



MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

MASTER ACADEMY | NOVEMBER 29 – DECEMBER 1, 2022

Comfort Inn & Suites Hotel and Conference Center | Mt. Pleasant, Michigan

ABOUT MASTER ACADEMY

MASTER ACADEMY REGISTRATION FEE

\$150 PER DAY*

*Members and non-members add a late fee of \$50 if postmarked after November 4, 2022.
(LATE FEE IS ONE TIME ONLY, NOT \$50 PER DAY IF REGISTERING FOR MULTIPLE DAYS.)

Master Academy registration fee includes sessions, materials, lunch each day and certificate of completion for each day. You will be your own for dinner each evening. The Comfort Inn offers a complimentary continental breakfast for hotel guests. Lodging is separate.

MAMC accepts credit card payments and on-line registration

SCHEDULE HIGHLIGHTS

TUESDAY, NOVEMBER 29, 2022

- *Just Throw Strikes*
- *Lesson Learned from the Mid-Term Elections*

WEDNESDAY, NOVEMBER 30, 2022

- *How Seasoned Leaders Keep Their Edge*
- *How to Build Dynamic Team Cohesiveness*

THURSDAY, DECEMBER 1, 2022

- *Legislative Update*
- *Media Training for Clerks*
- *Solving the Communication Problem*

ATTIRE AT THE MASTER ACADEMY

Casual business attire is appropriate. The classrooms will be on the cool side, so plan accordingly.

EDUCATION COMMITTEE Chairpersons

Melanie D. Ryska, Sterling Heights, Education Committee Chair

Rachelle D. Enbody, Pere Marquette, Education Committee Vice-Chair

FACILITATOR

Steve Ludwig, Ludwig Speaks

P.O. Box 247

Algonquin, IL 60102-0247

PROGRAM COORDINATOR

Jeanne Rouston

Email: jeanne.rouston@gmail.com

ACCOMMODATIONS

The registration fee does not include lodging. There is a block of rooms reserved for MAMC at the newly renovated Comfort Inn Hotel & Suites Hotel and Conference Center until November 4, 2022. Single occupancy rooms are available at reduced rates starting at \$96 plus applicable taxes and assessments. Please identify yourself as a "MAMC" participant when making reservations. Provide your agency's tax-exempt number to avoid state taxes.

Online reservations are also available at

<https://www.choicehotels.com/reservations/groups/ST82S1>

COMFORT INN & SUITES HOTEL CONFERENCE CENTER

2424 South Mission

Mt Pleasant, MI 48858

989-772-4000

Additional information about the Comfort Inn Hotel & Suites is available at www.mtpcomfortinn.com.





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REGISTRATION FORM

MASTER ACADEMY REGISTRATION DEADLINE IS NOVEMBER 4, 2022
(Please print or type. You may enter information into this PDF form if accessed on the website.)

First Name _____ Last Name _____
(Print your name as you wish it to appear on your certificate. Include CMC/MMC/CMMC information if you want it included.)

Preferred Name _____ Title _____
(For your name tag)

Organization _____ Address _____

City _____ State _____ Postal Code _____

Email _____ Phone (_____) _____
(Confirmation information will be sent via email so please print or type clearly.)

Please indicate any special needs such as a disability, hearing, visual, diet, etc: _____

MASTER ACADEMY REGISTRATION FEE - \$150 per day*

- Non-members add \$50.00 to the registration fee. (One time only, not \$50 per day).
- The registration deadline is November 4, 2022.
- MAMC accepts credit card payments and on line registration. www.michiganclerks.org/Events.aspx
- Fee includes sessions, materials, and certificate of completion for each day attended.
- Lunch will be provided each day. You are on your own for dinner.
- A complimentary continental breakfast provided by the Comfort Inn & Suites for hotel guests.
- Note that payment must accompany registration form in order to receive the early discount.
- Faxing or emailing registration forms before the deadline does not avoid the late charge.
- * Members and non-members add a late fee of \$50 if postmarked after November 4, 2022. (Late fee is one time only, not \$50 per day if registering for multiple days).
- Lodging is separate. A block of rooms has been reserved at the Comfort Inn Hotel & Suites at a special rate of \$96 per night plus applicable taxes and assessments. Call 989-772-4000 for reservations and indicate that you are with MAMC.
- Questions can be sent to the program coordinator Jeanne Rouston at: jeanne.rouston@gmail.com

MAMC CANCELLATION POLICY

The cancellation fee is now \$100.00 (per SR 17), and request must be submitted 14 days prior to the event. Cancellation requests must be made in writing and emailed to info@michiganclerks.org or faxed to MAMC at 517-371-1170. Cancellation requests received after 14 business days before the conference date or no shows will be charged the full registration fee and are not entitled to any refund.

