



Certified Municipal Clerks and Master Municipal Clerks Training Institute

February 10-12, 2016 | Tuscaloosa, AL | Bryant Conference Center

Wednesday, February 10, 2016

7:00-8:00 a.m.	Registration & Breakfast
7:50 a.m.	Welcome/Announcements
8:00-10:00 a.m.	Statement of Economic Interest Forms – <i>Barbi Lee, Alabama Ethics Commission</i>
10:00-10:15 a.m.	Break
10:15 a.m.-12:15 p.m.	Ethics – <i>Hugh R. Evans, III, General Counsel, Alabama Ethics Commission</i>
12:15-12:45 p.m.	Lunch Provided IIMC Update - <i>Lynnette Ogden, MMC, City of Millport, IIMC Region III Director</i>
12:45-3:00 p.m.	Safety in Council Meetings - <i>Ken Smith, Executive Director, Alabama League of Municipalities; Terry Sanders, Public Safety Consultant for AMIC and MWCF</i>
3:00-3:15 p.m.	Refreshment Break
3:15-5:00 p.m.	<i>Safety in Council Meetings (continued)</i>

Thursday, February 11, 2016

7:00-8:00 a.m.	Breakfast
7:50 a.m.	Welcome/Announcements
8:00-10:00 a.m.	CMC: Election Training – <i>Alabama League of Municipalities Attorneys (Ken Smith, Lori Lein, Rob Johnston, Teneé Frazier); Brenda Smith, Former Assistant Attorney General (retired); Lynn Porter, MMC, City of Trussville</i> MMC: Avoiding Legal Landmines – <i>Drew Burk, Training and Organizational Development Manager, Jefferson County Commission</i>

10:00-10:15 a.m.	Break
10:15 a.m.-12:15 p.m.	CMC: Election Training (continued) MMC: Avoiding Legal Landmines (continued)
12:15-12:45 p.m.	Lunch Provided
12:45-1:45 p.m.	CMC: Election Training (continued) MMC: Better Understanding of Yourself and Others – Drew Burk, Training and Organizational Development Manager, Jefferson County Commission
1:45-3:15 p.m.	CMC: Election Training (continued) MMC: Better Understanding of Yourself and Others (continued)
3:15-3:30 p.m.	Refreshment Break
3:30-5:00 p.m.	CMC: Election Training (continued) MMC: Weed Abatement – Shane Black and Kelly Thrasher Fox, Hand Arendall
6:00 p.m. - <i>Until</i>	Networking Dinner (Dutch Treat) - Location TBA

Friday, February 12, 2016

7:00-8:00 a.m.	Breakfast
7:50 a.m.	Welcome/Announcements
8:00-11:00 a.m.	CMC: Election Training (continued) MMC: PR Issues, Media Relations, Digital Age and Social Media – Carrie Banks, Communications Director, Alabama League of Municipalities
11:15 a.m.-12:15 p.m.	Review/Test/Graduation/Adjourn