



**Approved Minutes
Board Meeting
Friday, May 18, 2018
10:00 AM - 12:00 PM
The Westin Hotel
Sacramento, CA 95822**

Board of Directors Present

C. Lester Crawford, Chair
Susie DiMaggio, Treasurer
Esperanza Escobedo, Secretary
Tracy Allford
Marie Archibeque
Rupinder Bains
Brandon Chanley
Karen DeVaney
Margaret "Margy" Dunn
Ruth Godfrey
Aaron Gray
Susy McMillen

Staff Present

Tabitha Bolkish
Celeste Heritage
Gigi Jones

Governmental Representatives Present

Angela Flores, FTB
Sue Gaston, IRS
Rebecca Landeros, FTB

Public Present

Rudy Bistrovich, H & R Block
Ashley Counts, Spidell Publishing
Sharon Hardy, California Society of Tax Consultants
Val Terry, Jackson Hewitt Tax Services

A. Call to Order

The meeting, which was called to order earlier than published, began at 8:41 a.m. on Friday, May 18, 2018, to modify budget requests for fiscal year 2018-2019 if applicable.

B. Call of the Roll

All committee members were present except Paul Latter and Ann Springborn, who had excused absences.

The budgets for Board Activities and General Administrative expenses was reviewed.

The following changes were made to the Board Activities budget:

- Increase Airfare line item from \$5,000 to \$7,500
- Increase Cab / Shuttle line item from \$1,000 to \$2,000
- Increase Hotel line item from \$30,000 to \$40,000
- Add "Car Rental" to the Mileage line item
- Increase Board Meeting Room Expense line item from \$30,000 to \$50,000

The Board Committee total budget for 2018-2019 is \$110,750



The following changes were made to the General and Administrative budget:

- Increase Fees & Licenses line item from \$200 to \$300
- Increase Printing line item from \$5,000 to \$7,000
- Eliminate Depreciation Expense line item
- Delete the word “Interest” from Capital Reserve line item
- Add new line item “Taxes” and budget \$500

The General and Administrative total budget for 2018-2019 is \$598,000

The Board went into closed session to discuss Phil Storrer’s contract.

The board went into closed session to discuss Phil Storrer, CTEC Senior Reviewer contract.

The Board discussed and approved Phil Storrer’s one year contract at \$33,200 beginning July 1, 2018.

The Board approved delegating services pertaining to the Provider Appeal Process to the Senior Reviewer at an hourly rate of \$250.

The Board adjourned at 9:27a.m. on Friday, May 18, 2018.

The Board reconvened on Friday, May 18, 2018 at 10:00a.m.

C. Approval of the Minutes of November 17, 2017

The minutes were approved as presented.

D. Report of the Officers

a. Chair

No report.

b. Secretary

No report. Esperanza Escobedo thanked the Board for electing her Secretary.

c. Treasurer

i. Financials (actual vs. budget)

Susie DiMaggio reviewed the Profit & Loss vs. Actual, and Balance Sheet handouts.

E. Report of the Committees

a. Audit Oversight

No report.

b. Budget & Finance

The council adopted the following:

Resolution: Approved the transfer of \$6,000 from the 2017-2018 Governmental Relations Committee budget line item “Printing Sunset Review Docs” as follows: \$5,000 to be transferred to the General and Administrative “printing” line item, and \$1,000 to be transferred to Tax Preparer Committee “Renewal Postcard /Certificate” line item.

The council adopted the following:

Resolution: Approved increasing the 2 months reserve to 3 months.



The committee recommended the approval of fiscal year 2018-2019 budget based on 39,000 registrations -- total registration fee of \$1,302,000.00; total income of \$1,709,350.00; total expenses of \$1,883,900.00 with 3 months reserve and \$50,000 for FTB, for a total of \$520,975.00.

The council adopted the following:

Resolution: Approved the 2018-2019 balance budget as presented.

c. Bylaws

No report.

d. Communications & Technology

No report.

e. Curriculum Provider Standards

The council adopted the following:

Resolution: Approved that Cyber Security courses can only count toward Federal tax law; such courses cannot count toward CA tax law.

The council adopted the following:

Resolution: Approved no changes to the provider fees because all providers who submit either new or periodic review courses, whether purchased or newly developed, must have their courses go thru both a curriculum and administrative review.

The council adopted the following:

Resolution: Approved CP23A-Qualifying Education Guidelines as presented with an effective date of August 1, 2018.

f. Executive Committee

No report.

g. Governance Committee

The committee will interview new CRTP Director candidates before the November 2018 meeting due to Susy McMillen's resignation, effective December 31, 2018.

h. Governmental Relations

The committee recommended approving 2018-2020 FTB MOU as presented.

The council adopted the following:

Resolution: Approved 2018-2020 FTB MOU as presented.

i. Public Awareness

No report.

j. Tax Preparer

The Council adopted the following:

Resolution: Approved draft policy TP09-01 – New Preparer Registration after August 15th as presented.



F. New Business

a. Modify budget requests for fiscal year 2018-2019 if applicable

Celeste Heritage informed the committee that the Governmental Relations Committee budget for Enforcement is \$310,000, which includes the ghost preparer program. The \$50,000 reserve has gone away due to the indemnification clause.

Due to the change above, the Budget and Finance committee is presenting a change for the fiscal year 2018-2019 budget, not to include the \$50,000 FTB in reserve. The 3 month reserve and expenses has changed.

The committee recommended approval of fiscal year 2018-2019 budget based on 39,000 registrations -- total registration fee of \$1,302,000.00; total income of \$1,709,350.00; total expenses of \$1,933,900.00 with 3 months reserves for a total of \$483,475.00.

Income	\$1,709,350.00
Total Expenses	\$1,933,900.00
(Enter Months) 3	\$483,475.00
Net Income	-\$708,025.00
Current Bank Balance	\$ 1,456,050.00

The Annual Board meeting is scheduled for November 14 - 16, 2018 at Coronado Island, CA. Strategic Planning is scheduled on Wednesday, November 14, 2018 from 2:00p.m. – 5:00p.m.

G. Adjourned

The meeting adjourned at 10:30a.m.