

2023



MoCCFOA
Spring Institute



March 12-16, 2023

Holiday Inn Executive Center—Columbia Mall

2200 Interstate 70 Dr SW,

Columbia, MO 65203

Agenda

Master Academy

12-Mar	9:00am - 12:00pm	Principals of DISC
	1:00pm - 5:00pm	Leading When You're Not In Charge

13-Mar	8:00am - 12:00pm	Ethics and Interview Skills
	1:00pm - 4:00pm	Conflict Capable Leadership

Monday New Clerks' Institute

13-Mar	8:00am - 12:00pm	New Clerks' Basics
	1:00pm - 5:00pm	Sunshine Law 101

Spring Institute: Tuesday - Thursday

14-Mar	8:00am - 9:40am	The Energy Bus
	10:00am - 11:40am	Sunshine Law Advanced
	11:40am - 1:00pm	Business Meeting Luncheon
	1:00pm - 2:40pm	Crafting Legislation
	3:20pm - 5:00pm	Greene County Election Authority

15-Mar	8:00am - 9:40am	Basically Incredible
	10:00am - 11:40am	CHOICES
	11:40am - 12:45pm	Lunch
	12:45pm - 2:25pm	1st Amendment Auditing
	2:25pm - 2:55pm	Exhibit Hall
2:55pm - 4:45pm	Updated Records Schedule	

16-Mar	8:00am - 9:40am	Video Lottery Terminals
	10:00am - 12:00pm	Staying Out of the Weed(s)

Reception & Awards Banquet - March 15

Reception starting at 6:30pm - Banquet to follow beginning at 7:15pm. Come network with fellow clerks and finance officers while we celebrate those who have attained certification levels, met hours of training milestones and those who are being sworn into State positions. We will also be celebrating the 2023 Outstanding City Clerk! The banquet is included in the full Spring Institute registration. Guests will be charged an additional fee. Tickets will be given and a limited number will be available. If you do not plan to attend the banquet, please let Belinda know so that your ticket can be used by another guest.

Exhibit Hall - March 14-15

Visit with exhibitors during session breaks, exhibit hours and hospitality room time! These companies are proud supporters of MOCCFOA and our educational events so please take the time out to visit with them, make them feel welcome and check out their products

Hospitality Room - March 13-15

The hospitality suite is being hosted by the southwest and southcentral divisions this year.

Plan to come walk the red carpet with us and enjoy the hospitality room shenanigans. "The Big Speak Easy" a 1920's era will be the theme. Clues will be spread out here and yonder for the Murder Mystery Contest, more games, movie character dress contest, prize drawings, and a roaring good time with a few karaoke music breaks; so, get your outfit picked out!! You may want to wear it to the banquet, we will have lots of props so you can strike a pose or take a selfie.

Course Descriptions

New Clerks' Institute - March 13 8:00am - 5:00pm

New Clerks' Basics - JoAnn Cova & Leesa Ross

Experienced Clerks JoAnn Cova and Leesa Ross will go over the basics 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 covered include records retention, budgeting, elections basics, public works contracts, identity theft and 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 be comprised of clerks who have only been around a year or two, brand new clerks, and some who are just about to become a clerk so please 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.

Sunshine Law 101: A Deep Dive - Erin Seele

Who does the Sunshine law apply to? What is a public meeting? What is a public record? Erin Seele will answer those questions and more on the Sunshine Law and other basic information pertinent to bring a new clerk. 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. Erin Seele will also cover the necessary information you will need on record retention.

New Clerks' Mixer - March 12 at 6:00pm

Are you a New Clerk? Would you like to get to know other Clerks? Then plan on coming in on Sunday 3/12 to come meet the seasoned clerks of the Membership and Mentoring committee, the executive board, and to get to know one another. There will be some general information given out regarding the organization, information to help you in your career and dinner. So come, relax and have fun with us!

Course Descriptions Cont.

