We Rise By Lifting Others
CITY CLERKS AND MUNICIPAL FINANCE OFFICERS ASSOCIATION OF KANSAS

66th Annual Spring Conference
DoubleTree by Hilton Hotel Wichita KS Airport

March 16-18, 2016

March 15, 2016 – Athenian Dialogue
CCMFOA: We Rise by Lifting Others

(Tentative schedule)

WEDNESDAY, MARCH 16, 2016

7:30 a.m.  
REGISTRATION  
CONTINENTAL BREAKFAST  
Vendor Fair opens

7:45 – 8:15 a.m.  
First Time Attendees’ Orientation

8:15 – 8:30 a.m.  
OPENING CEREMONY  
Presentation of colors, National Anthem, flag salute, invocation  
Welcome and introductions  
(Stacey Crum, CMC, CCMFOA President)

8:30 – 10 a.m.  
GENERAL SESSION  
It's All About You! Transformed, Reformed and Informed  
Dr. Marché Fleming-Randle, Assistant to the President for Diversity,  
Wichita State University

10:15 – 10:45 a.m.  
CCMFOA Regional Meetings

10:45 – 12 noon  
SOLUTION TRACKS (Choose one)  
Administrative: Building a Strategy-Focused City:  
Comprehensive and Strategic Planning (panel)  
Financial: Utilities 101: Rate Setting & Financial Planning  
Administrative: Municipal Elections Update

12:15 – 1:30 p.m.  
LUNCHEON – Vendor and sponsor recognition  
Debbie Price, CCMFOA Secretary  
VISIT VENDOR FAIR

2:15 – 3:30 p.m.  
SOLUTION TRACKS  
Administrative: Brownfields Tools & Funding: Redeveloping Underused and Abandoned Properties  
Human Resources: Recognizing Employee Distress  
Financial: Safety Audits: Working Safer is Working Smarter

3:45 – 5 p.m.  
SOLUTION TRACKS  
Administrative: Communities for All Ages: Mid-America Regional Council project  
Financial: The ABCs of Liability Insurance  
Administrative: Office Management Essentials (panel)

4 p.m.  
Vendor Fair Closes

5 – 6 p.m.  
Vendor reception  
Dinner on your own
THURSDAY, MARCH 17, 2016

7:30 a.m.  CONTINENTAL BREAKFAST
7:45 – 8:15 a.m.  Overview of CMC and MMC Requirements and Applications

8:15 – 10:15 a.m.  GENERAL SESSION

10:30 – 12 noon  SOLUTION TRACKS
Administrative: Effective Municipal Social Media Platforms & Policies
Human Resources: Using Progressive Discipline to Improve Employee Performance
Administrative: Drafting Resolutions and Enforceable Ordinances

12:00 – 1:15 p.m.  LUNCHEON & CCMFOA BUSINESS MEETING
2016 Clerk of the Year

1:15 – 3:15 p.m.  SOLUTION TRACKS
Managing Municipal Records (panel)
Employee Orientation: On-boarding Done Right (panel)
Storytelling: Motivating Stakeholders Toward a Shared Vision
Train the Trainer

3:30 – 4:45 p.m.  SOLUTION TRACKS
Administrative: A Four-Point Approach to Small Town Revitalization
Financial: Meals on Wheels: Food Trucks & Farmers’ Markets
Human Resources: Kicking Up Cross-Training

6 p.m.  Potato bar with soup, dessert (hotel)

7:30 p.m. – 10 p.m.  A Celtic Evening – Live music from Knocknasheega, Wichita Celtic band; Irish dance troupe performance; St. Patrick’s Day costume contest, photo booth

FRIDAY, MARCH 18, 2016

7:30 a.m.  CONTINENTAL BREAKFAST
7:30 – 8 a.m.  KS/IIMC Annual Conference Omaha-Bound delegation meeting
8 – 9:15 a.m.  GENERAL SESSION – LEGISLATIVE UPDATE
Nicole Proulx Aiken, League of KS Municipalities

9:30 – 10:45 a.m.  GENERAL SESSION – Cyber Security and Identity Theft
Randy Johnston, CEO, Network Management Group

11 a.m. – 12 noon  GENERAL SESSION – The Power of Fun at Work
Walt Stasinski, President, Potential Unlimited

12 noon  Evaluations and conference adjournment
Athenian Leadership Dialogue
Tuesday, March 15, 2016

9 a.m. – 3 p.m. The Girls of Atomic City: The Untold Story of the Women Who Helped Win World War II by Denise Kiernan

Facilitator: Ellen Freeman-Wakefield, MPA, University of Nebraska at Omaha, School of Public Administration, Nebraska IIMC Institute Director

Box lunch served at 12 noon. Early registration fee: $100 per person (on or before March 9, 2016), includes box lunch. To register, go to www.ccmfoa.org or complete and return enclosed registration form to WSU Conference Office. See cancellation and payment policies below.

