

REGISTRATION MATERIALS



2010 Master Academy and New Clerks' Institute
March 8, 2010

2010 Spring Institute
March 9-11, 2010

SPONSORED BY THE MANAGEMENT DEVELOPMENT INSTITUTE
College of Business Administration
Missouri State University

IN COOPERATION WITH THE INTERNATIONAL INSTITUTE
OF MUNICIPAL CLERKS

NEW CLERKS' INSTITUTE

The New Clerks' Institute is an educational program recognized by the International Institute of Municipal Clerks (IIMC) and is designed to meet the educational requirements of the Certified Municipal Clerk (CMC) program, as well as the Missouri Registered City Clerk (MRCC) program. The New Clerks' Institute has been approved for 8 classroom hours. To meet the requirements of IIMC's programs, one must be a member of IIMC for two years. A participant can start an accreditation program at any time. For further information about professional certifications, contact the IIMC at (909)592-4462 or the Management Development Institute at (417)836-5667.

REGISTER NOW!

TENTATIVE COURSE SCHEDULE			
DATE	TIME	COURSE	SPEAKER
Monday, March 8	8:00 am — 5:00 pm	<ul style="list-style-type: none"> • Public Administration and Organization • Agendas and Minutes • Local Government • Stress Management 	Panel of Clerks: Denise Chisum, Pam Rogers, Natalie Scrivner Karen Goodwin Stewart Haynes Gina Bueneman-Cooper

 **Don't forget to register for the Spring Institute along with the New Clerks' Institute!**

MASTER ACADEMY

The Master Academy is an educational program recognized by the International Institute of Municipal Clerks (IIMC) and is designed to meet the educational requirements of the Certified Municipal Clerk (CMC) program, as well as the Missouri Registered City Clerk (MRCC) program. The Master Academy has been approved for 6 classroom hours. To meet the requirements of IIMC's programs, one must be a member of IIMC for two years. A participant can start an accreditation program at any time. For further information about professional certifications, contact the IIMC at (909)592-4462 or the Management Development Institute at (417)836-5667.

REGISTER NOW!

TENTATIVE COURSE SCHEDULE			
DATE	TIME	COURSE	SPEAKER
Monday, March 8	9:00 am — 4:00 pm	<ul style="list-style-type: none"> • Active Listening - Hearing vs. Listening - There is a Difference • Stress Management - Learn to Love Your Life • Personality Styles - How to Work with Anyone • Speaking for Understanding - Getting Your Point Across 	Mark Gideon Mark Gideon Mark Gideon Mark Gideon

SPRING INSTITUTE

The Spring Institute is an educational program recognized by the International Institute of Municipal Clerks (IIMC) and is designed to meet the educational requirements of the Certified Municipal Clerk (CMC) program, as well as the Missouri Registered City Clerk (MRCC) program. The Spring Institute has been approved for 20 classroom hours. To meet the requirements of IIMC's programs, one must be a member of IIMC for two years. A participant can start an accreditation program at any time. For further information about professional certifications, contact the IIMC at (909)592-4462 or the Management Development Institute at (417)836-5667.

REGISTER NOW!

TENTATIVE COURSE SCHEDULE			
DATE	TIME	COURSE	SPEAKER
Tuesday, March 9	8:00 am—10:00 am	• How to Get the Most Out of What You Have: Happiness and Fulfillment in Uncertain Times	Mark Gideon
	10:15 am—12:00 pm	• Written Communications	Gina Bueneman-Cooper
	12:15 pm—1:30 pm	• Lunch/Business Meeting	
	1:30 pm—3:15 pm	• Social Media Minutes 4 UR Review	George Liyeos
	3:30 pm—5:00 pm	• General Law	Cunningham, Vogel and Rost
Wednesday, March 10	8:00 am—10:00 am	• Human Resources	Scot Scobee
	10:15 am—12:00 pm	• Unclaimed Property, Linked Deposit Program, Economic Update/Banking Update/Collateralization of Public Funds, Banking	Scott Harper Nicole Hackmann Andy Maschhoff
	12:00 pm—1:00 pm	• Lunch	
	1:00 pm—3:00 pm	• Red Flag Rules	Ivan Schraeder
	3:15 pm—5:00 pm	• MML Legislative Session	Stewart Haynes
	6:30 pm	• Banquet	
Thursday, March 11	8:00 am—10:00 am	• Liquor Control	Karl Kost
	10:15 am—12:00 pm	• Improving Your Professional Image	Tanya Downing

✓ Don't forget to register for the New Clerks' Institute along with the Spring Institute!

Be sure to bring this Mo Buck with you to the Institute...
it is valuable!



FOUR WAYS TO REGISTER

REGISTER
NOW!

Four Ways to Register:

1. **Mail** your completed registration form to:
Management Development Institute
ATTN: MoCCFOA Spring Institute
Missouri State University
901 S. National Ave.
Springfield, MO 65897
2. **Call** the Management Development Institute at (417)836-5667
3. **Fax** to (417)836-7666
4. **E-Mail** registration form to: bdavis@missouristate.edu

Dress Code: Business casual (no jeans or sweats), except for Thursday which will be casual. Banquet attire should be semi-formal.

