

Arkansas City Clerks Recorders Treasurers Association

New Clerk Orientation Program

January 10, 2007 ~ Arkansas Room ~ Peabody Hotel ~ Little Rock

8:00 a.m. – 2:00 p.m.

8:00am	Diane Whitbey	Welcome
	Kim Jones	Introductions
	Paula Caudle	Duties: What Have You Gotten Into??
	Diane Whitbey	ACCRTA & IIMC: What's It All About? What & Why
	Diane Whitbey	Officers/Committees
	Charlotte Goodwin	Mentor Program
	Patti Grey	District Meetings & Yearly Calendar
	Kim Jones	Institute Certification Process (State & IIMC)
	Paula Caudle	Scholarships
9:45am		Break
10:00am	Paul Suskie	Ordinances & Resolutions
	Barbara Blackard & Diane Whitbey	Agendas, Packets & Minutes
11:30am		Trolley to North Little Rock Catered Lunch ~ NLR Chamber of Commerce Return trolley to Peabody Hotel
12:30pm	Barbara Blackard & Regina Walker	Financial Matters
2:00pm	Diane Whitbey	3-Minute Wrap-Up

Thank you for joining us!

**Special thanks to the Arkansas Municipal League
for providing our room and refreshments.**