2/5/18

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| Utah Municipal Clerks Institute 2018  Schedule 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 Updates  ULCT Representative  Lt. 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 Storie  Lt. 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 101  Basics  (Colleen Mulvey  Rosemary Cundiff) | State Auditor Class -  Reporting Requirements & Audit Resources  (Jeremy Walker) | |
|  | |  | |  | 4:30 – 6:00 | |  | |
|  | |  | |  | Sponsors’ Reception | |  | |
| Utah Municipal Clerks Academy 2018  Schedule 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 Updates  ULCT Representative  Lt. Governor Representative  Racheal 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 Mulvey  Rosemary Cundiff) | | Notary Updates / Q & A  (Jen Storie  Lt. 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 | | |  | |