

# Pre-conference Workshops



**3/9**

Master Academy, 9 am - 12 pm  
Dr. Tim Crowley presents: Recharge, Reset & Rise - How well being in public service changes everything

1 pm - 5 pm  
Dr. Tim Crowley presents: Aspirational Leadership - How to elevate your impact in public service



**3/10**

Master Academy, 8:30 am - 12 pm  
Mr. Andy Masters presents: Government Leadership Lessons from Hollywood

1 pm - 4:30 pm  
Mr. Andy Masters presents: Embracing Your Work-Life Mix with Higher Quality and Less Stress



**3/10**

New Clerk Institute, 8 am - 12 pm  
Attorney Ms. Lyndee Fritz presents: Sunshine Law 101

1 pm - 5 pm  
City Clerks Joann Cova, MMC, MPCC & Leesa Ross, MMC, MPCC present: New Clerk Training

[www.mocccfoa.org](http://www.mocccfoa.org)

## Register by 3/3/25

<https://www.mocccfoa.org/mocccfoa-spring-institute>

### Pricing

Master Academies: \$145 per day.

3/9 9:00 am - 5:00 pm

3/10 8:30 am - 4:30 pm

New Clerk Institute: \$135

3/10 8:00 am - 5:00 pm

Spring Institute: \$230 for all three days.

3/11 & 3/12: 8:00 am - 4:45 pm

3/13: 8:00 am - 11:45 am

Optional evening banquet: \$50

3/12. 6:30 pm networking

7:15 pm banquet begins

**FOOD** - Lunch is *not* provided for any of the above. Breakfast is provided during the New Clerk & Spring Institutes only.

**Questions?** Contact Rebecca Lobina  
816-364-4105.

[Lobina@nwmissouri.edu](mailto:Lobina@nwmissouri.edu)

# SPRING INSTITUTE 2025



Master Academies: March 9 & 10, 2025

New Clerk Institute: March 10, 2025

Spring Institute: March 11-13, 2025

## About Us

The Missouri CCFOA provides its members with on-going educational opportunities designed to assist them in the performance of their daily job responsibilities and equip them to face the future with confidence. The Missouri CCFOA hosts certification programs and provides support to its members to impart standards of quality and integrity to the profession, and to improve the methods and procedures which meet the needs of the public as efficiently and effectively as possible.

## Refund Policy

We understand that things happen that require one to cancel their registration. As such, if you need to cancel, your refund will be based on the number of days in advance you're able to cancel. 30+ days = 100% refund. 15-29 days = 75% refund. 4-14 days = 50% refund. ≤3 days or no-shows = 0 refund.

Note: Should you cancel, you may substitute someone else to go in your place vs. receiving a refund.

## Spring Institute Schedule

### Tuesday, March 11, 2025

8 am - 9:45 am: 6 High Performance Habits for Moving the Needle Forward

10 am - 11:45 am: Utilizing AI & Social Media for Municipal Success

1 pm - 2:45 pm: Train to Retrain

3 pm - 4:45 pm: Electronic Record Management, Record Policy and Disaster Recovery

### Wednesday, March 12, 2025

8 am - 9:45 am: Member Clicks / Certification (Not IIMC approved. Only for state certifications.)

10 am - 11:45 am: Emergency Management & Disasters

1 pm - 2:45 pm: Interview Skills & Employee Evaluations

3 pm - 4:45 pm: Development Incentives + Bonds 101

### Thursday, March 13, 2025

8 am - 9:45 am: Budgets and Audits

10 am - 11:45 am: Fundamentals of Municipal Government

## Location

The location for all pre-conference workshops and the Spring Institute is the **Holiday Inn Executive Center** located at 2200 I-70 SW, Columbia, MO 65203. Phone# 573-445-8531. Conference rate \$117/night. **Use Group Code "CCFOA 2025"** You must reserve your room by 2/8/2025 to receive the group rate.



## CEUs

CEUs are available for pre-conference workshops and the Spring Institute with a 70% or greater score on the assessment (quiz) that follows each. Without successfully passing the quiz, CEUs can not be granted.

Additionally, in order to receive the quiz, you must be in-attendance (present) for at least 75% of the break-out session or workshop.

## Dress

The expected dress for all events is business casual.

