

**CCMC Committee and CCMC Instructor Meeting, Tuesday, June 3, 2025**  
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**Agenda- CCMC Committee meeting with Instructors, 9:30 AM**

A quorum was present, and the meeting was called to order at 9:35 AM by CCMC Committee Chairman John Rainaldi. In attendance in person from the CCMC Committee: David Kluczowski, Beth Hamel, Lisa Madden, Lisa Biagiarelli, and Launa Goslee; online was Martin Heft. Instructors Carla Hamel and Peter Juszczynski were online. Stacey Yarbrough joined online at 9:37 AM. David Greaves joined online at 9:41 AM.

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

John introduced the discussion of New Business by bringing up the fall 2025 CCMC course schedule. Courses to be offered will be the Pre-course, CCMC Course I, CCMC Course II, CCMC Course III, and CCMC Course IV.

Stacey Yarbrough and David Greaves will teach the pre-course in Berlin. It will be held on Tuesday, September 16, 2025, from 9:30 AM – 4 PM with half an hour for lunch.

Course I will be taught by Launa Goslee and Carla Hamel. They plan on teaching in Berlin on Wednesdays. Class will begin on October 1, 2025, through November 19, 2025, held in Berlin on Wednesdays from 2 PM -5 PM. There will be no break, and the course will run straight through.

Course II will be taught by Beth Hamel and Peter Juszczynski. They plan on teaching in Berlin on Wednesdays. The schedule will start on August 27, 2025, from 10 AM – 1 PM, it will continue as follows: 9/3/2025 from 9 AM – 3:30 PM with a half hour for lunch, 9/10/2025, from 10 AM – 1 PM, 9/17/2025, from 9 AM – 3:30 PM with a half hour for lunch, 9/24/2025, from 10 AM – 1 PM and finish on 10/1/2025, 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. The class will be held in Berlin with the following schedule: classes on 9/10/2025 and 9/17/2025 will be held from 10:30 AM – 5 PM with half an hour for lunch, classes held on 10/1/2025 and 10/8/2025 will be held remotely from 10:30 AM – 1:30 PM, class on 10/16/2025 will be from 10:30 AM - 5 PM with half an hour for lunch, and last two classes on 10/22/2025 and 10/29/2025 will be from 10:30 AM – 1:30 PM.

Course IV will be taught by David Kluczowski and J. Stacey Yarbrough. They plan on teaching in Berlin on Thursdays. Class will begin on September 18, 2025, and continue on September 25, 2025, October 2, 2025, and October 9, 2025 from 9:30 AM – 2:30 PM. It will continue on October 16, 2025, and October 23, 2025, from 9:30 AM – 12:30 PM. There will be no break, and the course will run straight through.

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. Carla also mentioned that she and Launa could teach an all-remote additional session if needed.

It was determined that all courses would be in person, with the ability to have a hybrid teaching session on ZOOM if one of the instructors needs to teach remotely.

Lisa M. asked about when the committee wants to turn on registration, and it was determined that, due to scheduling, it would be turned on the week of August 11, 2025.

Martin reminded the committee that statutorily, CCMC needs to offer both online and CEU classes and initial courses at various locations across the state for both training and examinations.

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

John then discussed the continued need for new instructors. Carla suggested that, rather than sending a mass email to the entire association, we should directly reach out to collectors and experienced teachers who might be suitable candidates for future teaching positions. We should also provide a detailed explanation of what teaching a course involves. John said we would further discuss this topic at our regular committee meeting directly after this joint meeting.

John asked if there was any further business. Seeing none, at 10:17 AM, Lisa M. made a motion to adjourn the meeting, Beth seconded. A vote was taken; motion carried.

Respectfully submitted by Launa Goslee, Secretary