

JOIN THE MoCCFOA AS WE  
*Celebrate You!*

**SPRING INSTITUTE  
MASTER ACADEMIES  
NEW CLERKS' INSTITUTE**

**MARCH 8-12, 2020 \* COLUMBIA, MISSOURI**



**Missouri State.**

Celebrating You!



# New Clerks' Institute

March 9, 2020 7:30AM—5PM \$125 Member \$150 Non Member

Paul Rost and Erin Seele will answer your questions on the Sunshine Law and other basic information pertinent to a new clerk. Who does the Sunshine law apply to? What is a public meeting? What is a public record? Liberal construction of the law, procedures and limitations for closing meetings and records; fees for copying public records and more will be discussed during this educational session.

Experienced Clerks JoAnn Cova and Leesa Ross will cover the nuts and bolts of being a city clerk which include the various types of governments; the role of a city clerk; boards and commissions; agendas, minutes, ordinances and resolutions. Other topics will include records retention and budgeting, elections, public works contracts, identity theft and much more. They will discuss the classifications and legal requirements for ordinances, the procedure by which they are adopted and codification of ordinances. The presentation will conclude with a basic summary of the rules of parliamentary procedure and common mistakes made regarding those rules.

This session will have clerks who have been a clerk for a year or those who haven't even actually started their job yet, so feel free to bring your questions, feel comfortable asking questions and get involved in the discussions. Networking with your group of new clerks, in addition to the seasoned clerks you will meet, will create a valuable network that you will utilize for years to come.

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## New Clerks' Mixer

March 8, 2020 6PM Dinner provided No cost to new clerks

Join the Mentoring Committee and other New Clerks from around the state as you enjoy an evening of food, fellowship and fun. This event is a way for you, as a new clerk, to meet fellow clerks and get some basic information from seasoned clerks before you are in a classroom setting. Meet the MoCCFOA State Board and put faces to the names you will hear during the week.





Brenda Viola—Presenter



# Master Academies

9AM—5PM (1 hour lunch break on your own)

March 8, 2020

## The ME Assessment: Your Public Servants' Survival Guide

Clerks are the unsung heroes who directly affect the quality of life in a community. You make a difference and impact people, literally, where they live. This is legacy work and while the work may energize you, the demands on your time, energy, and attention could drain even the most resilient.

You may or may not be the City Manager or Board President, but you *are* the CEO of your own life. Taking care of you will be the smartest thing you will ever do. This workshop will offer 10 keys to help you restore joy in your work AND in your life. Instead of heading toward a breakdown, you'll be empowered to prepare for a breakthrough!

## The FEAR Factor: Facing the Bully to Realize Your Dreams

Fear is a factor in every person's life. Understand the science behind fear, learn how to unmask the disguises fear wears, and take away coping mechanisms to help you face down this "bully" and live life on your terms.

## Create Your Life, One Thought at a Time

So often we run to meetings, tackle our to-do lists, and vainly attempt to balance our personal and professional obligations, collapsing at the end of the day (only to revisit the hamster wheel when the alarm clock sounds). How do we stop *reacting* to life and start *creating* not just balance, but happiness? The key is in the power of your thought life and directing your thoughts to achieve your goals. This is a "rubber meets the road" class that addresses the everyday challenges of the Municipal Clerk, offering tools to slow negative momentum and turn the tide in a positive direction.

Celebrating You!



Presenter—Lee Ann Szelog

March 9, 2020

## Selfies of Advocacy

Advocacy is a skill that can assist municipal clerks with all the various responsibilities and duties for which they are responsible. Before you can be an effective advocate for others, you must be a self-advocate; a champion of yourself. In this day and age of selfies, there is no better time to focus on self-advocacy by emphasizing the importance of **self-awareness**, **self-respect**, **self-pride**, **self-care** and **self-control**.

This presentation will provide tools and tips to help you enhance your ability to communicate, influence, and advocate competently and confidently. With all the people and processes you are responsible for, being an effective advocate for yourself and others will help you do your job to the best of your ability, resulting in decisions that are best for yourself and all those you serve and support. This program will empower and enable you to step up, speak out and advocate.

### Learning objectives:

Obtain tips and techniques to immediately improve your communication and ability to advocate with conviction.

Realize the power of your choices each day to ensure a meaningful and productive day and life.

Enhance your ability to make a positive difference with everyone you communicate with.

Discover techniques to speak with influence.

Find momentum when it is lost.

Determine how you will enhance your self-care every day.

