

Clerk's Retreat Registration Form

Oct. 13-14, 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. 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 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
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Print Card Holder's Name	Signature
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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 after Oct. 6
- Premium subscribers \$290/person
 \$330/person after Oct. 6

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/person after Oct. 6
- Premium subscribers \$183/person
 \$199/person after Oct. 6

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.



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

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US Postage
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**Exclusive Event for Clerks
& Deputy Clerks!**



Township Clerks' Professional Development Retreat

Oct. 13-14, 2021
Bavarian Inn Lodge, Frankenmuth





Join fellow clerks from around the state on Oct. 13-14 for the **Township Clerks' Professional Development Retreat**. Held at the Bavarian Inn Lodge in Frankenmuth, this retreat offers premier educational programming and excellent networking opportunities. Educational sessions include:

What Every Clerk Needs to Know About Personnel Management

Don't miss this review of the most effective (and easiest!) ways to keep track of your township's employee information and to comply with record retention schedules, confidentiality and privacy laws. We'll review the most common recordkeeping issues and best practices for personnel management to help keep your township in compliance.

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. Walk away with strategies for winning better rapport, cooperation and respect.

Understanding Unemployment

Every township is subject to unemployment reporting, but not all township employees are covered by unemployment. Review what type of employer your township is, who is covered by unemployment and reporting requirements for townships. Learn what to do when a claim is made, including how to protest and appeal a claim.

Auditing Fundamentals for Federal Funding

Given the surge of funding from various federal sources in 2020-2021, your township may be subject to additional audit procedures. This session will help you get a handle on additional auditing procedures to help you understand, anticipate and prepare what your auditor needs.

Your Role with the Open Meetings Act (OMA)

Your township is subject to the Open Meetings Act every time the board meets—and before and after it meets. Get a review of OMA requirements that impact your role when it comes to scheduling meetings, notice, public comment and more. Walk away with tips on recording the minutes.

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.

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.

Agenda*

Wednesday, Oct. 13

- 9 a.m. Registration check-in
- 9:30 a.m. *Welcome*
- 10 a.m. *What Every Clerk Needs to Know About Personnel Management*
- 11:15 a.m. Break
- 11:30 a.m. *Managing Adversity & Hostility*
- 12:45 p.m. Lunch
- 1:45 p.m. *Understanding Unemployment*
- 3 p.m. Break
- 3:15 p.m. *Auditing Fundamentals for Federal Funding*
- 4:30 p.m. Break
- 5 p.m. Riverboat cruise
- 6:30 p.m. Dinner

Thursday, Oct. 14

- 7:30 a.m. Breakfast
- 8 a.m. *Your Role with OMA*
- 9:15 a.m. Break
- 9:30 a.m. *FOIA: What You Need to Know Now*
- 10:45 a.m. Break
- 11:15 a.m. *Elections Update*
- 12:30 p.m. Lunch
- 1:30 p.m. *State and Local Relationships*
- 2:45 p.m. Break
- 3 p.m. *Why Websites Matter*
- 4:15 p.m. Adjourn

*subject to change

