



Sent and posted on May 12, 2024

**NOTICE OF PUBLIC MEETING
Board of Directors
Westin Sacramento
4800 Riverside Blvd
Sacramento, CA 95822**

Date: May 21 – 23, 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 November 15 -16, 2023 – C. Lester Crawford**
- 4. Modify budget requests for the fiscal year 2024-2025 – C. Lester Crawford**
 - a. Board Activities
 - b. General and Administrative
- 5. Chair's report – C. Lester Crawford**
- 6. Review of Board Policies - if applicable – C. Lester Crawford**
- 7. Secretary's report – C. Lester Crawford**
- 8. Treasurer's report – Fernando E. Angell III**



9. Audit Oversight Committee Report – Kaya Klotzek

- a. Review of Audit Oversight Committee policies
- b. Audit Report – Kaya Klotzek
- c. Modify budget request for 2024-2025 – Kaya Klotzek

10. Bylaws Committee Report – Jodi Runyan-Schechter

- a. Review of Bylaws Committee policies
- b. Modify budget request for 2024-2025 – Jodi Runyan-Schechter

11. Governance Committee Report – Yvette Rupp

- a. Review of Governance Committee policies
- b. Modify budget request for 2024-2025 – Yvette Rupp

12. Governmental Relations Report – Fernando E. Angell III

- a. Review of Governmental Relations Committee policies
- b. FTB 2024-2026 MOU – Fernando E. Angell III
- c. Ghost Preparer Program – Fernando E. Angell III
- d. H.R. 4184: Taxpayer Protection and Preparer Proficiency Act of 2021 – Tabitha Bolkish
- e. Modify budget request for 2024-2025 – Fernando E. Angell III

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

- a. Review of Curriculum Provider Standards Committee policies
 - i. CP02- CTEC Curriculum Provider Application
 - ii. CP19 – Provider Reporting Requirements
 - iii. CP23 – Education Standards
 - iv. CP23A – Exhibit Qualifying Education Guidelines
- b. Courses offered in other languages – Lee Reams, Sr.
- c. Curriculum Reviewers Contract – Lee Reams, Sr.
 - i. Jennifer Coats
 - ii. Barry Gilbert
- d. Approved Education Provider Report – Amanda Harden
- e. Modify budget request for 2024-2025 – Lee Reams, Sr.

14. Executive Committee Report – C. Lester Crawford

- a. Review of Executive Committee policies
- b. Transition Action Plan – C. Lester Crawford
- c. CTEC insurance coverage (Timothy James Martin vs. CTEC) - C. Lester Crawford
- d. Invoice Payment Option – C. Lester Crawford
- e. Modify budget request for 2024-2025 – C. Lester Crawford



15. Communication and Technology Report – C. Lester Crawford

- a. Review of Communication and Technology policies
- b. Website Technology Report – Mark Griffith
 - i. CTEC database monthly scan report – Mark Griffith
 - ii. CTEC.org proposal – Mark Griffith
- c. CTEC Website – Gigi Jones
 - i. 500 Designs – Web Design Proposal
- d. Modify budget request for 2024-2025 – C. Lester Crawford

16. Public Awareness Report – Ray Davis

- a. Review of Public Awareness Committee policies
- b. Report on Public Awareness Campaign – Gigi Jones
 - i. Public Awareness Cost Analysis – Gigi Jones
- c. Public Awareness agreement (R.G. Jones, dba G. g. Jones Public Relations, LLC) – Ray Davis
- d. Modify budget request for 2024-2025 – Ray Davis

17. Tax Preparer Committee Report – Karen De Vaney

- a. Review of Tax Preparer Committee policies
 - i. TP02 – Tax Preparer Registration Requirements
 - ii. TP05 – Registration Packet
 - iii. TP06 – Later Renewal Registration
 - iv. TP07 – Tax Preparer Address
 - v. TP12 – New Preparer Application Process
 - vi. TP13 – Successful Completion of CTEC Registration
- b. CRTP Report – Tabitha Bolkish
- c. New Application Background Check Report – Supriya Panda
- d. Paralegal/Background Reviewers/Hearing Officers Report – Supriya Panda
- e. Meeting attendance (Background Reviewers and Hearing Officers) – Karen De Vaney
- f. Background Reviewers Contract
 - a. Yolanda Cannon
 - b. Sue Gaston
 - c. David Hill
- g. Hearing Officers Contract
 - a. Rudy Bistrovich
 - b. Aaron Gray
 - c. Mary Beth LaMunyon-Jones



- h. Paralegal Contract
 - a. Supriya Panda
- i. FTB Report – Rebecca Landeros
- j. IRS Stakeholder liaison report – Christella Sanchez / Derek Ganter
- k. Modify budget request for 2024-2025 – Karen De Vaney

18. Budget and Finance Report – Aaron Chambers

- a. Review of Budget and Finance Committee policies
 - i. BF04-Fees
 - ii. BF06-Accounting Policies
- b. Modify budget request for 2024-2025 – Aaron Chambers

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

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

21. Adjourn