

# Supervisor's Retreat Registration Form

## Oct. 28-29, 2021

**Proof of COVID-19 vaccination required for in-person participants.**

**Please attach a copy of your vaccination card when mailing this to MTA or send via fax (517) 321-8908 or email [secure@michigantownships.org](mailto:secure@michigantownships.org). Online registrants will be given instructions for uploading an image.**

_____	
Township	County
_____	
Name	Title
_____	
Email Address	
_____	
Name	Title
_____	
Email Address	

*Do you have special dietary or accessibility needs? Let us know by calling (517) 321-6467 Ext. 230 OR email [kristin@michigantownships.org](mailto:kristin@michigantownships.org) at least a week in advance.*

**NOTE: Payment must accompany form in order to be processed.**

- Check enclosed (payable to MTA)
- Charge to: (circle one) MasterCard VISA

- - -	/
_____	_____
Card #	Expires

_____	_____
Print Card Holder's Name	Signature

**Retreat rates:** Includes all sessions, meals and activities. Housing is not included; lodging details will appear in your registration confirmation. **MTA Online Premium** subscribers receive 20% off regular rates.

- Regular rate \$362/person  
\$412/person within two weeks of event
- Premium subscribers \$290/person  
\$330/person within two weeks of event

**BONUS: I saved \$60 on a second full-retreat registration!**

**Virtual rates:** Get access to live streams of select sessions PLUS recorded versions of all sessions following the event for three months. Must register at least one week prior to retreat to join live stream. **MTA Online Premium** subscribers receive 20% off regular rates.

- Regular rate \$290/person
- Premium subscribers \$232/person

**BONUS: I saved \$60 on a second full-retreat registration!**

**Single-day rates:** Includes that day's sessions, meals and activities. Housing is not included; lodging details will appear in your registration confirmation. **MTA Online Premium** subscribers receive 20% off regular rates.

**Check the day you wish to attend:**  Day 1 OR  Day 2

- Regular rate \$229/person  
\$249 within two weeks of event
- Premium subscribers \$183/person  
\$199 within two weeks of event

**TOTAL ENCLOSED:** \$ \_\_\_\_\_

*Above rates are for MTA members; non-members, call MTA for rates.*

Save time, register online at <https://bit.ly/MTAretreats>. Or send your completed registration form with payment and a copy of your vaccination card to MTA, P.O. Box 80078, Lansing, MI 48908-0078; fax: (517) 321-8908. Questions? Call (517) 321-6467 or email [education@michigantownships.org](mailto:education@michigantownships.org).



512 Westshire Drive  
P.O. Box 80078  
Lansing, MI 48908-0078

Prsrt Std.  
US Postage  
Paid  
Lansing, MI  
Permit #765

**Exclusive Event for Supervisors  
and Deputy Supervisors!**



# Township Supervisors' Professional Development Retreat

Oct. 28-29, 2021  
Bavarian Inn Lodge, Frankenmuth





Join fellow supervisors from around the state on Oct. 28-29 for the **Township Supervisors' Professional Development Retreat**. Held at the Bavarian Inn Lodge in Frankenmuth, this retreat offers premier educational programming and excellent networking opportunities. Educational sessions include:

**Managing Adversity & Hostility**

We all encounter unreasonable people, whether it's an unhappy resident or a board member with an opposing view. It's easy to let those challenging individuals impact our attitude. Learn how to avoid personalizing others' behavior (and comments!) and maintain self-control to avoid escalating the problem. Get strategies for winning better rapport, cooperation and respect.

**What Every Supervisor Should Know About the Land Division Act**

The Land Division Act regulates the separation of land into parcels, sets standards for creating subdivision lots and ensures the land is suitable for building. From application forms to property history, dig into the details that impact your role and help ensure the review and resulting divisions are in compliance.

**Meeting Management and More**

It's hard to run fair, efficient and effective meetings without proper preparation and ground rules. Delve into preparation techniques, strategies for ensuring all voices are heard and tips for keeping your meetings on track.

**OMA, Commissions and Committees ... Oh My!**

We all know the township board must comply with the Open Meetings Act (OMA), but what about those other township boards and committees? Do they need to comply? If so, how do they do it? Get a review of how appointments are made to different township boards and committees including what they need to know to keep themselves—and the township—out of OMA trouble.

