2/5/18

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| Utah Municipal Clerks Institute 2018Schedule of Classes |
| Mon, March 26 | Tues, March 27 | Wed, March 28 | Thurs, March 29 | Fri, March 30 |
| 8:30 – 10:30 | 8:30 – 10:30 | 8:30 – 10:30 | 8:30 – 10:30 | 8:30 – 10:30 |
| Welcome *(Professional Education)*Grammar(Jessica Van Klaveren) | The Five Generations in the Workplace(Albert Foster) | Difficult Conversation (Pam Gardiol) | “When You Wonder If That Person Will Snap… Recognizing and Understanding Threats and Potential Attacks”(Maura Kane) | Legislative UpdatesULCT RepresentativeLt. Governor Representative |
| 10:30 – 10:45 | 10:30 – 10:45 | 10:30 – 10:45 | 10:30 – 10:45 | 10:30 – 11:00 |
| Break | Break | Break | Break | Brunch  |
| 10:45 – 12:30 | 10:45 – 12:30 | 10:45 – 12:30 | 10:45 – 12:30 | 11:00 – 1:00  |
| Transparency 101 (Nick Jarvis) | Parliamentary Procedures**\*Please note this session is not confirmed and may change** | How to Run an Election(Bev Uipi) | When You Wonder If That Person Will Snap… Recognizing and Understanding Threats and Potential Attacks” Cont.(Maura Kane) | The Legislative Process – How a Bill becomes a Law(Nate Sechrest) |
| 12:30 – 1:15 | 12:30 – 1:15 | 12:30 – 1:15 | 12:30 – 1:30 |  |
| Lunch | Lunch | Lunch | **Business Meeting** (12:30 to 12:45) **and Lunch** |  |
| 1:15 – 2:45 | 1:15 – 2:45 | 1:15 – 2:45 | 1:30 – 2:45 |  |
| Cyber Security(Ed Holt VP Perpetual Storage, Inc.) | Establishing & maintaining a records management system/plan.Panel – Joy Johnson Nancy Dean Michelle Jolly Cheryl Bodily | Meeting Procedures(Meg Ryan) | Notary Updates / Q & A(Jen StorieLt. Governor’s Office) |
| 2:45 – 3:00 | 2:45 – 3:00 | 2:45 – 3:00 | 2:45 – 3:00 |
| Break | Break | Break | Break |
| 3:00 – 5:00 | 3:00 – 5:00 | 3:00 – 5:00 | 3:00 – 4:30 |
| Risk Management (Dustin Lewis) | Counterfeit Currency(Bill Bishop) | GRAMA 101Basics(Colleen MulveyRosemary Cundiff) | State Auditor Class -Reporting Requirements & Audit Resources(Jeremy Walker) |
|  |  |  | 4:30 – 6:00 |  |
|  |  |  | Sponsors’ Reception |  |
| Utah Municipal Clerks Academy 2018Schedule of Classes |
| Wed, March 28 | Thurs, March 29 | Fri, March 30 |
| 8:30 – 10:30 | 8:30 – 10:30 | 8:30 – 10:30 |
| Welcome *(Professional Education)*Grant Writing(Tiffany Hall) | “When You Wonder If That Person Will Snap… Recognizing and Understanding Threats and Potential Attacks”(Maura Kane) | Legislative UpdatesULCT RepresentativeLt. Governor RepresentativeRacheal Otto rotto@ulct.org |
| 10:30 – 10:45 | 10:30 – 10:45 | 10:30 – 11:00 |
| Break | Break | Brunch |
| 10:45 – 12:30 | 10:45 – 12:30 | 11:00 – 1:00 |
| How to Run an Election(Bev Uipi)**\*Please note this session is not confirmed and may change** | “When You Wonder If That Person Will Snap… Recognizing and Understanding Threats and Potential Attacks” Cont.(Maura Kane) | The Legislative Process – How a Bill becomes a Law(Nate Sechrest) |
| 12:30 – 1:15 | 12:30 – 1:30 |  |
| **Lunch** | **Business Meeting** (12:30 to 12:45) **and Lunch** |  |
| 1:15 – 2:45  | 1:30 – 2:45 |  |
| GRAMA Updates(Colleen MulveyRosemary Cundiff) | Notary Updates / Q & A(Jen StorieLt. Governor’s Office)  |
| 2:45 – 3:00 | 2:45 – 3:00 |
| **Break** | **Break** |
| 3:00 – 5:00 | 3:00 – 4:30 |
| Municipal Budgeting 101+ … but not quite 102(Kerri Nakamura) | State Auditor Class -Reporting Requirements & Audit Resources(Jeremy Walker) |
|  | 4:30 to 6:00 |  |
|  | Sponsors’ Reception |  |