CANCELLATIONS (new policy)
All conference and Athenian Dialogue cancellations must be in writing via e-mail to gayle.martin@wichita.edu. All cancellations prior to March 10, 2016 will receive a 75% refund and a 25% administrative fee will be retained by the sponsoring organizations. No refunds will be issued for cancellations received on or after March 10, 2016. Any exception is subject to review by the event policy committee. Substitutions are welcome.

CONFERENCE CONTINUING EDUCATION
An application for 4 CMC and 4 MMC education points will be filed with IIMC.

PAYMENT
Payment can be made by credit card, check, money order, or purchase order. Registrations without accompanying payment will be invoiced. Payments not received within 30 days after the event are subject to a 25% late fee. Payments not received within 60 days or more are subject to an additional 25% late fee.

SURCHARGE FOR NON-MEMBERS
City clerks who are not members of the City Clerks and Municipal Finance Officers Association of Kansas (CCMFOA) will be charged a surcharge of $50 for attending the Spring Conference. If you join prior to the conference, the surcharge will be waived.

HOTEL ACCOMMODATIONS
DoubleTree by Hilton Hotel Wichita Airport 2098 Airport Rd., Wichita, 67209, (316) 945-5272 (identify CCMFOA Spring Conference); $108 plus taxes. To book online, find the link on www.ccmfoa.org. Room availability cannot be guaranteed for reservations after March 1, 2016 or until the group block is sold out. For nearby hotel locations, e-mail gayle.martin@wichita.edu.

Notice of Nondiscrimination: Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, gender expression, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3186. Accessibility: WSU is committed to making programs accessible to persons with disabilities. If you wish to volunteer information regarding any special assistance you may need, please notify the Office of Continuing Education at (316) 978-6493.
Registration Form

CCMFOA: We Rise By Lifting Others
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Register online at www.ccmfoa.org

PLEASE PRINT OR TYPE:
Name
Name (as printed on badge)
Title  Email
Organization
Birth Date ____________  □ CMC completed  □ MMC completed  □ First-time attendee
Mailing Address
Phone________________________    CCMFOA Member?     Yes  No

Special accommodations/dietary requests (by March 1)

Conference Registration Fee*
(fee includes continental breakfast, two lunches, Th eve dinner & entertainment)
Early Registration (on or before March 2, 2016) $300 x _____ person(s) = $_____
Registration  (on or after March 3, 2016)         $370 x _____ person(s) = $_____
* Partially underwritten by CCMFOA

Guest Registration (Must be eligible to join CCMFOA to attend)
Conference surcharge for non-CCMFOA members $50 x _____ person(s) = $_____  

Non-Conference Guest Registration
Thursday Clerk of the Year Award luncheon  
(Deadline March 9, 2016)    $23 x _____ person(s) = $_____ 
Thursday evening entertainment/dinner  
(Deadline March 2, 2016)    $28 x _____ person(s) = $_____  

Athenian Dialogue Registration
Early Registration (on or before March 9, 2016) $100 x _____ person(s) = $_____  
Registration (on or after March 10, 2016)   $125 x _____ person(s) = $_____  

..........................................................       TOTAL AMOUNT = $___________

Method of Payment (not required with registration, see payment section for details)
Cash □  Check □  Purchase Order □  Credit Card □
Credit CardType: _____________________(Visa, MasterCard, American Express, Discover)
CC#: __________________________________ Security Code: ____________   Exp Date: _________
Name as printed on the card ___________________________________________
Signature __________________________________________________________

Mail completed registration forms to:
CCMFOA Spring Conference, WSU Conference Office, 1845 Fairmount St., Wichita, KS, 67260-0136
E-mail: conference.office@wichita.edu, Phone: (316) 978-6493, Fax: (316) 978-3064
Make checks payable to Wichita State University Conference Center
Cancellations must be in writing via e-mail to gayle.martin@wichita.edu.
Dynamic Sessions and Keynote Speakers

Satisfy your training needs as you choose solution tracks designed with the latest information, resources, ideas and education to ensure success in your work.

Network with other clerks, renew connections with colleagues and make new friends. Hear from speakers with a wealth of experience to help you overcome challenges, achieve your goals and develop an effective city team.

KEYNOTE SPEAKERS

Marche Fleming-Randle
Wichita State University

Walt Stasinski
Potential Unlimited

2015 Spring Conference attendees said:

“Each session was very well presented. I am taking a lot of great ideas to change the way I do things.”

“All topics were useful, especially for someone just beginning as a clerk.”

“Nice to hear real examples from seasoned clerks in the trenches.”

ADDITIONAL INFORMATION

Gayle Martin, CCMFOA Education Director, Hugo Wall School, Wichita State University, (316) 978-6541, gayle.martin@wichita.edu

FUTURE TRAINING DATES

KS/IIMC Certification Institute, Nov. 14-18, 2016
KS/IIMC Master Academy, Nov. 17-18, 2016
2017 CCMFOA Spring Conference, March 15-17, 2017