**State and Local Relationships ... and Your Role**

Do you know, on average, the number of bills introduced each legislative session that impact local authority? The percentage is higher than you might think. Often these bills limit local control—sometimes they even eliminate it! Learn what you can do to shape future laws and make a positive impact. You will gain an overview of the legislative process while also learning key principles of advocacy success—interactions with legislators and their staff and strategizing for both short- and long-term advocacy success.

**MTA switches to 'Plan B' for in-person events**

Our members' health and safety are our top concern. Plan A for our return to in-person learning was asking participants to mask regardless of vaccination status or whether the event location required it. That didn't work out. Plan B is that people fully vaccinated from COVID-19 are welcome to participate in person and all others are welcome at our virtual events. Proof of full vaccination by submitting a picture of your COVID-19 vaccination card is now part of our registration process. Once the transmission rates decline again, we will re-evaluate our options. We all look forward to less risky conditions in the future.

**Why is this MTA's approach?**

This policy is undertaken to protect the health and well-being of our attendees, staff, presenters, facility partners, their families, and our communities. In-person participants must also complete an acknowledgment of personal responsibility form. The wearing of masks is still strongly encouraged for all attendees, except when seated during meals. For those who are unvaccinated, have compromised health, or are just not ready to gather in large groups, please consider our virtual retreat. Requirements for in-person participation are subject to change, pending state, local or facility requirements or changes in public health conditions. Any changes will be communicated to registrants prior to the event. We appreciate your understanding as we work to provide safe MTA events.

**Back to the Budget: Lawful Expenditures**

Budgeting is one of the best ways to ensure control of your township's finances. But knowing what your township can spend money on is the first in a long list of legal stipulations involved with township finances. Before you spend another township dime, let's spend a little time reviewing lawful (and unlawful!) expenditures.

**Grants: You've Got Questions? We've Got Answers\***

Before you invest time, energy and effort, it is important to understand the process and adjust your expectations accordingly. Gain insights into the many steps involved, from resources to research and preparation to proposal. Discussion includes insights into reporting and uses.

*\*Subject to change*

**Your Role in Assessing (and Board of Review, too!)**

Property assessment is a key function of township government and as the township's "chief assessing officer" the supervisor plays a key role in ensuring that assessing is handled accurately and professionally. A lot has changed in the last two years, including new (and expanded!) requirements for assessors. This impacts your board of review too! Review what your assessor should be providing and new requirements for the board of review, particularly in the areas of personal property tax, veteran exemptions and more.

**HR Strategies for Supervisors**

Good governance includes being an effective employer. This requires townships to face many concerns that other employers face in recruiting, hiring and managing people. Review common employment issues that can become traps for townships and walk away with policies every township should adopt.

**Agenda\***

**Thursday, Oct. 28**

- 9 a.m. Registration check-in
- 9:30 a.m. *Welcome*
- 10 a.m. *Managing Adversity & Hostility*
- 11:15 a.m. Break
- 11:30 a.m. *What Every Supervisor Should Know About the Land Division Act*
- 12:45 p.m. Lunch
- 1:45 p.m. *Meeting Management and More*
- 3 p.m. Break
- 3:15 p.m. *OMA, Commissions and Committees ... Oh My!*
- 4:30 p.m. Break
- 5 p.m. Riverboat cruise
- 6:30 p.m. Dinner

**Friday, Oct. 29**

- 7:30 a.m. Breakfast
- 8 a.m. *State and Local Relationships ... and Your Role*
- 9:15 a.m. Break
- 9:30 a.m. *Back to the Budget: Lawful Expenditures*
- 10:45 a.m. Break
- 11:15 a.m. *Grants: You've Got Questions?*
- 12:30 p.m. Lunch
- 1:30 p.m. *Your Role in Assessing (and Board of Review, too!)*
- 2:45 p.m. Break
- 3 p.m. *HR Strategies for Supervisors*
- 4:15 p.m. Adjourn *\*subject to change*

**Held at the Bavarian Inn Lodge Conference Center**

Located at One Covered Bridge Lane in Frankenmuth

(989) 652-7200

Housing is not included in retreat registration rates. You must first register for the retreat before booking your hotel room. Upon registration, you'll receive a confirmation email that includes a special group code for MTA's room block and discounted rates.



**Cancellations & Substitutions:** Written cancellation requests received at the MTA office two weeks prior to the event will receive a half refund; no refunds will be issued thereafter. Registered attendees who are unable to attend in person will be given access to the virtual version in MTA's Online Learning Center. Or you may substitute another individual from your township for the same retreat. Please contact MTA to let us know of the switch. Changes to hotel reservations must be made directly with the Bavarian Inn Lodge.