

PRE-CONFERENCE PROGRAMS

TOWNSHIP GOVERNANCE ACADEMY (TGA)

How to Earn Your TGA Credential

9 to 9:30 a.m.

FREE session open to all attendees!



Regardless of your position on the township board or amount of experience, TGA is designed to help you improve relations with your fellow board members and gain a better understanding of your role and responsibility as a township official. Earn up to 14 credits by participating in Conference (eight elective credits) and by taking the TGA course *At Your Service: Meeting Township Needs* (six foundations credits) following this introductory session. Enrollment is available at the conclusion of this session. (NOTE: There is a \$35 fee to enroll in TGA, which includes materials and a \$10 coupon for an upcoming class.)
Presenter: Debra McGuire, MBA, CAE, IOM, MTA Director of Communications and Education

At Your Service: Meeting Township Needs (F-101; 6 credits)

10 a.m. to 5:30 p.m.

(inc. beverage service and lunch)

Learn more about the role, authority and legal requirements of the township board in providing services for your residents. Explore funding options as well as the board's responsibility in assuring that the risk inherent with these services is properly managed. Identify strategies to evaluate whether your township's services are effectively serving the community and what considerations should be made today to ensure future viability.
Presenters: Steven Mann, Attorney, Miller, Canfield, Paddock and Stone, PLC, Detroit, and Trustee, Plymouth Charter Township (Wayne Co.); and Susan Radwan, CAE, Leading Edge Mentoring, Grand Ledge

Turn to page 9 for the registration form. Participants should go directly to the Cadillac Room, located on Level 5, to check in, beginning at 9:30 a.m. To receive TGA credit, officials must sign in/sign out within 20 minutes of each class.

BOARD OF REVIEW

To assist board of review members, alternates, township supervisors and assessors in preparing for 2012 board of review sessions, MTA is conducting *Board of Review Training* in three convenient options: (1) join us in January at the pre-Conference sessions described below; (2) catch a half-day session closer to home when we travel around state in February; or (3) learn from the comfort of your home or office when you register for a live online webcast or archived recording available March 1.

Pre-Conference option— You choose the appropriate level!

The Basics

9:30 a.m. to 12:30 p.m.
(inc. beverage service)

This session acquaints newer board of review members with their statutory duties and requirements. Get an overview of the assessment process and responsibilities of the assessor and township supervisor. Delve into exemptions and procedures for handling protests.

Presenter: Cindy Davis, MTA Member Information Services Specialist and Michigan Certified Assessing Officer

Advanced Training

1:30 to 4:30 p.m. (Lunch at 12:30 p.m.)

Geared to experienced board of review members, this session tackles the more complicated aspects, including land value maps, sales studies and property cards. Learn the ins and outs of the process and how YOU impact the 14-point review.

Presenter: Barbara Van Gelderen, CMAE3 Supervisor/Assessor, Manlius Township (Allegan Co.)

ASSESSORS RENEWAL

State Tax Commission Mandatory Update

1 to 5 p.m.

4 hours of STC-approved mandatory credit

The State Tax Commission (STC) requires that all certified assessing officers attend an annual STC Mandatory Update class in order to maintain their certification. The intent of the class is to provide assessors with up-to-date and relevant information in a wide range of assessment administration areas. Class topics include legislative updates, recent court decisions, supervising preparation of the tax roll, classification (STC Bulletin 22 of 2010), new forms, education updates and reference material. Key STC contacts will be provided.

Presenter: Lewis Rogers, District 5 Manager, Assessment and Certification Division, Michigan Department of Treasury, Lansing

All participants MUST register in advance as the session is expected to fill up. To register, use the form on page 9 or email rebecca@michigantownships.org.

Participants should go directly to the Ambassador Salon 1, located on Level 3, to check in, beginning at 12:30 p.m. Note: No lunch provided.



TGA Lounge is open to candidates and graduates of MTA's Township Governance Academy on Wednesday, Jan. 25 from 1:30 to 5:30 p.m. and Thursday, Jan. 26 from 7:30 a.m. to 3:30 p.m.

Sponsored by



CONFERENCE REGISTRATION FORM

REGISTER EARLY
SAVE UP TO \$75

1 Registrant Information (Please photocopy this form to register additional attendees.)

LAST NAME _____ FIRST NAME _____ NICKNAME FOR BADGE _____

TITLE _____ TOWNSHIP _____ COUNTY _____

MAILING ADDRESS _____ CITY/STATE/ZIP _____

DAYTIME PHONE _____ FAX _____ EMAIL _____

SPECIAL NEEDS (DIETARY, ACCESSIBILITY, OTHER) _____ CHECK HERE IF THIS IS YOUR FIRST MTA ANNUAL CONFERENCE & EXPO.