## Courageous Leadership—Living a Life of Influence—Dan Meers

On November 23, 2013, Dan Meers came within inches of losing his life while practicing a bungee jump and zip line stunt at Arrowhead Stadium... home of the Kansas City Chiefs. What Dan anticipated being the thrill of a lifetime ended up being the spill of a lifetime. The stunt went terribly wrong and Dan plummeted 75 feet before crashing into the stadium seats. Miraculously Dan survived. He spent 9 days in the hospital and got some really big scars. Dan smiles when he says, "Scars are just Tattoos that come with a Cool Story". During this powerful presentation Dan shares his incredible story and the important lessons that he learned during his long road to recovery about leadership and about life.

## Speaking with Confidence, Comfort & Conviction—Lee Ann Szelog

Whether you are conducting a presentation at a town meeting to 300 people, a Selectmen's Meeting to 8 individuals, or speaking to a town resident one-on-one, your public speaking is the ultimate reflection of your ability, knowledge and talent. Many skills from communication to leadership are put to the test, as well as the ability to perform under pressure. These skills are visible to the entire audience. Presentation skills not only reflect your level of professionalism and leadership, but directly impact your ability to effectively **influence, persuade and inspire others**. This program will show you how planning and practice can replace the stress of speaking with success in speaking!

## All the Queens Horses—Kelly Pope

All the Queen's Horses chronicles Rita Crundwell, former city comptroller, who embezzled \$53 million from the city of Dixon, Illinois and remained undetected for 20 years until her arrest in April 2012. Crundwell's crime went on record as the largest municipal fraud in U.S. history. Her fraud shines an unflattering light on the accounting profession and the role of the audit. Subsequent to Crundwell's conviction, the city of Dixon sued its auditors, accountants and bank, settling their claim against them for \$40 million.

## Employee Engagement: Lessons from the Mouse House—Pete Blank

Successful companies like The Walt Disney Company are able to keep most of their employees engaged and motivated in the workplace. How do they do it, and what can we learn from them? This session, based on the book by the same name, takes a humorous look at how to increase your engagement levels as well as the levels of your co-workers!

# Spring Institute



## Audits & Petition Audits—Kelly David & Jill Wilson

This presentation will cover a wide range of information regarding property tax rates in Missouri. They will cover important parts of the property tax rate setting and requirements including: terminology, important laws, when mailings/e-mails are sent out, debt service levies, the pro forma and how it is used to set the property tax rate, recoupments, and non-binding tax rate estimates. The presentation will also cover other filing requirements for municipalities, such as, financial report filing requirements, municipal judge certification and addendum filing requirements, and the Criminal Activity Forfeiture Act (CAFA) filing requirements.

## Sunshine Law. Best Practices for Local Government—Casey Lawrence

This session will address the requirements of the Missouri Sunshine Law, and will begin with the best practices for having open and closed meetings. It will then cover the process for responding to open records requests and the last portion will concentrate solely on law enforcement records, including video, body and dash cam footage.

## Legislative Update—MML Representative

This session will cover any legislative updates that are important to the cities and city clerks of the state. Questions can be asked that you have regarding legislature and legislative changes in the State of Missouri.

## MemberClicks & Certification Training—Renee Kingston & Leesa Ross

This session will teach you the ropes on how to use the new MOCCOFA Memberclicks website to access your profile, training hours, etc. This session will discuss the difference in your profile vs your forum profile and the importance of keeping your information up to date. Also, reviewing the basics of the discussion forum and how to search for previous topic discussions. In addition, the presenter will be going over how to fill out a MoCCFOA certification application and answer your questions on the certification process.

## Conflicts of Interest—Betsy Byers

This session will answer your questions about who must follow conflict of interest laws and what all is considered when speaking about conflicts of interest.

# The Details

## **Dress Code:**

Dress is business casual to sessions and semi formal for the banquet. Please no jeans or shorts at sessions. Please feel free to dress comfortably for any other events and on Thursday morning for your drive home.

## **What to Bring:**

Clothes (casual, business casual and semi formal—don't forget the shoes!) Business cards for the exhibit hall and to use for networking. Pen and extra paper to take notes with. Pins if you have city pins to trade.

## **Affidavits/CPPs/Evaluations:**

Session and Overall conference evaluations will be located on the conference app.

Affidavits of attendance and CPP plans will be provided via email to registrants in advance of the Institute. You can print it off and bring it with you or you can email it back to Belinda by April 15, 2020. Certificate requests after April 15 may require a fee. Certificates of hours earned will be emailed approximately 45-60 days after the event.

## **Division Meetings**

Division meetings are your opportunity to meet clerks that live and work nearest you. These clerks are your most readily available source for questions, concerns and of course information. Join in on your division meetings throughout the year, many division even have meetings throughout the institute.

## **Hotel:**

Holiday Inn Executive Center, 2200 I-70 Drive SW,  
Columbia, MO 65203 (573) 445-8531  
\$99.95 per room Code: CFO

[Click here for electronic link to hotel booking.](#)

Use the code above when making reservations by phone, please reserve by February 7th to guarantee group rate. Hotel is not included in your registration fee, you must contact the hotel directly to make reservations.

