

Municipal Clerks Institute 2008 Certification Program Schedule

Sunday September 14

- 3:00 - **Welcome & Orientation** CCE 403
 5:00pm **Professional Organizations & Certification Knowledge Transfer Action Plans (KTAP)**
Kim Jones, Institute Director
- 5:45pm **Dutch-Treat Group Dinner at Logan's Steakhouse**
Meet in Cosmopolitan lobby if you'd like to join us!

DON'T MISS OUT! *The Gathering Place - Cosmopolitan Room 1510*
Open 7:30-10:00pm for talking, snacking, and a general good time

Monday September 15

- 8:00 **Welcome & Announcements** CCE 403
Kim Jones, Institute Director
- 8:15am **Advanced Parliamentary Procedure** CCE 403
Kit Williams, City Attorney, Fayetteville
- 10:15am Break Lobby
- 10:30am **Clerks & Identity Theft Laws & Prevention**
Larry Ropp, Pre-Paid Legal Services
- 11:30am Lunch on Your Own
- 12:45pm **Management & Leadership Styles** CCE 403
Kathleen Dorn, Program Coordinator, UA Global Campus
- 2:45pm Break Lobby
- 3:00pm **E-Mail, Internet, Computer Security** CCE 403
Mike Sypult, Computer Training Coordinator, UA Global Campus
- 5:00pm **Daily Wrap-Up & KTAP Reflections** CCE 403
Kim Jones, Institute Director

COME JOIN US! *The Gathering Place - Cosmopolitan Room 1510*
Open 6:30-10:00pm for talking, snacking, and a general good time

Tuesday September 16

8:00am	Announcements <i>Kim Jones, Institute Director</i>	CCE 403
8:15am	Fiscal Management <i>June Barron, Deputy Legislative Auditor, Department of Legislative Audit</i>	CCE 403
10:15am	Break	Lobby
10:30am	Fiscal Management – conclusion	
11:30am	Lunch On Your Own	
12:45pm	Payroll Administration <i>Barbara Blackard, Clerk/Treasurer, Clarksville</i>	CCE 403
2:45pm	Break	Lobby
3:00pm	Building Professional Credibility <i>Diane Whitbey, City Clerk & Collector, North Little Rock</i>	CCE 403
5:00pm	Daily Wrap-Up & KTAP Reflections <i>Kim Jones, Institute Director</i>	CCE 403
6:00pm	Group Dinner at Mariachi's Mexican Restaurant 5 special menu choices (includes salad, entrée, drink, dessert)	Cash bar available!

<i>MAKE NEW FRIENDS!</i>	<i>The Gathering Place - Cosmopolitan Room 1510 Open 7:30-10:00pm for talking, snacking, and a general good time</i>
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Wednesday September 17

8:00am	Announcements <i>Kim Jones, Institute Director</i>	CCE 403
8:15am	Using the Municipal Handbook for Officials & Beyond <i>David Schoen, Legal Counsel</i> <i>Arkansas Municipal League – Northwest Office</i>	CCE 403
10:15am	Break	Lobby
10:30am	Understanding & Managing Conflict <i>Theres Stiefer & Kevin Rose,</i> <i>UA Center for Management & Executive Education</i>	CCE 107
11:30am	Lunch On Your Own	
12:45pm	Understanding & Managing Conflict - conclusion	CCE 107
1:45pm	Municipal Role in Making State Laws <i>Don Zimmerman, Executive Director</i> <i>Arkansas Municipal League</i>	CCE 107
2:45pm	Break	Lobby
3:00- 5:00pm	Legislative Update <i>Don Zimmerman, Executive Director</i> <i>Arkansas Municipal League</i>	CCE 107

6:00pm	Social & Photos	<i>Sponsored by Municipal Code Corp.</i>	Cosmopolitan – Atrium
7:00pm	Annual Banquet		Cosmopolitan – Ballroom

LOTS OF FUN!	<i>The Gathering Place - Cosmopolitan Room 1510</i> <i>Open 8:30-10:00pm for talking, snacking, and a general good time</i>
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Thursday September 18

8:00am	Announcements <i>Kim Jones, Institute Director</i>	CCE 403
8:15am	Document Imaging & Disaster Recovery Planning <i>John Strickland, Sales Executive, Edco, Inc.</i>	CCE 403
10:15am	Break	Lobby
10:30am	Running for Office <i>Jason Carter, City Attorney, North Little Rock</i>	CCE 403
11:30am	Lunch Presentation (lunch provided from Jason's Deli)	
	Energy Efficiency in Municipal Government <i>Paul Suskie, Chair, Arkansas Public Service Commission</i>	
12:45pm	Harassment & Discrimination Issues <i>Jason Carter, City Attorney, North Little Rock</i>	CCE 403
2:45pm	Break	Lobby
3:00pm	Business Writing <i>Judy Hammond</i>	CCE 403
5:00pm	Daily Wrap-Up & KTAP Reflections <i>Kim Jones, Institute Director</i>	CCE 403

PIZZA NIGHT! *The Gathering Place - Cosmopolitan Room 1510*
Open 5:30-10:00pm for talking, snacking, and a general good time
Join us for Pizza Night and the Last Hoo-Rah!

Friday September 19

8:00am	KTAP Follow-up & Final Reports <i>Kim Jones, Institute Director</i>	CCE 403
9:00am	Building Effective Teams <i>Bruce Johanson, Johanson Consulting</i>	CCE 403
10:00am	Break	Lobby
10:30am	Building Effective Teams – conclusion	CCE 403
12:30pm	Wrap-up <i>Kim Jones, Institute Director</i>	CCE 403

Have a safe trip home!
Mark your calendars for September 13-18, 2009

Special thanks to John Strickland and Edco for sponsorship of our refreshments!