2 Registration Fees

	By Dec. 15*	Dec. 16 to Jan. 10*	After Jan. 10*
<input type="checkbox"/> Main Conference—Attendee (Jan. 25-27)	\$250	\$275	\$325
<input type="checkbox"/> Main Conference + Pre-Conference Track (Jan. 24-27)	\$309 with half-day track	\$354 with half-day track	\$444 with half-day track
Select session(s); for full-day, mix and match one A.M. and one P.M. session:			
<input type="checkbox"/> Board of Review: Basic (A.M.)			
<input type="checkbox"/> Board of Review: Advanced (P.M.)			
<input type="checkbox"/> Ethics, Part I (A.M.)			
<input type="checkbox"/> Ethics, Part II (P.M.)			
<input type="checkbox"/> Office Politics, Part I (A.M.)			
<input type="checkbox"/> Office Politics, Part II (P.M.)			
<input type="checkbox"/> TGA: At Your Service (full day)			
<input type="checkbox"/> Social Media (P.M.)			
	\$349 with full-day track	\$394 with full-day track	\$484 with full-day track
<input type="checkbox"/> Pre-Conference Track Only (Tuesday, Jan. 24)	\$75 half-day track	\$95 half-day track	\$135 half-day track
Select session(s); for full-day, mix and match one A.M. and one P.M. session:			
<input type="checkbox"/> Board of Review: Basic (A.M.)			
<input type="checkbox"/> Board of Review: Advanced (P.M.)			
<input type="checkbox"/> Ethics, Part I (A.M.)			
<input type="checkbox"/> Ethics, Part II (P.M.)			
<input type="checkbox"/> Office Politics, Part I (A.M.)			
<input type="checkbox"/> Office Politics, Part II (P.M.)			
<input type="checkbox"/> TGA: At Your Service (full day)			
	\$125 full-day track	\$145 full-day track	\$185 full-day track
<input type="checkbox"/> Lunch 'n Learn Session (Thursday, Jan. 26)	\$20	\$25	\$35
<input type="checkbox"/> Clerk <input type="checkbox"/> Supervisor <input type="checkbox"/> Treasurer <input type="checkbox"/> Trustee			
Select lunch choice: <input type="checkbox"/> Steak salad <input type="checkbox"/> Turkey wrap			
<input type="checkbox"/> Assessors Renewal (Tuesday, Jan. 24; 1 to 5 p.m.; free-of-charge)	\$0	\$0	\$0
<input type="checkbox"/> One Day Only (Wednesday, Jan. 25)	\$150	\$175	\$225
<input type="checkbox"/> One Day Only (Thursday, Jan. 26; inc. banquet but not Lunch 'n Learn)	\$185	\$210	\$260
<input type="checkbox"/> Annual Meeting Only (Friday, Jan. 27)	\$0	\$0	\$0
<input type="checkbox"/> Additional Banquet Ticket (Thursday, Jan. 26; see page 5 for details)	\$65	\$65	\$65
Number of tickets desired _____ x \$65 = \$_____			
<input type="checkbox"/> Main Conference—Guest (Jan. 25-27; includes one banquet ticket)	\$100	\$125	\$175
Name of guest _____			



Three Ways to Register

Online: www.michigantownships.org

Fax: (517) 321-8908

Mail: MTA, P.O. Box 80078
Lansing, MI 48908-0078

General questions about the Conference can be directed to the MTA Education Center at (517) 321-6467.

For hotel reservations, see details on page 8 and form on page 10.

Parking Options

Reserved discounted parking is available for MTA attendees and exhibitors. See page 12 for details.

Indicate your 1st and 2nd choices. Parking placards will be given on a first-come, first-served basis, and mailed with credentials. **Do NOT send payment to MTA; payment occurs on-site.**

GM Surface Lot

1st choice 2nd choice
(\$3, payable each time you enter the lot; free shuttle)

Beaubien Place Garage

1st choice 2nd choice
(\$8 per day; connected via skywalk & free shuttle)

Port Atwater Garage

1st choice 2nd choice
(\$8 per day; connected via skywalk & free shuttle)

3 Payment (Note: Registrations will not be processed without payment.)

Total of selections from section 2: \$ _____ Check or money order enclosed; check # _____ OR Charge to credit card (MasterCard or VISA only)

(Make checks payable to MTA.)

Card Number _____

Expiration Date _____

Print Card Holder's Name _____

Signature _____