

2024 MCI Institute and Academy Full Schedule

Sunday 10/6/24	Pre-Conference
1:00 p.m. - 6:00 p.m.	Registration open
2:00 p.m. - 5:00 p.m.	<p>Pre-Conference Presentation: Business Writing with AI (ALL) <i>Roy Magnuson</i></p> <p>Explore the evolving landscape of advanced technologies that can streamline the work of municipal clerks. Discover how these tools can enhance efficiency in tasks such as records management, meeting coordination, and public communication. Consider how they may be integrated into your daily operations, while also weighing the potential risks and benefits of adoption.</p>
6:00 p.m.	Welcome dinner
7:30 a.m. - 9:00 p.m.	Networking and hospitality
Monday 10/7/24	Institute
6:00 a.m. - 10:00 a.m.	Breakfast for hotel guests
7:30 a.m. - 5:00 p.m.	Registration open
7:30 a.m. - 8:20 a.m.	<p>KTAP (Years 1, 2, & 3) <i>TIC</i></p> <p>The Knowledge Transfer Action Plan (KTAP) is a learning strategy designed to enrich your educational experience. During KTAP sessions, participants will share and discuss in structured group conversations what they have learned and how they might apply this new knowledge on the job.</p>
8:30 a.m. - 11:50 a.m.	<p>Myers-Briggs Type Indicator (Year 1) <i>Molly Grisham</i></p> <p>The Myers Briggs Type Indicator (MBTI) is a valuable tool that gives everyone a common language for understanding the different ways people acquire meaning. It assists in improving the effectiveness of individual team members, team leaders, and the entire team. Lecture, discussion, and activities will be used during this session to increase learning about your preferences and tendencies in dealing with others, taking in information, making decisions, and managing time and projects.</p>
8:30 a.m. - 11:50 a.m.	<p>Balancing Temperament, Communication, and Self-Care: Enhancing Workplace Harmony and Well-Being (Years 2 & 3) <i>Dr. Catherine Polydore</i></p> <p>Personality plays a significant role in shaping how individuals communicate and interact with others. Traits such as extraversion, agreeableness, or openness can influence communication styles, including how assertive, empathetic, or flexible a person is in conversations. Understanding personality differences can enhance interpersonal communication by helping individuals navigate conflicts, build rapport, and foster stronger connections. Communication becomes more effective when people adjust their style to accommodate varying personalities, promoting mutual understanding and collaboration. In this workshop, participants will learn about the four temperaments, and how understanding them can enhance interpersonal communication in the workplace and beyond. The workshop will conclude with self-care strategies to enhance work.</p>
Noon - 1:00 p.m.	Lunch

1:10 p.m. - 3:00 p.m.	<p>Got a Minute? A Training Adventure for City Clerks (Years 2 & 3) <i>Anne Uecker</i></p> <p>"Got a Minute?", a dynamic and interactive training designed for City Clerks who handle the essential task of taking notes and minutes at government meetings. This session will dive into various styles of note-taking, providing you with techniques that cater to different meeting formats and personal preferences.</p> <p>We'll also shed light on the fascinating world of Robert's Rules of Order, equipping you with the knowledge to navigate and document meetings with confidence and precision. But that's not all—prepare to be entertained with fun facts, hear experiences from fellow clerks, and engage in lively discussions and activities.</p> <p>Leave with new skills, fresh insights, and maybe a few laughs, ready to tackle your next meeting with flair and efficiency.</p>
1:10 p.m. - 5:30 p.m.	<p>(Cont.) Myers-Briggs Type Indicator (Year 1) <i>Molly Grisham</i></p> <p>The Myers Briggs Type Indicator (MBTI) is a valuable tool that gives everyone a common language for understanding the different ways people acquire meaning. It assists in improving the effectiveness of individual team members, team leaders, and the entire team. Lecture, discussion, and activities will be used during this session to increase learning about your preferences and tendencies in dealing with others, taking in information, making decisions, and managing time and projects.</p>
3:10 p.m. - 4:20 p.m.	<p>How to Surf the Digital Wave Without Crashing Pt. 1 (Years 2 & 3) <i>Chris Astrella</i></p> <p>In this interactive session, Chris will touch on the historical context of technology and how the advances have shaped our way of life. He'll discuss the challenges of doing "the people's work," which were brought to light during the COVID-19 pandemic. Chris will describe how and why digital government is changing how municipalities conduct business and role of the municipal staff in terms of everyday work.</p> <p>Specifically, Chris will talk about and facilitate discussion on ways to:</p> <ul style="list-style-type: none"> • Move towards a paperless environment • Integrate digital government into your daily work life • Why digital government will make the lives of your residents, visitors, and staff easier
4:30 p.m. - 5:30 p.m.	<p>Meeting Management (Years 2 & 3) <i>Leslie Yocum</i></p> <p>Join this educational session tailored for municipal clerks to learn best practices for effective meeting management. Discover strategies for preparing agendas, ensuring compliance with legal requirements, facilitating smooth meetings, and accurately documenting minutes. Gain practical tips for managing public participation, handling sensitive topics, and leveraging technology to streamline the process. Walk away with tools and insights to enhance the efficiency and transparency of your meetings.</p>
7:30 p.m. - 9:00 p.m.	Networking and hospitality
	Dinner on own