Master Academy - March 12 & 13

Principals of DISC & Leading When You're Not in Charge - Melenie Broyles

Leaders are made, not born. There is a difference between managing and leading. Today's organizations need leaders. This takes someone who not only knows the difference but can create and communicate a vision,

establish presence, build alignment and execute all of the above. We will break down leadership and explore difficult conversations, conflict, planning and more. This class will determine leadership style, establish a plan to lead from the front or back, create a personal leadership brand, develop vision, a plan for alignment and leave with execution in mind. This course will be personal and interactive. There is no better way to kick off 2023.

Melenie Broyles of Experience 360 Partner and Etiquette Saint Louis has been creating and delivering programming for over 20 years. She brings energy and compassion to her topics. She will provide takeaways that you can implement the very next day.

Ethics and Interview Skills - Daniel Porter

Professional codes of ethics provide guidance to professionals who are frequently required to choose between doing the right thing and the wrong thing. Sometimes, professionals violate their ethical code and do the wrong thing for what they rationalize is the right reason. This session uses the popular television show "Ozarks" and its multiple examples of seemingly good people doing bad things for the right reason to define ethics as well as explore why people make unethical choices and how they justify those choices.

The ability to create and ask good questions as well as the ability to know when someone is being deceptive are important skills for managers, auditors, and investigators. This session will improve your interview techniques and your lie detection abilities. Multiple videos from various movies, TV shows, and public figures showcasing the behaviors of liars are included.

Conflict Capable Leadership - Anna Nielson

Gain confidence, shift your mindset, and learn new words, phrases, and skills to help you grow your leadership. Learn how to shift your mindset about conflict to see it as a tool for growth. Learn about the individual conflict modes and how to leverage them in your relationships. Learn the root causes of conflict and how to navigate them. Learn new words, phrases, and skills to approach conflict more confidently.

Course Descriptions Cont.

Spring Institute - March 14 - 16

The Energy Bus - Alex Demczak

Organizations rise and fall on front line leadership. While leaders at the top of the organization may identify the vision, goals and change initiatives to be implemented, success depends on managers who are able to lead their teams, drive initiatives forward and create positive change.

"Driver of Positive Change" is an interactive program gives leaders the necessary tools and teachings to change from being task-driven managers to growth-driven people leaders that know how to:

- Build the culture
- Share the vision
- Lead with optimism
- Transfer belief
- Communicate and connect with their team
- Execute with purpose and succeed in a challenging and changing world
- Align personal, team and organizational goals

Sunshine Law Advanced - Representative from the Attorney Generals Office
This session will cover all of facets of the Sunshine Law. This is a more in depth session with more updates, so bring your questions.

Crafting Legislation - John Young

Do you know when a Resolution is preferable over an ordinance? Do you know the difference? Can a contract be approved by Resolution? Motion? Do you know when a whereas is appropriate and when it's just fluff? How do you amend the budget? Who approves your Comprehensive Plan? Attorney John Young with the Municipal Law Firm of Hamilton Weber will answer all of these questions and more as we discuss the appropriate ways to craft and use legislation presented for approval to your council or board.

Course Descriptions Cont.

Spring Institute - March 14 - 16

Greene County Election Authority - Madison McFarland & Shane Schoeller
Learn about the elections process for Greene County from start to finish. Cover the certifications process including the basic rules for candidate eligibility. Learn more about the role of the City Clerk in the elections process.

Basically Incredible - Matt Booth

Your **attitude** determines your thoughts, your actions, and ultimately your success and growth. In the current environment, your attitude (and the attitude of those around you) **NEEDS** to be positive as often as possible. In this unique and timely session, Matt Booth will help you recognize the importance of a positive attitude and provide **proven strategies** to help improve the attitude within your organization.

CHOICES - Linda Toupin

"I am where I am by the CHOICES I have made or have allowed others to make for me." A mantra that has guided my entire professional life. In this class we will dive into how to change our lives by simply making different choices. We will examine what influences our CHOICES. Who we allow in our head and in our space because we inevitably become like the 5 people with whom we spend the most time.

We will also look at time management. Time management is actually value management. We all have the same 168 hours. Why do some accomplish more than others? Time permitting we will look at money management and attitude management. All within our control. If we want a better, more fulfilled life, we simply need to look in the mirror and accept responsibility for the choices we are making and have the courage to make new and different ones if necessary.

