



Sent and posted on November 5, 2022

**NOTICE OF PUBLIC MEETING
Board of Directors
Laguna Cliffs Marriott Resort & Spa
25135 Park Lantern
Dana Point, CA, 92629**

Date: November 15 - 17, 2022

Time: 2:00 PM Pacific Time

Board Members Present

Brandon Chanley, Chair
Ruth Godfrey, Treasurer
Fernando E. Angell III
C. Lester Crawford
Ray Davis
Karen De Vaney
Susie DiMaggio
Tom O'Saben
Lee Reams., Sr.
Jodi Runyan-Schechter
Yvette Rupp
Katie Zollo

- A. Call to Order**
- B. Call of the Roll**
- C. Approval of the Draft Minutes from May 18, 2022**
- D. Strategic Planning**
- E. Chair's report – Brandon Chanley**
- F. Review of Board Policies – Brandon Chanley**
 - AD06 – New CTEC Council Members Orientation
- G. Secretary's report – Brandon Chanley**
- H. Treasurer's report – Ruth Godfrey**
- I. Audit Oversight Committee Report – Susie DiMaggio**
 - Review of Audit and Oversight Committee policies
 - Audit Report



J. Budget and Finance Report – C. Lester Crawford

- Review of Budget and Finance Committee policies
 - i. Policy BF02 – Budget Planning and Reserves
- CTEC/Advertising Expenses – C. Lester Crawford

K. Bylaws Committee Report – C. Lester Crawford

- Review of Bylaws Committee policies

L. Communication and Technology Report – Brandon Chanley

- Review of Communication and Technology policies
 - i. Cyber Breach Protocol – Brandon Chanley
- CTEC Website Technology Report – Mark Griffith

M. Curriculum Provider Standards Committee Report – Lee Reams

- Review of Curriculum Provider Standards Committee policies
 - i. CP34 - Advertising Disclosures – QE & CE
 - ii. CP15 – Provider Curriculum Review Expense Fees
 - iii. CP23A – Qualifying Education Guidelines
- Approved Education Provider Report – Tabitha Bolkish

N. Executive Committee Report – Brandon Chanley

- Review of Executive Committee policies
- Advocacy Contract – Brandon Chanley

O. Governance Committee Report – Katie Zollo

- Review of Governance Committee policies
- Presentations by CRTP Candidates:
 1. Yvette Rupp
 2. Aaron Chambers
 3. Michael Carr
- GV11 – Selection of CRTP Directors
- CRTP Directors Video – Lee Reams, Sr.

P. Governmental Relations Report – Fernando E. Angell III

- Review of Governmental Relations Committee policies
- Application to attend FTB and CDTFA Advisory Council Meetings – Fernando E. Angell III
- Sunset Review – Celeste Heritage
- H.R. 4184: Taxpayer Protection and Preparer Proficiency Act of 2021 – Celeste Heritage



Q. Public Awareness Report – Ray Davis

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

R. Tax Preparer Committee Report – Karen De Vaney

- Review of Tax Preparer Committee policies
 - i. TP02 – Tax Preparer Registration
 - ii. TP12 – New Preparer Application Process
 - iii. TP14 – New Application Reviewers
- CRTP Report – Celeste Heritage
- New Background Check Report – Supriya Panda
- Paralegal/Background Reviewers/Hearing Officers Report – Supriya Panda
- IRS Report – Cedric Brown
- FTB Report – Rebecca Landeros

S. Election of CTEC Chair

Brandon Chanley will complete second term as Council Chair on 12/31/2022. He is not eligible for another term.

T. Election of Treasurer

Ruth Godfrey has completed her term as Treasurer. She is not eligible for another term.

U. Election of Secretary

Ann Springborn has resigned from the board.

V. Election on the Executive Committee

Karen De Vaney has completed her term on the Executive Committee. She is not eligible to run again for this position.

W. Election of CRTP Directors

X. Determine dates and locations for 2024 Board meetings

Y. Public comments regarding issues, not on this agenda – Brandon Chanley

Z. Items/suggestions from Board Members for future meeting agendas – Brandon Chanley

AA. Adjourn