

CCMC Committee Meeting with Instructors

Tuesday, December 19, 2023 at 10:00 AM

E-Meeting via Gotomeeting.com

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A quorum was present, and the meeting was called to order at 10:06 AM by CCMC Committee Chairman John Rainaldi. In attendance from the CCMC Committee: David Kluczowski; Beth Hamel; Lisa Madden; Lisa Biagiarelli, and Launa Goslee and instructors J. Stacey Yarbrough, Carla Hamel, Peter Juszczynski, Ana LaGassey, and David Greaves. Jennifer Gauthier was absent.

John Rainaldi noted the instructors' meeting would be held first, followed by the regular Committee meeting.

John introduced discussion of New Business by bringing up the spring 2024 CCMC course schedule. Courses to be offered will be the Precourse, CCMC Course I, CCMC Course II, CCMC Course III, and CCMC Course IV.

Course I will be taught by Launa Goslee and Carla Hamel. They said it will begin on February 13, 2024 - April 9, 2024, held in Berlin on Tuesdays from 2:30 PM -5:30 PM. They plan to skip the week of the CTx seminar, March 19, 2024.

The Precourse will be taught by Ana LeGassey and David Greaves. They were able to discuss when a good time to start the Precourse, given the start date of Course I. It will be held on Tuesday, February 6, 2024 in Berlin from 9:30 AM – 4 PM.

Course II will be taught by Beth Hamel and Peter Juszczynski. They plan on teaching Course II from March 27, 2024 – May 15, 2024, held in Berlin on Wednesdays from 10 AM – 1 PM. There will be no break, and the course will run straight through.

Course III will be taught by Lisa Biagiarelli and Lisa Madden and the dates will be from February 7, 2024 - May 9, 2023, held in Berlin on Wednesdays from 10:30 AM – 1 PM. They plan to skip the week of the CTx seminar, March 20, 2024. There will be a double class one or more of the weeks, TBA.

Course IV will be taught by David Kluczowski and J. Stacey Yarbrough. They plan on teaching Course IV from March 28, 2024 – May 8, 2024, held in Berlin on Thursdays from 9:30 AM – 2:30 PM. There will be no break, and the course will run straight through.

The committee decided to not set a universal retake day for the exams for each course. Every course instructor will decide on when a good date is for their individual class.

There was a short discussion regarding what happens if we have another influx of students registering for any particular class. The committee decided to address that concern once it occurs. Course II instructors were addressed particularly, as 39 students passed Course I in the fall of 2023 so their class might have an overabundance of students. Peter stated that as long as they had a room large enough to teach in, they could accommodate more students.

It was determined that all courses would be in person with the ability to have a hybrid teaching session on ZOOM (GoToMeeting will be turned off once the CCMC committee officially switches) if one of the instructors needs to teach remotely.

John asked if any class had any comments or concerns regarding the student evaluations and none was mentioned.

Next, John spoke about the call for new instructors. It was mentioned again that John would reach out to the CAAO committee to see how they have 'hired' new instructors. Lisa B. mentioned again that if any teachers could reach out to any of their former students that stood out as exceptional to ask them to apply to teach. Peter also suggested that the CCMC committee speak to the CTx board about setting up a booth at the March 2024 seminar offering to the general CTx membership information about wanted to teach. Lisa M. stated that we could also put more information on that table about the re-certification process as John and her are still being inundated with emails and/or calls from tax collectors that need to be recertified. John stated he would speak to Kathy Larkins, the CTx Education Chair about what our options might be.

John asked anyone if there was any further business. Seeing none, John closed the instructor meeting at 11:08 AM.

After a short recess, the regular CCMC meeting was called to order at 11:14 AM.

John introduced the agenda item to review and approve past meeting minutes from December 6, 2023 for the regular CCMC Committee meeting. Beth made a motion to dispense with the reading of the minutes and approve as presented; Lisa M. seconded the motion. A vote was taken, motion carried.

In New Business, the first item on the agenda was to review applications requesting workshop approval for CEUs. There was only one submission. Tenley Nelson, City of Norwich Tax Collector presented a 1.5-hour workshop on How to Talk About Race in the Workplace. Lisa M. made a motion to deny this submission; David seconded it. A vote was taken, motion carried.

The second item for New Business was for re-certification. There were four submissions for approval.

1. Johanna Figueroa of Ansonia submitted her application with 61.5 CEU hours.
2. Lisa Nessing of Meriden submitted her application with 51 CEU hours.
3. Deborah Milano of Guilford submitted her application with 79.5 CEU hours.
4. Alissa Hanvey of Enfield submitted her application with 52 CEU hours.

One motion to approve all the submissions with complete information and qualifying CEUs was made by John; seconded by Lisa B. A vote was taken, motion carried.

There was a brief discussion about updating the website with a more 'user friendly' recertification application. John will put up a word or PDF fillable form with an example to help assist with this task.

In other new business, the CCMC 2024 Fee Schedule was discussed. Lisa M. stated that there was a profit of approximately \$7600 for calendar year 2023. Lisa M. asked if the committee wanted to discuss purchasing tablets to move towards the standardized exam testing and John mentioned that we were not quite at that stage yet. Lisa M. did mention that when she is inducted as the CTx president, that she might need to step down as the CCMC Clerk. The committee decided to keep the annual stipend as it is currently and re-address the fee at a later time if needed.

Two fees were mentioned to change. A motion was made by John to update the fee paid to the Precourse teachers from \$150 to \$250; Lisa M. seconded. A vote was taken, four voted to deny, two to pass, motion failed. Lisa B. motioned to raise it from \$150 to \$200; Lisa M. seconded. A vote was taken, motion carried. Lisa M. made a motion to delete the stipend to grade the final exam; John seconded the motion. A vote was taken, motion carried with five approving and one against.

Lisa M. will be getting the committee a 2024 forecast of income and expenditures soon for us.

The last item on New business was to look at the 2024 calendar of meetings scheduled. Lisa B. made a motion to approve the calendar as presented; Lisa M. seconded. A vote was taken, motion carried.

John asked if there was any Old Business. Seeing none, John made a motion to adjourn the meeting; Launa seconded. A vote was taken, motion carried.

Respectfully submitted by Launa Goslee, Secretary