INDICATE THE DAY(S) YOU PLAN TO ATTEND:

Three days, November 29 - December 1, postmarked on or before Nov. 4, 2022.	\$450.00
Tuesday, November 29 - postmarked on or before Nov. 4, 2022.	\$150.00
Wednesday, November 30 - postmarked on or before Nov. 4, 2022.	\$150.00
Thursday, December 1 - postmarked on or before Nov. 4, 2022.	\$150.00
Not an MAMC member? Add non-member charge of \$50.00.	\$50.00
Postmarked after Nov. 4, 2022, add \$50.00 late fee.	\$50.00

MAIL THIS FORM TO:



MAMC

120 North Washington Square
Suite 110A
Lansing, MI 48933

Please include a check payable to MAMC with mail-in registrations. Return by November 4, 2022, to avoid the \$50.00 late fee. Sorry, no exceptions. Please do not fax or email registration materials. MAMC accepts credit card payments and online registration. www.michiganclerks.org/Events.aspx

TOTAL ENCLOSED



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TUESDAY November 29, 2022	WEDNESDAY November 30, 2022	THURSDAY December 1, 2022
<p>BREAKFAST Conference Center 7:45 - 8:45 AM</p> <p>8:00 – 8:45 AM REGISTRATION</p> <p>8:45 AM – Noon JUST THROW STRIKES</p> <p>This session will talk about the complexities of not only managing yourself and the team but also the individual players.</p> <p>INSTRUCTOR: MAMC Master Academy Facilitator Steve Ludwig, Ludwig Speaks</p> <p>LUNCH</p> <p>12:45 – 4:00 PM LESSON LEARNED FROM THE MID-TERM ELECTIONS</p> <p>The Bureau of Elections will use the session's first half to provide a debrief and discuss what went well and what areas need improvement. The second part of the session will follow that with a Clerk to Clerk session with their individual best practices and areas that need improvement.</p> <p>INSTRUCTOR: Kristi Dougan, Manager, Training and Elections Assistance Michigan Bureau of Elections</p> 	<p>BREAKFAST Conference Center 7:45 - 8:45 AM</p> <p>8:00 – 8:45 AM REGISTRATION</p> <p>8:45 – Noon HOW SEASONED LEADERS KEEP THEIR EDGE</p> <ul style="list-style-type: none"> Learn 21 ways to take the pressure off and perform at your best. Discover five “Edge Corrosives” and how to defeat them. Keep your decision-making sharp in these four ways. Continue to inspire those who work for you. Here’s how. Discover the one key that will allow you to focus on the big picture. <p>INSTRUCTOR: Doug Cartland, DCI</p> <p>LUNCH</p> <p>1:00 – 4:00 PM HOW TO BUILD DYNAMIC TEAM COHESIVENESS</p> <ul style="list-style-type: none"> Learn the language of consensus. Eleven techniques for building rapport and cooperation on the team. Discover how to eliminate the toxic political culture that can threaten a team’s health. Nine principles to candid, honest discussions that turn problem situations into positive ones. Five tips for finding common ground. <p>INSTRUCTOR: Doug Cartland, DCI</p>	<p>BREAKFAST Conference Center 7:45 - 8:45 AM</p> <p>8:00 – 8:45 AM REGISTRATION</p> <p>8:45 – 10:00 AM LEGISLATIVE UPDATE</p> <p>This session is intended to inform the attendees of proposed legislation that may affect the Clerks office. Specific bills will be determined based on what is active during the session.</p> <p>INSTRUCTORS: Mary Clark, MiPMC, MAMC Past President Delta Township Clerk</p> <p>Lisa Lawitzke, MAMC 2nd Vice President, Legislative Committee Chair Bellevue Township Clerk</p> <p>10:15 AM – Noon MEDIA TRAINING FOR CLERKS</p> <p>This session aims to give you tools to be proactive with the media by building relationships and providing positive information through news releases. In addition, we will address ways to handle media scrutiny and accusations about election security and fraud.</p> <p>INSTRUCTORS: Chris Swope, MAMC Past President City of Lansing, Clerk</p> <p>Jackie Beaudry, MiPMC/MMC, MAMC Second Vice President, City of Ann Arbor, Clerk</p> <p>LUNCH</p> <p>1:00 – 4:00 PM SOLVING THE COMMUNICATION PROBLEM</p> <p>This session will discuss the root of communication problems, why people “just don’t get it,” and how we struggle to meet our goals for ourselves and our teams.</p> <p>INSTRUCTOR: MAMC Master Academy Facilitator Steve Ludwig, Ludwig Speaks</p>