

Trustee's Retreat Registration Form

Oct. 24-25, 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

_____	_____
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.



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

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US Postage
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Lansing, MI
Permit #765

**Exclusive Event for
Township Trustees!**



Township Trustees' Professional Development Retreat

Oct. 24-25, 2021
Bavarian Inn Lodge, Frankenmuth





Join fellow trustees from around the state on Oct. 24-25 for the **Township Trustees' Professional Development Retreat**. Held at the Bavarian Inn Lodge in Frankenmuth, this retreat offers premier educational programming and excellent networking opportunities. Educational sessions include:

Anatomy of a Township

Where does your township fit in the local government "food chain"? Where does your board's authority begin and end? Dig into the organizational structure and functions within a typical township, including the board's authority over township departments and personnel. We'll also help you identify township jurisdiction and authority when it comes to other local governments and public entities.

Financing Township Services

Townships receive revenues to provide services to your community. That revenue comes from multiple sources. Some, like revenue sharing and allocated millage, are provided by law for your general operations. Others, like special assessments and fees, are options that your board may consider using to cover specific costs. Learn the ins and outs of how different revenues may—or may not—be used.

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.

Ethical Considerations

Your board has a duty to create and maintain an ethical culture for your township team and its community. Learn about ethics at the local level and walk away with strategies to reinforce ethics during your everyday interactions—from policies to public transparency.

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*

Sunday, Oct. 24

9 a.m.
Registration check-in
9:30 a.m.
Welcome
10 a.m.
Anatomy of a Township
11:15 a.m.
Break
11:30 a.m.
Financing Township Services
12:45 p.m.
Lunch
1:45 p.m.
State and Local Relationships ... and Your Role
3 p.m.
Break
3:15 p.m.
Ethical Considerations
4:30 p.m.
Break
5 p.m.
Riverboat cruise
6:30 p.m.
Dinner

Monday, Oct. 25

7:30 a.m.
Breakfast
8 a.m.
Your Role with OMA
9:15 a.m.
Break
9:30 a.m.
Meetings, Motions and My Contributions
10:45 a.m.
Break
11:15 a.m.
Managing Adversity & Hostility
12:30 p.m.
Lunch
1:30 p.m.
Grants: You've Got Questions?
2:45 p.m.
Break
3 p.m.
Your Board IS an Employer ... and Why it Matters
4:15 p.m.
Adjourn *subject to change

Your Role with the Open Meetings Act (OMA)

You are subject to the Open Meetings Act (OMA) each and every time the board meets—and before and after it meets. Do we have your attention?! Dive into OMA requirements and discover how the law impacts you (and every other board member!) as well as your township's board meetings.

Meetings, Motions and My Contributions

Where great minds gather, there is bound to be debate and discussion. The best outcomes and decisions are made when all voices are heard! Learn rules of engagement, the hows and whys of motions and techniques for promoting good communications between board members and the public.

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.

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 Board IS an Employer ... and Why it Matters

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.