

## VMCTA Education and Certification Committee

Minutes June 15, 2021 | 9 am

Via Zoom

**PRESENT:** Diane Judd, Charlie Degener, Jessica Alexander, Patti Lewis, Donna Kelty, Clyde Jenne, Heidi Racht

**OTHERS PRESENT:** None

**MINUTES:** Diane Judd

### Minutes

1. Call to order by Diane Judd at 9:02
  - a. Agenda Review/Modification – no modifications
2. Approve the minutes of February 12, 2021 (didn't approve)
3. Annual Meeting
  - a. Mandatory Classes – Clerk – Elections as new clerks have not had training yet; Vitals – Cemetery with Patrick Healy was discussed.  
Treasurer Classes – Municipal Accounting – Cash Management – possible class on tips, tricks and pointers on Excel. Possible class for Treasurer; Covid funds or Grants. Discussed having a general session with folks from PV&R & Tax Department to do overview of Current Use, Mobile Home Bill of Sale, Homestead and Tax Credits. There was discussion about a possible writing class – perhaps in 2022? Discussed possible bias training as a class.  
Athenian Dialogue will be facilitated by Dawn Michanowicz
4. Certification Applications – Heidi felt there needs to be at least two people to review the applications.  
We will decide when, where and who will review later.
5. Set Next Meeting Date – Tuesday, August 3 at 9:00 via Zoom
6. Adjournment 11:00

[Type here]