

THE WRITTEN MINUTES ARE A SYNOPSIS OF THE DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES SUBJECT TO CORRECTION BY THE VMCTA CURRICULUM COMMITTEE. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMITTEE.



## VMCTA CURRICULUM COMMITTEE MINUTES

Meeting of May 30, 2025

10:00 a.m. Via Zoom

**Attendees:** Diana Vachon, 1<sup>st</sup> VP; Bob Champagne-Willis, Auditor; Georgette Wolf-Ludwig, Past President; Tracy Borst, Past President

**Call meeting to order:** 10:06am

**Agenda:** review and modifications – none

**Approve Minutes of 5/16/25:**

**MOTION to approve minutes of 5/16/25 by Georgette. Seconded by Bob. Motion passed 3-0-1. Tracy abstained.**

**Old Business:**

Reviewed the second draft of the clerk's curriculum. Added in retention policies, cybersecurity, safety, and ethics. Clarified some details.

**MOTION by Georgette to submit the revised Town Clerk Curriculum draft 2025 to the Executive Board for consideration. Seconded by Bob. Motion passed unanimously.**

**New Business:**

Bob presented a draft for the Treasurer Curriculum to align with the Core Classes. Georgette and Tracy added their thoughts and suggestions. Diana will incorporate them into a second draft for review at the next meeting.

**Other Business:**

We will review the Social/Interpersonal/Management Skills (Clerks & Treasurers) at the next meeting.

**Next Meeting Date**

Tuesday June 3<sup>rd</sup> at 10 am.

**Adjourn** 11:23.

Respectfully submitted by Diana Vachon, 1<sup>st</sup> VP