In order to avoid state taxes, be sure to provide the hotel with your tax exempt letter. If you will be paying with a credit card that you will not have with you, you must ask the hotel for a credit card authorization form in advance.

## **Meals:**

The following will be the only meals/refreshments provided during the listed sessions:

\*New Clerks' Institute—Sunday mixer. Monday light continental breakfast and sponsored lunch.

\*Master Academies—No meals provided.

\*Spring Institute—Tuesday breakfast and lunch; Wednesday breakfast, lunch and banquet; Thursday breakfast.

If you have special dietary restrictions, contact Belinda Pearson at [bpearson@missouristate.edu](mailto:bpearson@missouristate.edu) for arrangements.

## **General Sessions**

Doors will open 15 minutes before morning session.

Please limit saving seats so that our new clerks can meet and mingle with seasoned professionals.

## **Conference App**

We will be utilizing a conference app again this year. The app will be where you find all of your conference documents, power points, handouts, speaker information and basically anything that has been included in the conference binder in the past. There will NOT be a binder with materials, so please print off what you want before the institute if you wish to have paper copies in front of you at the event.

Once we have it ready to go, Belinda will be sending out an invite to all registered attendees. Please download the app and go in and personalize it by updating your contact info, adding a photo, etc. This will all make your conference experience more enjoyable.

You can use android, iphone, tablet or desktop to access the application. Belinda will be available to assist with downloads if you have any problems.

## **Committees**

Get involved in the Association! Sign up for committees by clicking on the committee icon on the app and you will be directed to the online fillable committee application form or pick up a paper copy at the registration desk.

## **Cancellation Policy:**

30+ days in advance will receive a 100% refund, 15-29 days in advance will receive a 75% refund, 4-14 Days in advance will receive a 50% refund, 3 days or less, including no shows will receive no refund. Substitutions are allowed, please let us know the substitute's name. Speakers and topics are subject to change.



## Registration Information

Title	Date	Member Rate	What is included—Circle the meals you are attending.	#1	#2	Total
<b>New Clerks' Institute</b>	March 9	<b>\$125.00</b>	New Clerks' Institute & AM break			
<b>Master Academy Sunday</b>	March 8	<b>\$125.00</b>	Master Academy			
<b>Master Academy Monday</b>	March 9	<b>\$125.00</b>	Master Academy			
<b>Spring Institute</b>	March 10-12	<b>\$205.00</b>	Spring Institute, Breakfast— Tues Wed Thur Lunch— Tues Wed Banquet— Wed			
Spring Institute One Day	March 10 Only	<b>\$140.00</b>	Includes Institute for one day, breakfast and lunch			
Spring Institute One Day	March 11 Only	<b>\$140.00</b>	Includes Institute for one day, breakfast and lunch			
Spring Institute 1/2 Day	March 12 Only	<b>\$70.00</b>	Includes Institute for 1/2 day and light breakfast			
Banquet Ticket Only	March 11	<b>\$40.00</b>	Wednesday banquet <b>(DO NOT NEED TO ORDER IF YOU REGISTERED FOR THE FULL INSTITUTE)</b> Order only for guests or if attending only Wednesday and want to attend.			
<b>Non MOCCFOA members add \$25 for New Clerks' Institute &amp; Spring Institute and add \$10 for each Master Academy—Do not pay extra for banquet tickets</b>						<b>\$25/\$10</b>
<b>PLEASE VERIFY YOU ARE PAYING THE PROPER RATE. NO REFUNDS WILL BE GIVEN FOR OVERPAYMENTS.</b>						<b>Total</b>

**With Credit Card:** [Click here](#), select the session(s) in which you would like to register. Click on Register Online with a Credit Card. Set up an account (if needed), log in and click on 2020 MoCCFOA "Event Name". Then follow the on screen prompts to complete the transaction. If you have issues, try a different browser first. If you start your registration and exit, it may register you anyway without payment. To go back in to pay, log back in, click on history and then payment status and you can pay there. **With Check:** Complete the registration form below and mail it along with your check to: MSU Outreach, Attn: Belinda Pearson, 901 S. National, Springfield, MO 65897. Make checks payable to MSU. Payment **MUST be made prior to attendance. If not paid at the door, you will be asked to provide payment before attending.**

**PARTICIPANT #1:**

**PARTICIPANT #2:**

Name: _____ Nametag Name: _____	Name: _____ Nametag Name: _____
Title: _____ Receiving an award? Yes No	Title: _____ Receiving an award? Yes No
Dietary Restrictions? _____	Dietary Restrictions? _____
Email: _____	Email: _____
Phone: _____	City/Address: _____
Paying with: Check Scholarship (if so, from where?) _____ Division: NE NW C SC SW E W SE EC	