

CCMC Special Committee Hybrid Meeting Minutes

Wednesday, December 6, 2023, 10:00 AM

Meeting accessible online at: <https://meet.goto.com/801595245>

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The meeting was called to order at 10:04 AM by Chairman John Rainaldi. In attendance in person were committee members Lisa Madden, Lisa Biagiarelli, Beth Hamel, David Kluczowski, and Launa Goslee. Jennifer Gauthier was in attendance virtually.

John introduced the agenda item to review and approve past meeting minutes from November 28, 2023 for the regular CCMC Committee meeting. Lisa M. made a motion to dispense with the reading of the minutes and approve as presented; Beth seconded the motion. A vote was taken, motion carried.

The next item was to review and approve the Treasurer's Report, which David sent in an email prior to this meeting. The balance of \$39,527.65 was on the reports as of November 30, 2023. Lisa B. made a motion to dispense with the reading of the report and to approve as presented; Lisa M. seconded. A vote was taken, motion carried.

In New Business, the first item on the agenda was to review applications requesting workshop approval for CEUs.

1. A one (1.5) hour workshop on Legislative Update and Navigating the CGA Website was submitted by Kathy Larkins, CCMC, Darien Tax Collector on behalf of CTx for the March 2024 Conference. Launa motioned to approve this submission; Lisa B. seconded. A vote was taken, motion carried. David abstained.
2. A two (2) hour workshop on Strategies for Creating a Safe Work Environment in Municipal Tax Offices was submitted by Kathy Larkins, CCMC, Darien Tax Collector on behalf of CTx for the March 2024 Conference. Lisa B. motioned to approve this submission; Launa seconded. A vote was taken, motion carried. Lisa M. abstained.

The second item for New Business was for re-certification. There were no submissions for this meeting. A quick discussion amongst committee members about how many emails both John and Lisa M. were still receiving about generic questions regarding the re-certification process. The committee members are at a loss as to how to convey this process to the members at large. Lisa M. suggested having a sample re-certification form online with an example of what it should look like. We all decided that this should help.

In other New Business, the CCMC 2024 calendar was presented by John. He mentioned that he followed last year's schedule but was willing to change any dates as the committee members needed. A few dates were added and/or changed. Beth gave the dates for the 2024 Road Shows. They will be as follows: 4/30/2023 – OXFORD; 5/7/2023 – E. HADDAM; 9/24/2023 - NEW HARTFORD; and 10/8/2023 – MANCHESTER. The only date Beth mentioned was tentative was the last one in Manchester. The committee members also added a virtual meeting on 1/9/2024 at 10 AM and a virtual meeting on 1/7/2025 at 10 AM. The tentative schedule is attached as an addendum. The committee decided to review these dates in their offices and officially vote on it at the December 19, 2023 meeting.

In Old Business, a discussion was had for the plea for new teachers. Lisa B. suggested to all current CCMC teachers to look at their former students that were exceptional and suggest those students to the committee.

At 11:02 AM, John motioned to go into executive session to correct the final exams taken on November 30, 2023. David seconded. A vote was taken, motion carried. Jennifer left the meeting at this time as well.

We returned from executive session at 1:10 PM. The results of the exam correcting were announced; seven passed and two failed.

John asked if there was any other business.

Seeing none, Beth made a motion to adjourn the meeting at 1:11 PM, Lisa M. seconded. A vote was taken, the motion carried.

Respectfully submitted by Launa Goslee, Secretary

The proposed 2024 CCMC calendar as of 12/8/2023 is:

Tuesday, January 9, 2024, CCMC Committee meeting, virtually at 10:00 AM.

Thursday, February 22, 2024, CCMC Committee meeting, virtually at 10:00 AM.

CCMC Courses will begin in mid-February 2024 and end in early May April 2024.

Thursday, March 21, 2024, CCMC Committee meeting to be held at the annual CTx seminar in Westbrook at 12:00 PM.

Tuesday, April 9, 2024: CCMC Committee meeting, virtually at 10:00 AM.

Tuesday, April 30, 2024: CCMC Roadshow, Oxford.

Tuesday, May 7, 2024: CCMC Roadshow, East Haddam.

Monday, May 13, 2024, CCMC Committee meeting to review applications for the CCMC Comprehensive Final Exam. The deadline for candidates to apply to take the Final Exam is three weeks before the exams, which is Thursday, May 9, 2024 (May 9, 2024 is also the date of the CTx spring meeting, no CCMC meeting is planned for that date). Location TBD.

Tuesday, May 28, 2024, CCMC Committee meeting. This meeting will discuss any appeals of CCMC Final Exam applications which were denied, and other items if needed, virtually at 10:00 AM.

Thursday, May 30 2024, CCMC Comprehensive Final Exam, 10:00 AM., Berlin.

Tuesday, June 4, 2024, CCMC Committee meeting with CCMC instructors, 9:30 AM, Berlin; CCMC Committee meeting to follow the instructor meeting at approximately 11:30 AM. This meeting will be held in Berlin.

Tuesday, August 6, 2024 CCMC Committee meeting. Location TBD.

CCMC Courses will begin in early September 2024 and end in early November 2024.

Tuesday, September 24, 2024, CCMC Roadshow, New Hartford.

Wednesday, October 2, 2024, CCMC Committee meeting Location TBD.

Tuesday, October 8, 2024, CCMC Roadshow, Manchester. (*Tentative*)

Tuesday, November 12, 2024, CTx meeting at the Aqua Turf. No CCMC Committee is planned for this date. The deadline for candidates to apply to take the CCMC Final Exam is Thursday, November 14, 2024.

Monday, November 18, 2024, CCMC Committee meeting to review applications for the CCMC Comprehensive Final Exam. Location TBD.

Tuesday, November 26, 2024, CCMC Committee meeting. This meeting will discuss any appeals of CCMC Final Exam applications which were denied, and other items if needed. Location TBD.

Thursday, December 5, 2024, CCMC Comprehensive Final Exam, 10:00 AM, Berlin.

Thursday, December 12, 2024, CCMC Committee meeting and grading of the CCMC Final Exam at 10:00 AM. Location TBD.

Thursday, December 19, 2024, 10:00 AM, Virtually. Committee meeting with CCMC course instructors, 10:00, CCMC Committee to follow the instructor meeting at approximately 12:00. Location TBD.

Tuesday, January 7, 2025, CCMC Committee meeting, virtually at 10:00

Thursday, February 13, 2025, CCMC Committee meeting, virtually at 10:00 AM.