course Review Policy
- b. Nano Learning Program
 - i. NASBA Nano Learning Standards
 - ii. Draft CTEC Nano Learning Programs Policy
- c. Approved Education Provider Report with Historical – Amanda Harden

11. Governmental Relations Report – Fernando E. Angell III

- a. Review of Governmental Relations Committee policies
 - i. GR04 - Attachment IRS Liaison Meeting Contact Information
- b. FTB Proposal for Legislative Changes
- c. FTB MOU 2026 – 2028
- d. Enforcement for Out of State Preparers

12. Executive Committee Report – C. Lester Crawford

- a. Review of Executive Committee policies

13. Governance Committee Report – Susie DiMaggio

- a. Review of Governance Committee policies
- b. CRTP Director Applicants and their Qualifications

14. Communication and Technology Report – C. Lester Crawford

- a. Review of Communication and Technology policies
 - i. CT02 – Website

- ii. CT03 Attachment - CTEC Emergency Action Plan for Cyber Security Attacks
- b. CTEC Technology Report – Mark Griffith
 - i. CTEC database monthly scan report
 - ii. CTEC Website Updates
- c. CTEC Website: 500 Designs Updates – Gigi Jones

15. Public Awareness Report – Ray Davis

- a. Review of Public Awareness Committee policies
- b. Public Awareness contract (R.G. JONES LLC, dba G. G. JONES)
 - i. Website Consulting Proposal
- c. Report on Public Awareness Campaign – Gigi Jones

16. Tax Preparer Committee Report – Karen De Vaney

- a. Review of Tax Preparer Committee policies
- b. Paralegal/Background Reviewers/Hearing Officers Report – Supriya Panda
 - i. New Applications Report
 - ii. Background Reviewers and Hearing Officers Suggestions
- c. CRTP Report – Tabitha Bolkish
- d. SB 788 Tax Preparers: Exemptions - Tabitha Bolkish
- e. FTB Report – Rebecca Landeros

17. Budget and Finance Report – Aaron Chambers

- a. Review of Budget and Finance Committee policies
 - i. BF05 – Payment Request
 - ii. BF07 – Attachments – Five-Year Historical Actuals

18. Election of CRTP Directors

- a. C. Lester Crawford
- b. Fernando Angell III
- c. Jodi Runyan-Schechter

19. Election of CTEC Chair

C. Lester Crawford completed his term as Council Chair. He is not eligible to run again for this position.

20. Election of Treasurer

Fernando E. Angell III completed his term as Treasurer. He is not eligible to run again for this position.

21. Election of Secretary

Ray Davis completed his term as Secretary. He is not eligible to run again for this position.

22. Election on the Executive Committee

Aaron Chambers and Lee Reams completed their term on the Executive Committee. They are not eligible to run again, for this position.

23. Determine dates and locations for 2027 Board meetings

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

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

26. Adjourn