



Sent and posted on November 6, 2023

**NOTICE OF PUBLIC MEETING
Board of Directors
Hotel Healdsburg
25 Matheson St
Healdsburg CA 95448**

Date: November 15 - 16, 2023

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
Ruth Godfrey
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 17-18, 2023 – C. Lester Crawford](#)**
4. **[Strategic Planning – C. Lester Crawford](#)**
5. **Chair's report – C. Lester Crawford**
6. **Review of Board Policies - if applicable – C. Lester Crawford**
 - a. **[AD03-CTEC Email and Mailing List](#)**
7. **Secretary's report – C. Lester Crawford**
8. **Treasurer's report – Fernando E. Angell III**
9. **Audit Oversight Committee Report – Ruth Godfrey**
 - a. Review of Audit Oversight Committee policies - if applicable
 - b. Audit Report



10. Budget and Finance Report – Michael Carr

- a. Review of Budget and Finance Committee policies
 - i. [BF06-Accounting Policies](#)

11. Bylaws Committee Report – Jodi Runyan-Schechter

- a. Review of Bylaws Committee policies – if applicable

12. Governmental Relations Report – Fernando E. Angell III

- a. Review of Governmental Relations Committee policies
 - i. [GR02-Recommendations in Legislative Changes](#)
- b. FTB MOU – Fernando E. Angell III
- c. H.R. 4184: Taxpayer Protection and Preparer Proficiency Act of 2021 – Celeste Heritage
- d. Sunset Review / SB812 – Celeste Heritage
- e. Legislative Issue Regarding Federal Background Checks – Celeste Heritage
- f. [2023 Franchise Tax Board Advisory Board Meeting – Karen De Vaney](#)

13. Curriculum Provider Standards Committee Report – Lee Reams

- a. Review of Curriculum Provider Standards Committee policies – if applicable
- b. 2023 Audit - per CP28-Audit policy – Lee Reams
- c. [Approved Education Provider Report – Tabitha Bolkish](#)

14. Executive Committee Report – C. Lester Crawford

- a. Review of Executive Committee policies – if applicable
- b. CTEC Legal Counsel – C. Lester Crawford / Celeste Heritage
- c. CTEC Emergency Action Plan (EAP) – C. Lester Crawford

15. Governance Committee Report – Susie DiMaggio

- a. Review of Governance Committee policies
 - i. [GV03-Officers](#)
 - ii. [GV07-Privacy Policy](#)
- b. CRTP Director Candidates

16. Communication and Technology Report – C. Lester Crawford

- a. Review of Communication and Technology policies
 - i. [CT04 – CTEC Personally Identifiable Information \(PII\)](#)
- b. Website Technology Report – Mark Griffith
 - i. [CTEC database monthly scan report – Mark Griffith](#)
- c. IT Audit Proposals – C. Lester Crawford
 - i. [Shield IT Networks](#)
- d. [CTEC Website – Gigi Jones](#)
 - i. [500 Designs – Web Design Proposal](#)
 - ii. [CTEC Website Cost Analysis](#)
 - iii. CTEC.ORG proposal – Mark Griffith

17. Public Awareness Report – Ray Davis/Fernando E. Angell III

- a. Review of Public Awareness Committee policies – if applicable
- b. [Public Awareness agreement \(R.G. Jones, dba G. g. Jones Public Relations, LLC\) – Fernando E. Angell III](#)
- c. [Report on Public Awareness Campaign – Gigi Jones](#)

18. Tax Preparer Committee Report – Karen De Vaney

- a. Review of Tax Preparer Committee policies
 - i. [TP02 – Tax Preparer Registration Requirements](#)
 - ii. [TP07 – Tax Preparer Address](#)
 - iii. [TP12 – New Preparer Application Process](#)
 - iv. [TP13 – Successful Completion of CTEC Registration](#)
- b. [CRTP Report – Celeste Heritage](#)
- c. [Application Reminder Notice / Receipt – Karen De Vaney](#)
- d. Amend Business & Professions Code Sections 22250-22259 to require unpaid volunteer preparers to go through a background check procedure and register with CTEC.
- e. [New Application Background Check Report – Supriya Panda](#)
- f. Paralegal/Background Reviewers/Hearing Officers Report – Supriya Panda
- g. Possible Legislature changes to Enforcement Fines – Karen De Vaney / Celeste Heritage
- h. Meeting attendance (Background Reviewers and Hearing Officers) – Karen De Vaney
- i. Notifications to applicants for hearing review – Karen De Vaney
- i. FTB meeting attendance at IRS Forums and other conferences – Karen De Vaney
- j. Additional Person for FTB – Celeste Heritage / Karen De Vaney
- k. Timothy James Martin vs. CTEC – Celeste Heritage
- l. [FTB Report – Rebecca Landeros](#)
- m. IRS Report – Cedric Brown

19. Election of CRTP Directors

1. C. Lester Crawford
2. Fernando E. Angell III
3. Zachary Ian Belloni
4. Katie Zollo

20. Election of CTEC Chair

C. Lester Crawford will complete his first term as Council Chair on 12/31/2023. He is eligible for another term.

21. Election of Treasurer

Fernando E. Angell III will complete his first term as Treasurer on 12/31/2023. He is eligible for another term.

22. Election of Secretary

Ray Davis will complete his first term as Secretary on 12/31/2023. He is eligible for another term.



23. Election on the Executive Committee

Susie DiMaggio has completed her term on the Executive Committee. She is not eligible to run again for this position. Brandon Chanley has resigned from the board.

24. Determine dates and locations for 2025 Board meetings

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

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

27. Adjourn