



**Certified Municipal Clerks and  
Master Municipal Clerks Training Institute**  
August 23-25, 2017 | Bryant Conference Center | Tuscaloosa, AL

**Wednesday, August 23, 2017**

7:00-8:00 a.m.	Registration Breakfast ( <i>please sit based on your population</i> )
7:50-8:00 a.m.	Welcome & Announcements <b>Marie Turner, AAMCA President</b> City of Pinson
8:00-10:00 a.m.	<i>Breakout Sessions</i>
CMC	Budgeting 101 <b>Melody Salter, CPA, Finance Director/City Clerk</b> City of Homewood
MMC	Ethics, Violation and When to Report <b>Thomas B. Albritton, Executive Director</b> Alabama Ethics Commission
10:00-10:15 a.m.	Refreshment Break
10:15-11:15p.m.	<i>Breakout Sessions</i>
CMC	Americans with Disabilities Act Compliance <b>Wendy Wong, Esq.</b> The University of Alabama
MMC	Expectations and Efficiencies in the Secretary of State's Office <b>John Merrill, Alabama Secretary of State</b> State of Alabama
11:15-12:15p.m.	<i>Breakout Sessions</i>
CMC	Employment Retirement System <b>Kit Gallup, Director of Field Services</b> RSA Retirement
MMC	Working with the New Media: A Survival Guide <b>Dean Argo, Government Relations Manager and Communications Manager</b> Alabama Alcoholic Beverage Control Board
12:20-1:20 p.m.	Lunch Buffet
1:25-2:25 p.m.	<i>Breakout Sessions</i>
CMC	Voter Registration Processes and Municipal Elections <b>Ed Packard, Administrator of Elections</b> <b>Rachel Jarrett, Assistant to Assistant Elections Director</b> Elections Division, Office of the Secretary of State

MMC	Roles and Responsibilities of Clerks and Treasurers before and after a Bond Closing <b>Brian Cash, Attorney</b> Spain & Gillon
2:25-2:45 p.m.	Refreshment Break
2:45-3:45 p.m.	<i>Breakout Sessions</i>
CMC	Insurance – Am I Covered? <b>Mike Gardner, Account Executive</b> Alabama Municipal Insurance Corporation
MMC	Allocation of Tax Monies <b>Shane Smith, City Clerk</b> City of Heflin
3:45-4:45 p.m.	USDA Rural Development Grant Programs <b>Teresa Long, Area Director</b> United States Department of Agriculture

**Thursday, August 24, 2017**

7:00-8:00 a.m.	Breakfast ( <i>please sit based on your population</i> )
7:50-8:00 a.m.	Welcome/Announcements <b>Marie Turner, AAMCA President</b> City of Pinson
8:00-9:00 a.m.	Dealing with the Boards <b>Wesley Moore, MMC, City Clerk</b> City of Cullman
9:00-10:00 a.m.	Making Your Presentation Meaningful <b>Adam Brooks, Ph.D.</b> Assistant Professor and Director of The Speaking Studio
10:00-10:15 a.m.	Refreshment Break
10:15 a.m.-12:15 p.m.	Legislative Update <b>Ken Smith</b> Alabama League of Municipalities
12:15-1:00 p.m.	Box Lunch
1:15-2:15 p.m.	Business Writing <b>Amy E. Dayton, Ph.D.</b> Associate Professor and Director of the Writing Center
2:15-3:15 p.m.	HR Law <b>Trip Umbach, Attorney</b> Starnes Davis Florie, LLP.
3:15-3:30 p.m.	Refreshment Break

3:30-5:30 p.m.	Clerk Panel <b>Rebecca Leavings, MMC, City of Vestavia Hills, Moderator</b> <b>Gail Busbey, MMC, Executive Consultant</b> <b>Kevin Fouts, MMC, City of Hueytown</b> <b>Wesley Moore, MMC, City of Cullman</b> <b>Jane Hicks, MMC, City of Fultondale</b>
6:30 p.m.	Networking Dinner Chuck's Fish

**Friday, August 25, 2017**

7:00-8:00 a.m.	Breakfast (please sit based on your population)
7:50 a.m.	Welcome & Announcements <b>Marie Turner, AAMCA President</b> City of Pinson
8:00-9:00 a.m.	Municipal Clerks: Part of the Emergency Management Community <b>Don Hartley, ALEM</b> Alabama Emergency Management Agency
9:00-10:00 p.m.	Shared Revenue <b>Tenee Frazier, Assistant General Counsel</b> Alabama League of Municipalities
10:00-11:00 a.m.	General Obligation Warrants <b>David Coyne, Director</b> <b>Ken Funderburk, Managing Director</b> Stifel Financial Corp.
11:00-12:00 p.m.	Municipal Court Funds <b>Susan Fuqua, Court Director</b> Hoover Municipal Court
12:00-12:15 p.m.	Graduation & Closing