




MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

INSTITUTE | March 10 - 15, 2019

Comfort Inn and Suites Conference Center Mt. Pleasant, Michigan

INSTITUTE SCHEDULE

MARCH 10 THROUGH MARCH 15, 2019

SUNDAY March 10	MONDAY March 11	TUESDAY March 12	WEDNESDAY March 13	THURSDAY March 14	FRIDAY March 15
<p>3:30 - 5:00 PM REGISTRATION Comfort Inn Stadium Room near the lobby.</p> <p>5:00 - 7:00 PM CHALLENGES AND SOLUTIONS FOR MICHIGAN CLERKS Opening Session Lewis Bender, Ph.D. Professor Emeritus, SIU, Edwardsville MAMC Institute Director and Facilitator</p> <p>7:00 - 8:00 PM Working Session Includes dinner.</p>	<p>8:00 AM - Noon ALTERNATIVES FOR LOCAL GOVERNMENT Defining the roles of public servants and understanding the forms of local government. Lewis Bender, Ph.D. Professor Emeritus, SIU, Edwardsville MAMC Institute Director and Facilitator MAMC Board of Directors</p> <p>Lunch</p> <p>1:00 - 4:30 PM ELECTION SECURITY Michigan Bureau of Elections</p> <p>4:30 - 5:00 PM Hearty Snack</p> <p>5:00 - 9:00 PM EFFECTIVE COMMUNICATIONS Understand the subtle elements of communication, body language, voice tone, and speech patterns. Lewis Bender, Ph.D. Professor Emeritus, SIU, Edwardsville MAMC Institute Director and Facilitator</p>	<p>8:00 AM - Noon PROFESSIONALISM IN THE CLERKS OFFICE • Written Communications • Technology in the Clerks Office • Social Media Tina Barton, MMC, CMMC City Clerk City of Rochester Hills</p> <p>Lunch</p> <p>1:00 - 5:00 PM MINUTES AND AGENDAS This course will cover the preparation of agendas and minutes; the requirements of the Open Meetings Act, FOIA, and the quick and easy indexing, retrieval and tracking of agendas and minutes. CoCo Stewert Professional Registered Parliamentarian</p> <p>ON YOUR OWN FOR DINNER Lots of good places to eat and get together with other clerks.</p>	<p>8:00 AM - Noon MANAGING GENERATIONAL DIFFERENCES Examine and analyze the differences, similarities, and issues involving people of different ages that come together in the workplace. Learn new ways to view and work with the other generation Lewis Bender, Ph.D. Professor Emeritus, SIU, Edwardsville MAMC Institute Director and Facilitator</p> <p>FREE AFTERNOON This free afternoon makes up for a very long day on Monday. Participants are strongly encouraged to take advantage of this time for networking and relaxing in preparation for the rest of the week. You will be on your own for lunch and dinner.</p>	<p>8:00 AM - Noon BUDGETING BASICS Learn the basic elements of budgeting and how budgets impact all aspects of an organization. Karen Lancaster, City of Ann Arbor Jeff Anderson, Delta Township</p> <p>Lunch</p> <p>1:00 - 5:00 PM LANSING'S EFFECT ON LOCAL GOVERNMENT Tim Skubick Capital Correspondent</p>  <p>AWARDS BANQUET</p> <p>5:00 - 6:00 PM Social Hour</p> <p>6:00 - 7:00 PM Dinner</p> <p>7:00 - 8:00 PM Awards Program</p>	<p>8:00 - 11:00 AM TRAINING ACROSS GENERATIONS Methods for addressing diverse learning styles and improving memory retention. Lewis Bender, Ph.D. Professor Emeritus, SIU, Edwardsville MAMC Institute Director and Facilitator</p> <p>Box Lunch Included</p> <p>11:00 AM – 2:00 PM EUREKA TO ACTION Identification of the issues, goals, and knowledge gained. In this session, you will create an action plan for addressing issues and accomplishing goals. Lewis Bender, Ph.D. Professor Emeritus, SIU, Edwardsville MAMC Institute Director and Facilitator</p> <p>CERTIFICATES Are awarded to participants that have completed all sessions. This includes Third Year attendees.</p>



WATCH FOR MORE INFORMATION ABOUT

MASTER ACADEMY

JUNE 18, 2019
Radisson
Kalamazoo Michigan

MAMC CONFERENCE

JUNE 19 – 21, 2019
Radisson
Kalamazoo Michigan

FREE EDUCATION DAY

SEPTEMBER 12, 2019
Soaring Eagle Resort
Mt. Pleasant, Michigan