

# 2018 Municipal Clerks Institute ~ AGENDA at a GLANCE

Sun, Sept 16 Certification (Bella Vista Room)	Mon, Sept 17 Cert + Acad (Bella Vista Room)	Tue, Sept 18 Academy (Ballroom)	Tue, Sept 18 Certification (Bella Vista Room)	Wed, Sept 19 Certification (Bella Vista Room)	Thu, Sept 20 Certification (Bella Vista Room)	
	<b>Breakfast at Hotel</b> 6:30 – 7:30am		<b>Breakfast at Hotel</b> 6:30 – 7:30am	<b>Breakfast at Hotel</b> 6:30 – 7:30am	<b>Breakfast at Hotel</b> 6:30 – 7:30am	
	<b>Wake-up</b> 7:50am		<b>Wake-up</b> 7:50am	<b>Wake-up</b> 7:50am	<b>Wake-up</b> 7:50am	
	<b>Today's Convener:</b> Andrea Williams	<b>Convener:</b> Diane Whitbey	<b>Today's Convener:</b> Phyllis Thomas	<b>Today's Convener:</b> Stacey Bennett	<b>Today's Convener:</b> Diane Whitbey	
	<b>Legislative Audit Update</b> 8 – 10am Lance Woodworth	<b>The Year of Yes</b> By Shonda Rhimes (Athenian Dialog) Jane Long 8:30am – 12pm	<b>Basic Government: City, State, County, Federal</b> 8 – 10am Mark Hayes, Mike Mosley, Lanny Richmond	<b>Municipal Budget Process</b> 8 – 10am Barbara Blackard	<b>Farmer's Market (in lieu of lunch)</b> 8 – 9a	
	<b>Break</b> 10 – 10:15am		<b>Break</b> 10 – 10:15am	<b>Break</b> 10 – 10:15am		
	<b>Turning Lemons into Lemonade: Conflict Doesn't Need to Be So Sour</b> 10:15am – 12:15pm Judith Tavano		<b>FOIA Compliance</b> 10:15am – 12:15pm Mark Hayes, Mike Mosley, Lanny Richmond	<b>Project &amp; Priority Mgmt.</b> 10:15am – 12:15pm Dr. Jane Long	<b>Agendas, Packets, &amp; Minutes</b> 9 – 11am @ Fayetteville City Hall Sondra Smith	
	<b>Lunch</b> 12:15 – 1pm		<b>Lunch</b> 12:15 – 1pm	<b>Lunch</b> 12:15 – 1pm	<b>Lunch</b> 12:15 – 1pm	
<b>Welcome!</b> 1 – 1:30pm Kim Jones, ACCRTA Officers	<b>Providing Exceptional Customer Service in the AR Municipal Workplace</b> 1 – 3pm David Baxter		<b>(Athenian Dialog)</b> Jane Long 1 – 4pm	<b>Wage &amp; Hour Law Update</b> 1 – 3pm Nathan Butler	<b>All About Municipal Bonds</b> 1 – 3pm Bob Wright	<b>Intentional Learning (working lunch session)</b> 11a – 1pm @ Fayetteville City Hall Kim Jones
<b>Principles of Adult Learning</b> 1:30 – 3:30pm Kim Jones	<b>Break</b> 3 – 3:15pm		<b>Break</b> 3 – 3:15pm	<b>Break</b> 3 – 3:15pm	<b>AR Occupational Safety &amp; Health Div. Compliance</b> 1 – 3pm Mike Watson	
<b>The Clerk Profession</b> 3:30 – 5:30pm Kim Jones	<b>Teamwork Among Municipal Officials</b> Joe A. Smith 3:15 – 4:00 p.m. <b>Legislative Update</b> 4:00 – 5:15pm Mark Hayes, Mike Mosley, Lanny Richmond		<b>Finding Grants</b> 3:15 – 5:15pm Chad Gallagher	<b>Roundtable Relevant Topics</b> 3:15 – 5:15pm Kim Jones	<b>Technology Update</b> 3:15 – 5:15pm Mike Sypult	
	<b>Daily Wrap-up</b> 5:15 – 5:30pm Kim Jones		<b>Daily Wrap-up</b> 5:15 – 5:30pm Kim Jones	<b>Daily Wrap-up</b> 5:15 – 5:30pm Kim Jones	<b>Until Next Year...</b> 5:15 – 5:30pm Kim Jones	
<b>Group Dinner @ Emelia's Kitchen sponsored by Crews &amp; Assoc.</b>	<b>Social 6:30-7 sponsored by MuniCode Banquet 7-8</b>		<b>Dinner on Your Own (Optional Taste of Thai Group Dinner w/ Dr. Long)</b>	<b>Optional Food Truck Dinner &amp; Escape Room Team Building Fundraiser @ Cave Springs</b>		

\*Conveners are responsible for making announcements, introducing speakers, assisting speakers as needed (handouts, etc.), and general hosting duties.

All classes occur at The Chancellor Hotel, 70 N East St, Fayetteville AR 72701. Classes are on the second floor of the hotel.

Free parking is available on the top level of the Meadow Street Parking Deck. Enter the deck from Meadow Street – exit on the opposite side.

See the map below for details.

