


# 46TH ANNUAL MUNICIPAL INSTITUTE

## CLERKS, TREASURERS, FINANCE OFFICERS | MAY 3 - 7, 2026

### SUNDAY, MAY 3

|              |  |  |
|--------------|--|--|
| 9:00 - 3:30  | <b>Athenian Dialogue</b><br>Skybridge 1                            | Lydia Maunz  |
| 12:00 - 4:00 | <b>Registration</b><br>3rd Floor Lobby                             | Schuyler Germann   |
| 4:00 - 6:00  | <b>Welcome and Orientation</b><br>Ponderosa                        | Ashley Kent; Nikki Brummond;<br>Jennifer Robley; Lydia Maunz;<br>Schuyler Germann  |
| 6:00 - 8:00  | <b>MMCTFOA Education Committee Welcome Game Night</b><br>Ponderosa | Nikki Brummond; Crystal Turner;<br>Jennifer Robley; Jodi Rogers;<br>Jodie Campbell |

### MONDAY, MAY 4

|               |   |   |
|---------------|---|---|
| 8:00 - 9:00   | <b>Admin Duties of the Municipal Clerk</b><br>Grand Ballroom BC   | Dan Clark; Ashley Kent  |
| 9:10 - 10:30  | <b>Budgeting 101: Where do we begin?</b><br>Grand Ballroom BC   | Jodie Campbell; Jodi Rogers   |
| 10:45 - 12:00 | <b>Council Meetings 101</b><br>Grand Ballroom BC  | Crystal Turner; Ashley Kent   |
| 1:00 - 2:30   | <b>Cash Reconciliation</b><br>Grand Ballroom BC   | Darla Erickson; Nikki Brummond  |
| 2:30 - 3:00   | <b>Clerk/Treasurer to Clerk/Treasurer</b><br>Grand Ballroom BC  | Ashley Kent; Nikki Brummond;<br>Crystal Turner; Jennifer Robley; Jodi<br>Rogers; Jodie Campbell |
| 3:15 - 5:00   | <b>In Defense of Play</b><br>Grand Ballroom BC  | Lydia Maunz   |
| 6:00 - 8:00   | <b>2026 Black Mountain Software Institute User Meeting &amp; Dinner*</b><br>Location TBD<br>*Only BMS users are invited to attend the training dinner. Please RSVP here for this training dinner: <a href="https://support.blackmountainsoftware.com/support_index.cfm?tc=2127">https://support.blackmountainsoftware.com/support_index.cfm?tc=2127</a> |            |

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### TUESDAY, MAY 5

|               |  |  |
|---------------|--|--|
| 8:00 - 9:00   | <b>*NEW* Certified Tax Levy Preparation</b><br>Grand Ballroom BC   | Jodie Campbell; Jodi Rogers  |
| 9:00 - 10:00  | <b>Writing and Amending a Municipal Policy</b><br>Grand Ballroom BC  | Brent Brooks   |
| 10:15 - 12:00 | <b>Employee Hiring Process</b><br>Grand Ballroom BC  | Derrek Shepherd  |
| 1:00 - 3:00   | <b><i>BREAKOUT SESSION</i></b>   |  |
|               | <b>Generations in the Workplace (Joint Session w/ Elected Officials)</b><br>Grand Ballroom BC              | Ashley Kent  |
|               | <b>Year-End Closing, AFR, &amp; GASB</b><br>Grand Ballroom A   | Darla Erickson   |
| 3:15 - 3:45   | <b>Clerk/Treasurer to Clerk/Treasurer</b><br>Grand Ballroom BC   | Ashley Kent; Nikki Brummond;<br>Crystal Turner; Jennifer Robley; Jodi Rogers; Jodie Campbell |
| 3:45 - 5:00   | <b><i>BREAKOUT SESSION</i></b>   |  |
|               | <b>Emotional Intelligence in Action: Leading with Awareness, Regulation, and Trust</b><br>Grand Ballroom B | Christine Hodges   |
|               | <b>Internal Controls &amp; Cash Management</b><br>Grand Ballroom C   | Nikki Brummond   |

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WEDNESDAY, MAY 6

8:00 - 9:15

**BREAKOUT SESSION**

**Employee Policy Manual**

Grand Ballroom B

Derrek Shepherd

**Municipal Funding Options**

Grand Ballroom C

Dan Semmens; Darla Erickson

9:30 - 12:00

**Futures Game (Joint Session w/ Elected Officials)**

Grand Ballroom BC

Dan Clark; Ashley Kent

12:00 - 1:00

**MMIA Employee Benefits & Allegiance Sponsored Lunch - MMIA Employee Benefits Presentation, APT, & MMCT&FOA Meeting**

Ponderosa



1:00 - 2:45

**BREAKOUT SESSION**

**Special Improvement Districts** 1:00 - 2:45

Grand Ballroom C

Dan Semmens; Nikki Brummond

**Cybersecurity Best Practices for Municipal Government** 1:00 - 1:45

Grand Ballroom B

Jim Brandley

**Recording Public Meetings** 1:45 - 2:45

Grand Ballroom B

Mike Maas; Jennifer Robley

3:00 - 5:00

**BREAKOUT SESSION**

**Historic Walking Tour & Western Heritage Center**

Offsite

**Local Makers & Art Experience**

Offsite

6:30 - 8:00

**PayGOV Sponsored Dinner**

Local Restaurant



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### THURSDAY, MAY 7

|               |  |   |
|---------------|--|---|
| 8:00 - 9:00   | <b>Budget Reporting and Essential Documents</b><br>Grand Ballroom BC     | Jodie Campbell; Jodi Rogers   |
| 9:00 - 10:00  | <b><i>BREAKOUT SESSION</i></b>   |   |
|               | <b>Municipal Asset and Risk Tracking</b><br>Grand Ballroom B             | Britani Laughery  |
|               | <b>Employee Debt Management</b><br>Grand Ballroom C                      | TBA   |
| 10:15 - 12:00 | <b>Table Topics Speed Dating</b><br>Grand Ballroom BC                    | Ashley Kent   |
| 1:00 - 2:00   | <b>Land Use</b><br>Grand Ballroom BC                                     | Jerry Grebenc   |
| 2:00 - 3:00   | <b>Scavenger Hunt and Muni Coins Award Ceremony</b><br>Grand Ballroom BC | Schuyler Germann;<br>Nikki Brummond; Lydia Maunz;<br>Ashley Kent; Dan Clark                     |
| 3:00 - 4:00   | <b>Clerk/Treasurer to Clerk/Treasurer</b><br>Grand Ballroom BC           | Ashley Kent; Nikki Brummond;<br>Crystal Turner; Jennifer Robley; Jodi<br>Rogers; Jodie Campbell |