

Sent and posted on May 11, 2025

AGENDA
NOTICE OF PUBLIC MEETING
Board of Directors
Embassy Suites by Hilton Sacramento Riverfront Promenade
100 Capitol Mall
Sacramento, CA 95814

Date: May 20 – 22, 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 November 13 -14, 2024 – C. Lester Crawford**
- 4. Modify budget requests for the fiscal year 2025-2026 – C. Lester Crawford**
 - a. Board Activities
 - b. General and Administrative
- 5. Chair's report – C. Lester Crawford**
- 6. Review of Board Policies – C. Lester Crawford**
- 7. Secretary's report – Ray Davis**
- 8. Treasurer's report – Fernando E. Angell III**

9. Strategic Planning – C. Lester Crawford

10. Audit Oversight Committee Report – Kaya Klotzek

- a. Review of Audit Oversight Committee policies
- b. Modify budget request for 2025-2026

11. Bylaws Committee Report – Jodi Runyan-Schechter

- a. Review of Bylaws Committee policies
- b. Modify budget request for 2025-2026

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

- a. Review of Curriculum Provider Standards Committee policies
 - i. CP13 – Self Study Courses
 - ii. CP21 – CE Course Disclosures
- b. Curriculum Reviewers Contracts
 - i. Jennifer Coats
 - ii. Barry Gilbert
- c. New Curriculum Reviewer Checklist
 - i. CTEC Review Form
 - ii. Check The Box Form
- d. Approved Education Provider Report – Amanda Harden
- e. Modify budget request for 2025-2026

13. Governmental Relations Report – Fernando E. Angell III

- a. Review of Governmental Relations Committee policies
- b. Modify budget request for 2025-2026

14. Executive Committee Report – C. Lester Crawford

- a. Review of Executive Committee policies
- b. Modify budget request for 2025-2026

15. Governance Committee Report – Susie DiMaggio

- a. Review of Governance Committee policies
- b. Modify budget request for 2025-2026

16. Communication and Technology Report – C. Lester Crawford

- a. Review of Communication and Technology policies
 - i. CT02 – Website
 - ii. CT03 – Cyber Breach Protocol
- b. CTEC New Website: Project Status and Updates – Mark Griffith
 - i. CTEC database monthly scan report
- c. CTEC New Website: 500 Designs Project Status and Updates – Gigi Jones
 - i. 500 Designs Retainer Proposal
 - ii. Tidio + Plan Options Overview
- d. Modify budget request for 2025-2026

17. Public Awareness Report – Ray Davis

- a. Review of Public Awareness Committee policies
 - i. PA02 – CTEC Logo Usage
- b. Report on Public Awareness Campaign – Gigi Jones
- c. New CTEC Logo – Gigi Jones
 - i. CRTP Logo Guidelines
 - ii. Provider Logo Guidelines
- d. Modify budget request for 2025-2026

18. Tax Preparer Committee Report – Karen De Vaney

- a. Review of Tax Preparer Committee policies
- b. Background Reviewers Contract
 - i. Sue Gaston
 - ii. David Hill

- iii. Rudy Bistrovich
- c. Hearing Officers Contract
 - i. Aaron Gray
 - ii. Mary Beth LaMunyon-Jones
 - iii. Yolanda Cannon
- d. Paralegal Contract
 - i. Supriya Panda
- e. Paralegal/Background Reviewers/Hearing Officers Report – Supriya Panda
 - i. New Applications
 - ii. Background Reviewer’s Suggestions
 - iii. Cost Analysis for LexisNexis for Background Reviewers
- f. CRTP Report – Tabitha Bolkish
- g. SB 788 Tax Preparers: Exemptions - Tabitha Bolkish
- h. FTB Report – Rebecca Landeros
- i. Modify budget request for 2025-2026

19. Budget and Finance Report – Aaron Chambers

- a. Review of Budget and Finance Committee policies
 - i. BF07- Budgets Historical and Projected
- b. Modify budget request for 2025-2026

20. Determine dates and locations for 2026 Board meetings - C. Lester Crawford

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

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

23. Adjourn