Cancellations, Refunds and Substitutions: Cancellations made less than five (5) working days prior to the Institute's start date are subject to a \$100 cancellation fee. Refunds will not be granted after Friday, March 5; we have to guarantee our attendance with the hotel on that date. Substitutions may be made at any time; please advise us. Speakers and topics are subject to change.

LODGE OF FOUR SEASONS HOTEL INFORMATION

The Lodge of Four Seasons in Lake Ozark, MO is your 2010 Spring Institute facility. Room rates are **\$89.00 per night**, single or double occupancy. Reservations for your room must be made directly with the hotel by calling **(888)265-5500** and should be confirmed with a credit card number. Be sure to ask for the MoCCFOA room rate. **Reservations should be made before Thursday, February 11th, 2010** in order to receive the discounted room rate.

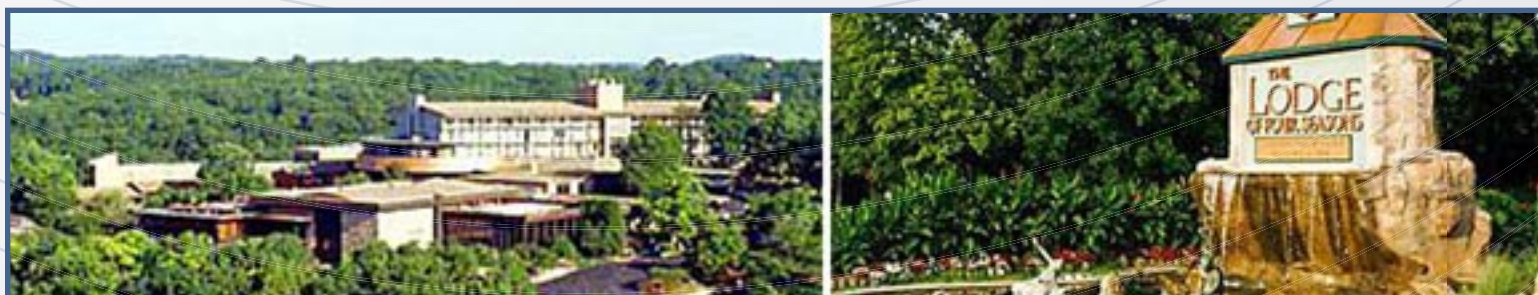
Reservations made after that date may be subject to the hotel's regular rates and availability. **In order to receive the tax-exemption on your hotel room, you must pay with your city's check or credit card. You will need to provide a copy of your tax exempt letter.**

The hotel's facilities and amenities include:

- Fine dining and family dining restaurants within the building
- Full-service fitness and day spa
- Indoor and outdoor swimming pools

Each room includes:

- Coffee maker
- Two telephones with dataports
- Blow dryer
- Iron and ironing board
- High-speed Internet connection (for an additional charge)



REGISTRATION INFORMATION

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SEMINAR FEES						
WHAT'S INCLUDED	COURSE	MEMBERS	NON-MEMBERS	TOTAL		
Continental breakfast, lunch, beverages and afternoon snacks.	New Clerks' Institute	\$125.00	\$155.00			
Lunch, beverages and afternoon snacks.	Master Academy <i>(Monday Only)</i>	\$125.00	\$155.00			
Three breakfasts, two lunches, beverages, snacks at breaks and the Banquet.	Spring Institute <i>(Tuesday–Thursday)</i>	\$205.00	\$240.00			
Breakfast, lunch, beverages and snacks at breaks.	Spring Institute—One Day	\$140.00	\$175.00			
	<table border="1"> <tr> <td>Tue</td> <td>Wed</td> <td>Thu</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>				Tue	Wed
Tue	Wed	Thu				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	Additional Banquet Tickets	\$30.00	\$30.00 How many _____			
			TOTAL ENCLOSED	\$		

2010 NEW CLERKS' INSTITUTE REGISTRATION FORM

PLEASE COMPLETE ALL FIVE (5) SECTIONS OF THIS FORM — THANK YOU!

1. PERSONAL INFORMATION:

Name (to appear on certificate) _____

First Name for Nametag _____ SSN (Last 4 Digits) _____

City Village of _____ Job Title _____

Mailing Address _____ City _____

State _____ Zip Code _____ MoCCFOA Division _____

Phone _____ Fax _____ E-Mail _____

2. THIS WILL BE MY FIRST MoCCFOA SPRING INSTITUTE: YES NO

3. PAYMENT INFORMATION: Please make checks payable to MDI/MSU

Check Enclosed: Check Number _____ Card Number _____

Exact Name Printed on Card _____ Three-digit security code on back of card _____

Signature _____ MC Visa Expiration Date (mo/yr) _____

PAYMENT MUST BE MADE IN FULL PRIOR TO THE START OF THE INSTITUTE — WE ARE NOT ABLE TO SEND INVOICES.

4. MEALS I PLAN TO ATTEND:

	Tue	Wed	Thu
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	—
Banquet	—	<input type="checkbox"/>	—

5. WILL YOU BE RECEIVING AN AWARD AT THE BANQUET?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

IF YES, FOR WHAT?
