

33rd Annual Certified Municipal Clerk Institute
1st Year Attendees Schedule

Monday, October 25, 2010:

Registration & Continental Breakfast

7:00 am - 8:00 am

Welcome 8:00 am – 8:30 am

Administration of Meetings

Ruth Hodges Fraser

8:30 am – 11:30 am

Assessment Work

11:30 am – 12:00 pm

Lunch (12:00 pm -1:00 pm)

History of the Clerk

Ruth Hodges Fraser

1:00 pm – 2:40 pm

Break (10 minutes)

Parliamentary Procedure

Michael Wagner- Diggs

2:50 pm – 4:30 pm

Assessment Work

4:30 pm – 5:00 pm

Tuesday, October 26, 2010:

Continental Breakfast

7:00 am - 8:00 am

F.O.I.A

Maria Everett

8:00 am – 11:30 pm

Assessment Work

11:30 am – 12:00 pm

Lunch (12:00 pm -1:00 pm)

Navigating Gender Issues in Today's Workplace and Community

John Johnson & Anna Famuliner

1:00 pm – 4:30 pm

Wednesday, October 27, 2010:

Continental Breakfast

7:00 am - 8:00 am

Records Management

Dick Harrington

8:00 am – 11:30 am

Assessment Work

11:30 am – 12:00 pm

Lunch (12:00 pm -1:00 pm)

Dealing with Difficult People (Employee/Public)

Cheryl Foreman

1:00 pm – 4:30 pm

Evening Reception

5:00 pm – 7:00 pm

Thursday, October 28, 2010:

Continental Breakfast

7:00 am - 8:00 am

Introduction to Ethics

Dr. Douglas Ziegenfuss

8:00 am – 11:30 am

Assessment Work

11:30 am – 12:00 pm

Lunch (12:00 pm -1:00 pm)

Web 2.0

Kevin Fairley

1:30 pm – 4:30 pm

Friday, October 29, 2010:

Continental Breakfast

7:00 am - 8:00 am

TBD