



Certified Municipal Clerks and Master Municipal Clerks Training Institute

March 29-31, 2017 | The Wynfrey Hotel | Hoover, AL

Wednesday, March 29, 2017

7:00-8:00 a.m.	Registration & Breakfast
7:50 a.m.	Welcome & Announcements Marie Turner, President City of Pinson
8:00-10:00 a.m.	City Clerk 101: The Basics Gail Busbey, MMC, Executive Consultant City of Cullman
10:00-10:15 a.m.	Break
10:15-12:15 p.m.	Budgeting Essentials: A Survival Guide for City Clerks & Finance Personnel Melody Salter, CPA, Finance Director/City Clerk City of Homewood
12:15-1:15 p.m.	Lunch on your own
1:15-2:15 p.m.	I'm a Good Clerk . . . But How Do I Prove It? Iva Nelson, CMC, City Clerk/Treasurer City of Gadsden
2:15-3:15 p.m. *	Cybersecurity: Why Local Governments are a High Value Target David Mills, Director IT Audits & Assurance Carr, Riggs & Ingram, LLC
3:15-3:30 p.m.	Break
3:30-5:30 p.m.	Clerk Panel: Lynn Porter, City of Trussville – Moderator Louis Davidson, City of LaFayette Mark Frey, City of Columbiana Margie Handley, City of Hoover Shane Smith, City of Heflin
5:30 p.m.	Hospitality Suite Sponsored by VC3 & RD3

Thursday, March 30, 2017

7:00-8:00 a.m.	Breakfast
7:50 a.m.	Welcome & Announcements Marie Turner, President City of Pinson
8:00-9:00 a.m. *	Public Sector Wage and Hour Compliance Richard Lehr, Attorney Lehr Middlebrooks Veeland and Thompson
9:00-10:00 a.m.	Record Breaking – Record Keeping Ben Goldman, Attorney Hand Arendall

10:00-10:15 a.m.	Break
10:15-12:15 p.m. *	The Digital You Mark Seguin, CITRMS, Speaker, Trainer and CEO TBG Solutions Inc.
12:15-1:15 p.m.	Lunch on your own
1:15-2:15 p.m.	Robert Rules of Order – The True and Untrue Lee Frazier, MMC City of Birmingham
2:15-3:15 p.m.	Records Management Becky Hebert, Government Records Archivist Alabama Department of Archives and History
3:15-3:30 p.m.	Break
3:30-4:30 p.m.	How to Effectively Draft Ordinances & Resolutions Tenee Frazier, Assistant General Counsel Alabama League of Municipalities
4:30-5:30 p.m. *	Top 10 Municipal Laws Lori Lein, General Counsel Alabama League of Municipalities
6:30-8:30 p.m.	Networking Dinner (Dutch treat) Bonfish Grill Riverchase Galleria

Friday, March 31, 2017

7:00-8:00 a.m.	Breakfast
7:50 a.m.	Welcome & Announcements Marie Turner, President City of Pinson
8:00-9:00 a.m. *	Surviving Municipal Elections – 2016 & Beyond Barbi Lee, CPM, Chief Finance & Administrative Division Alabama Ethics Commission
9:00-10:00 p.m.	The Annual Financial Statement Audit Process Jason Harpe, CPA Carr, Riggs and Ingram, LLC
10:00-11:00 p.m. *	Mayor and Council – Harmony? Wesley Moore, MMC City of Cullman
11:00-12:00 p.m. *	ADOR Updates - We are from the Government & We are here to help! Arleen Alexander, Governmental Relations Manager Wanda Robbins, Revenue Examiner Alabama Department of Revenue
12:00-12:15 p.m.	Closing

*Approved for MMC credit