1st Amendment Auditing, 3 Dimensional Concerns - Patrick Bonnot

Auditors have been around for about five years. They pester, argue, annoy but are you and your staff ready to deal with this new level of "accountability?" During this session, Patrick Bonnot will give you insights as to how auditors function, what you can and cannot do and how best to respond to this Youtube revenue driven phenomenon.

Course Descriptions Cont.

Spring Institute - March 14 - 16

Updated Records Schedule - Rep. from the Secretary of State Office
Have you ever looked at your records and felt adrift? Asking where to start? This session will cover the state-side of the Records Management-coin. We will discuss the Local Records Board, its make-up and duties; How retention schedules change; Where you can find assistance/advice; Your local responsibilities; and we will discuss recent changes to the schedule and upcoming projects.

Video Lottery Terminals - Winton/Bednar/Farrow

David Winton of Winton Policy Group will cover the subject of illegal video lottery terminals. These machines are showing up in bars, convenience stores, filling stations, etc. across Missouri. The bottom line is that the law has to mean something, these video slot machines resembling arcade games of the good-ole days now, instead of kids, are attracting adults, who push the button and hope they win, except it's costing much more than a quarter to play. Among other things, it is the general and consistent slide of our rural principles that are constantly being ridiculed and pushed. The voters of Missouri decided where and when gambling should be permitted and how it should benefit communities. These machines ignore these laws.

Staying Out of the Weed(s) - Melanie Renken

Ensuring employment law compliance in light of Missouri's legalization on marijuana. Learn about the differences in strains and types as well as the various uses of marijuana. Melanie Renken will also go over the qualification processes, how it has changed the state and federal laws, the differences between state and federal law, and the implications of those changes to criminal law.

For Your Information

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 shoes!) Business cards for the exhibit hall and networking. Pens and extra paper to take notes with.

FlexiQuiz: We are now utilizing a new program called FlexiQuiz. After each session you will be required to answer a 10 question quiz, when you pass the quiz you will immediately receive your certificate for that session.

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. Meetings will be posted in the app.

Hotel: Holiday Inn Executive Center, (573) 445-8531
2200 I-70 Drive SW, Columbia, MO 65203
\$104.95 per room Code: CCF

[Click here](#) for electronic link to hotel booking. Use the code above when making reservations by phone. Please reserve by February 9th 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.

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.

Meals: The following will be the only meals provided:

Master Academies: NONE

New Clerks' Institute:

Sunday Evening: New Clerks' Mixer

Monday: New Clerks' Luncheon

Spring Institute:

Tuesday: Breakfast & Lunch

Wednesday: Breakfast, Lunch & Banquet

Thursday: Breakfast

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. If you wish to have materials on hand, please print them out on your own as binders are no longer provided.

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

You can use Android, iPhone, tablet or desktop to access the application. The email you register with is the email you will log-in with. If you need further assistance, please email Belinda.

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

Name: _____

Member Number: _____

Work Address: _____

Email: _____

Phone #: _____

Dietary Restrictions? IF YES, WHAT? _____

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 2023 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.

	Member Rate	Non-Member Rate	Please select the meals you will be attending below:	
New Clerks' Institute	Monday 3/13	\$125	\$150	New Clerks' Mixer _____
Master Academy	Sunday 3/12	\$125	\$150	New Clerks' Luncheon _____
	Monday 3/13	\$125	\$150	Spring Institute:
Spring Institute	Full Conf.	\$205	\$230	Tuesday Breakfast: _____
	One Day	\$140	\$165	Tuesday Lunch: _____
	Which Day?	Tuesday 3/14	Wednesday 3/15	Wednesday Breakfast: _____
Banquet Ticket	Thu. 3/16 Only	\$70	\$95	Wednesday Lunch: _____
	\$40 (per additional guest)			Wednesday Banquet: _____
			Thursday Breakfast: _____	
			Total: _____	

Paying via: (PLEASE MARK ONE):

Check #: _____

Card: _____

Scholarship: _____

Even if you register online, please complete this form and send it to Belinda at bpearson@missouristate.edu.