



## Red Book Ready Road Map

(as of July 2022; updated as new courses qualify)



Chapter	Qualifying Sessions / Approved Instructors	Availability
1-What Does It Mean to Be “Public”?	4-hour webinar <b>Board Authorities &amp; Responsibilities</b> (Catherine Mullhaupt / Judy Allen)	Webinar held April 12, 2021, available in MTA’s Online Learning Center (OLC)
2-What is a Township?	90-minute course <b>Anatomy of a Township</b> (Catherine Mullhaupt)	MTA’s <i>Professional Development Retreat for Trustees</i> (Oct. 24, 2021), available in MTA’s OLC
3-Interacting with Other Governments	108-minute webinar <b>Urban Cooperation Strategies</b> (William Fahey & Stephen Schultz)	Available in MTA’s OLC
4-The Township Board	4-hour course <b>Policy Matters</b> Led by a member of MTA’s Member Information Services team	MTA’s 2022 Annual Conference; available in MTA’s OLC – note audio issues
5-Holding Township Board Office	<b>Choose two from these options to earn full chapter credit:</b> 60-min <b>NYK: Me and My Deputy</b> (Mike Selden) 60-min <b>NYK: Board Compensation</b> (Catherine Mullhaupt) 75-min webinar <b>Who Gets Paid What, and How?</b> (Cindy Dodge) 75-min course <b>Ethical Considerations</b> (MTA Legal Counsel)	Webinar Sept 1, 2021 (available in MTA’s OLC) Webinar held Jan. 20, 2021 (available in MTA’s OLC) Available in MTA’s OLC MTA’s <i>Professional Development Retreats for Trustees</i> (Oct. 25), available in MTA’s OLC
6-Meetings	<b>Choose from these options to earn full chapter credit:</b> 90-min course <b>Making the Most of Meetings</b> (Mike Selden) <b>OR</b> 90-min webinar <b>Secrets to Great Board Meetings</b> (Larry Merrill) 78-min webinar <b>Meeting Misconceptions</b> (Jim Beelen) <b>OR</b> 3.5-hour course OR webinar <b>TGA: Making Meetings Work More Effectively</b> (Sue Radwan) 60-min <b>NYK: OMA is Here to Stay</b> (Catherine Mullhaupt) <b>PLUS – add on this webinar to earn full chapter credit:</b> 60-min <b>NYK: Taking Township Minutes</b> (Cindy Dodge)	Held at MTA’s 2021 <i>UP North Summit</i> (available in MTA’s OLC) Available in MTA’s OLC Available in MTA’s OLC  Available in MTA’s OLC Webinar held May 12, 2021 (available in MTA’s OLC)  Webinar held June 2, 2021 (available in MTA’s OLC)

7-Revenue Sources	<p><b>Choose from these options to earn full chapter credit:</b>  75-min webinar <b>Exploring Township Revenue Sources</b> (Catherine Mullhaupt)  <b>OR</b>  102-min webinar or course <b>TGA: At Your Services – Meeting Township Needs Part I</b> (Steve Mann)  <b>OR</b>  2-part Webinar <b>Special Assessment Procedures</b> (Steve Mann)</p>	<p>Available in MTA’s OLC</p> <p>Available in MTA’s OLC</p> <p>Available in MTA’s OLC</p>
8-Accounting, Budget and Lawful Expenditures	<p><b>Choose two from these options to earn full chapter credit:</b>  90-min course <b>Fraud Prevention</b> (Cindy Dodge / Mary Segalin)  60-min webinar <b>Payroll Questions? We’ve Got Answers</b> (Cindy Dodge)  90-min course <b>You Paid What for What</b> (Cindy Dodge)  <b>OR</b>  4-part webinar <b>Accounting &amp; Payroll</b> (Dave Williamson)  *geared toward clerks/treasurers (Cindy?)  <b>OR</b>  4-part webinar <b>Building a Better Budget</b>  Led by Larry Merrill &amp; Mike Selden</p>	<p>Held at MTA’s 2021 UP North Summit (available in MTA’s OLC)  Webinar held April 20, 2021, available in MTA’s OLC</p> <p>Held at MTA’s 2021 UP North Summit (available in MTA’s OLC)  Available in MTA’s OLC</p> <p>Available in MTA’s OLC</p>
9-Public Records	Sessions announced soon	Coming to MTA’s 2023 Annual Educational Conference April 17-20 at the Grand Traverse Resort in Acme Township (Grand Traverse Co.)
10-Assessing and the Board of Review	<p><b>Choose from these options to earn full chapter credit:</b>  2-part webinar or 3.5-hour course <b>TGA: Fundamentals of Assessment &amp; Taxation</b> (Shila Kiander)  60-min <b>NYK: What the Board Needs to Know about July Board of Review</b> (Cindy Dodge)  <b>OR</b>  3-part webinar or 3-hour course <b>Board of Review: Basics</b> (Cindy Dodge)  *for supervisors and board of review members  2-part webinar or 2.5-hour course <b>Board of Review: Beyond the Basics</b> (Cindy Dodge)  *for supervisors and BoR members  60-min <b>NYK: What the Board Needs to Know about July Board of Review</b> (Cindy Dodge)</p>	<p>Available in MTA’s OLC</p> <p>Webinar July 14, 2021 (available in MTA’s OLC)</p> <p>Available in MTA’s OLC</p> <p>Available in MTA’s OLC</p> <p>Webinar July 14, 2021 (available in MTA’s OLC)</p>

