

MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

Clerking 101 Boot Camp

Tuesday, June 18, 2019

Presented by:

Jackie Beaudry, City Clerk, City of Ann Arbor

Mary R Clark, Clerk, Delta Charter Township

Beth Grohman, Clerk, Village of Lexington

8:00 a.m.	Welcome, Clarifications & Questions	Mary, Jackie & Beth
8:30 a.m.	Elections & Audits	Jackie & Mary
10:30 a.m.	Break	
10:45 a.m.	Records Retention & Management	Beth
12:00 p.m.	Lunch	
1:00 p.m.	Q & A and Catch-up	Mary
1:30 p.m.	Governmental Accounting	Mary
2:15 p.m.	Budget Information	Mary
3:00 p.m.	Break	
3:15 p.m.	Licensing	Jackie
4:00 p.m.	Resources & Next Steps	Mary, Jackie & Beth
4:30p.m.	Adjourn	