

2020 Montana Municipal Institute DRAFT Agenda

Session Title		Speaker
Sunday, May 3rd		
9:00 AM - 3:30 PM	Athenian Dialogue (book title will be announced in early spring 2020)	Ashley Kent, MSU Local Government Center
3:00 PM - 4:30 PM	Registration	
4:30 PM - 5:00 PM	Welcome and Orientation for First-Year Clerks	MSU Local Government Center
5:00 PM - 6:00 PM	Welcome to all attendees	MSU Local Government Center
Monday, May 4th		
7:00 AM - 8:00 AM	Breakfast	
8:00 AM - 8:50 AM	Introduction to Local Government in Montana	Dan Clark, MSU Local Government Center
9:00 AM - 9:55 AM	Government Fund Accounting	Agnes Fowler, City of Conrad and Jodi Rogers, City of Choteau
9:55 AM - 10:10 AM	Break	
10:10 AM - noon	Fundamentals of Municipal Budgeting (sponsored by Stockman Bank)	Tod Kasten, Stockman Bank
noon - 1:00 PM	Lunch	
1:00 PM - 1:55 PM	Utilizing Resources for Clerk Duties: A review of the clerk's procedure manual	Liz Roos, Town of West Yellowstone
2:10 PM - 3:00 PM	Preventing Damaged Records OR The Procurement Process	Ellen Harne OR TBD
3:00 PM - 3:15 PM	Break	
3:15 PM - 5:00 PM	Creative Problem Solving	Nikki Brummond, City of Lewistown and Ashley Kent, MSU Local Government Center
6:00 PM	Dinner hosted by Pay.Gov	
Tuesday, May 5th		
7:00 AM - 8:00 AM	Breakfast	
8:00 AM - 8:50 AM	The Importance of Public Trust	Dan Clark, MSU Local Government Center
9:00 AM - 9:55 AM	Parliamentary Procedure in Municipal Government	Dan Clark and Ashley Kent, MSU Local Government Center

Tuesday, May 5th (continued)		
10:10 AM - noon	Creative Strategies to Recruit and Retain Municipal Employees	Anna Kasmierowski, Adroit Employment
noon - 1:00 PM	Lunch	
1:00 PM - 2:50 PM	High-Risk, High Reward: Dealing with difficult conversations	Ashley Kent, MSU Local Government Center
2:50 PM - 3:05 PM	Break	
3:05 PM - 5:00 PM	Clerk/Treasurer to Clerk/Treasurer	Panel
6:00 PM	Black Mountain Software User Meeting (register on BMS website)	
Wednesday, May 6th		
7:00 AM - 8:00 AM	Breakfast	
8:00 AM - 10:00 AM	Annual Financial Report and GASB Update	Darla Erickson, MT DoA Local Government Services
10:00 AM - 10:15 AM	Break	
10:15 AM - 11:45 AM	The Check Isn't in the Mail: Utilizing electronic transactions for municipal business	Panel of clerks and representative from Pay.gov
11:45 AM - 1:00 PM	Lunch and MMCTFOA Association Meeting	
1:00 PM - 2:50 PM	Mental Health First Aid	Jane MacDonald, MSU Local Government Center
2:50 PM - 3:05 PM	Break	
3:05 PM - 3:55 PM	Proper Workplace Ergonomics and Avoiding Workplace Fatigue	Britani Laughery, MMIA
4:05 PM - 5:00 PM	Preventing Harrassemnt and Violence in the Workplace	Emily Stark, MSU Office of Institutional Equity
6:00 PM	Clerks Appreciation Dinner Hosted by MMIA Employee Benefits, Allegiance, and Delta Dental	
Thursday, May 7th		
7:00 AM - 8:00 AM	Breakfast	
8:00 AM - 8:55 AM	Cash Reconciliation	Nikki Brummond, City of Lewistown
9:05 AM - 9:50 AM	Leading from Where You Are in an Organization	Tara Mastel, MSU Local Government Center and Katie Weaver, Park County MSU Extension
9:50 AM - 10:05 AM	Break	
10:05 AM - noon	First Amendment Audit	John MacDonald
Noon - 1:30 PM	Awards Banquet Luncheon	
1:30 PM - 5:00 PM	All the Queen's Horses - Video and Fraud Awareness in Municipal Government Discussion	MMIA and MT DoJ