11-Tax Collecting	<p>60-minute <b>NYK: What the Board Needs to Know about Tax Collection</b> (Cindy Dodge)  <i>Full chapter credit also earned from these sessions: (geared for treasurers/deputies)</i>  75-minute webinar <b>Taxation Trouble-spots*</b> (Jim Beelen)  <b>OR</b>  4-part webinar or 6-hour course <b>Treasurers' Guide to Tax Collection*</b> (Cindy Dodge)</p>	<p>Webinar Nov. 5, 2021 (available in MTA's OLC)</p> <p>Available in MTA's OLC</p> <p>Available in MTA's OLC</p>
12-Elections	<p>60-minute <b>NYK: What the Board Needs to Know about Elections</b> (Cindy Dodge)  <i>Full chapter credit also earned from these sessions: (geared for clerks/deputies)</i>  60-min course <b>Elections Update*</b> (Bureau of Elections)  90-min webinar <b>Election Tips &amp; Tricks*</b> (Cindy Dodge / Kathy Funk)  <b>OR</b>  5-part webinar <b>Election Tips &amp; Fundamentals*</b> (Cindy Dodge, Kathy Funk and the state's Bureau of Elections)</p>	<p>Webinar Oct. 1, 2021 (available in MTA's OLC)</p> <p>Held at MTA's 2021 UP North Summit (available in MTA's OLC)</p> <p>Available in MTA's OLC</p> <p>Available in MTA's OLC</p>
13-Ordinances	<p>90-min course <b>Understanding Ordinances</b> (Seth Koches)  <b>OR</b>  2-part webinar <b>Introduction to Ordinances</b> (Roxanne Seeber)  <b>PLUS – add on this webinar to earn full chapter credit:</b>  2-part webinar <b>Ordinance Enforcement</b> (Roxanne Seeber)</p>	<p>Held at MTA's 2021 UP North Summit (available in MTA's OLC)</p> <p>Webinar held during MTA's Virtual Conference April 21, 2021, available in MTA's OLC</p> <p>Available in MTA's OLC</p>
14-Franchises	<p><b>What Your Township Needs to Know about Franchises</b> (Rob Thall)</p> <p><i>More sessions coming soon</i></p>	<p>Held at MTA's 2022 Annual Conference</p>
15-Land Use	<p><i>Choose from these options to earn full chapter credit:</i>  60-min <b>NYK: What Your Board Needs to Know about Planning &amp; Zoning</b> (Catherine Mullhaupt)  <i>Full chapter credit also earned from these sessions:</i>  4-part webinar or 6-hour in-person course <b>TGA: Defining Your Township's Land Use Future</b> (Steve Langworthy)  <b>OR</b>  4-part webinar or 3-hour in-person course: <b>Hot Topics in Planning &amp; Zoning</b> (Catherine Kaufman)  <b>OR - these sessions geared for PC and ZBA members</b></p>	<p>Webinar May 12, 2021 (available in MTA's OLC)</p> <p>Coming to Frankenmuth July 11, 2022 (available in MTA's OLC)</p> <p>Coming to Gaylord, Mt. Pleasant, Lawrence AND online in Aug. 2022 (also available in MTA's OLC)</p>

	<p>3-part webinar or 3-hour in-person course: <b>Introduction to Planning &amp; Zoning</b> (Catherine Kaufman OR Steve Langworthy)</p> <p>3-part webinar or 3-hour in-person course: <b>Roles &amp; Functions of the Zoning Board of Appeals</b> (Steve Langworthy)</p>	<p>Held in Frankenmuth, Gaylord, Kalamazoo AND online in May. 2022 (also available in MTA's OLC)</p> <p>Available in MTA's OLC OR coming to a location near you in 2023</p>
16-Other Township Statutory Authority	<p>4-hour webinar <b>Board Roles Who Does What</b> (Cindy Dodge)</p> <p><b>PLUS – one of these webinars to earn full chapter credit:</b></p> <p>Governing an Accountable Fire Department (Larry Merrill)</p> <p><b>OR</b></p> <p>3-part webinar or 3-hour in-person course: <b>Cemetery Management</b> (Cindy Dodge)</p>	<p>Webinar held April 13, 2021 (available in MTA's OLC)</p> <p>Available in MTA's OLC</p> <p>Held at MTA's 2021 UP North Summit (available in MTA's OLC)</p>
17-MTA	<p><b><i>Choose from these options and receive 6 points to earn full chapter credit:</i></b></p> <p>Volunteering at MTA's Annual Educational Conference &amp; Expo (2)</p> <p>Serving as a panelist or speaker at any MTA educational event (2)</p> <p>Attending an MTA's Professional Development Retreat (2)</p> <p>Attending MTA's UP North Summit (2)</p> <p>Attending MTA's Annual Educational Conference &amp; Expo (4)</p> <p>Attending an MTA On the Road Regional Meeting (1)</p> <p>Watching 4-Now You Know webinars – both the live and recorded version qualify (1)</p>	