Tuesday 10/8/24	Institute
6:00 a.m. - 10:00 a.m.	Breakfast for hotel guests
7:30 a.m. - 5:00 p.m.	Registration open
7:30 a.m. - 8:20 a.m.	<p>Clerk Roundtable (Years 1 & 3) <i>TIC</i> This intimate gathering of seasoned clerks offers a platform to engage in deep, meaningful conversations about the evolving landscape of municipal governance, share insights, and collaboratively explore solutions to the challenges faced by our profession. This roundtable is an excellent opportunity to engage in peer-to-peer learning, gain fresh perspectives, and build a network of trusted colleagues who understand the unique challenges and responsibilities that come with being a municipal clerk. The discussion will be facilitated to encourage open dialogue and the sharing of practical, real-world solutions.</p>
7:30 a.m. - 9:50 a.m.	<p>Team Building (Year 2) <i>Molly Grisham</i> In this session, we will focus on developing high-performing teams. As a former college coach, I understand the value of building and maintaining healthy teams. This session will be highly interactive as we utilize experiential tools and processes to allow participants to directly engage in the learning.</p>
8:30 a.m. - 9:50 a.m.	<p>Creative Problem-Solving and Decision-Making Pt.1 (Year 3) <i>Dr. Jane Long</i> Employees in any organization find themselves making decisions and solving issues on a daily basis. The ability to identify the problem, pinpoint the root cause and identify a workable solution is essential for personal, professional, and organizational success. In this course, you will learn to identify issues proactively, think critically about the issue, identify the root cause, and make innovative, informed decisions. Please bring a current work issue with you to this session. After this workshop, participants will be able to:</p> <ul style="list-style-type: none"> • Understand what it means to think critically • Identify barriers to effective decision making • Use the critical thinking/decision making process to solve a current issue
8:30 a.m. - 11:50 a.m.	<p>Role of the Clerk (Year 1) <i>Angie Huonker and Kittie Kopitke</i> The full spectrum of duties of the professionals we call “clerks” are explored. This session reviews the rich history of the clerk profession and looks to the future.</p>
10:00 a.m. - 11:50 a.m.	<p>How to Surf the Digital Wave Without Crashing Pt. 2 (Years 2 & 3) <i>Chris Astrella</i> In this interactive session, Chris will touch on the historical context of technology and how the advances have shaped our way of life. He'll discuss the challenges of doing "the people's work," which were brought to light during the COVID-19 pandemic. Chris will describe how and why digital government is changing how municipalities conduct business and role of the municipal staff in terms of everyday work. Specifically, Chris will talk about and facilitate discussion on ways to:</p> <ul style="list-style-type: none"> • Move towards a paperless environment • Integrate digital government into your daily work life • Why digital government will make the lives of your residents, visitors, and staff easier
Noon - 1:00 p.m.	Lunch

1:10 p.m. - 2:00 p.m.	<p>KTAP (Years 1, 2, & 3) <i>TIC</i></p> <p>The Knowledge Transfer Action Plan (KTAP) is a learning strategy designed to enrich your educational experience. During KTAP sessions, participants will share and discuss in structured group conversations what they have learned and how they might apply this new knowledge on the job.</p>
2:10 p.m. - 3:00 p.m.	<p>Ethics and Human Relations (Year 3) <i>Dr. Jane Long</i></p> <p>Ethical behavior is important to every organization; however, it seems to be losing importance as organizations focus more on bottom lines. We will discuss why ethical behavior is crucial to organizational success and the ethics required of Municipal Clerks. In addition, we will talk about the importance of connecting and building trusting relationships with others in your organizations, including leadership and councils. We bring ethics and human relations together because a strong sense of ethics will be the foundation of creating trusting relationships. After this workshop, participants will be able to:</p> <ul style="list-style-type: none"> • Understand what is meant by “ethical behavior” and it’s importance in trusting relationships
2:10 p.m. - 4:30 p.m.	<p>Parliamentary Procedures (Year 1) <i>Jim Jones</i></p> <p>Procedural rules help organizations conduct business efficiently and effectively. These rules foster fair discussion that should lead to a better decision-making process. Legislative bodies have much work to accomplish, and the rules of procedure should alleviate unnecessary challenges and assist officials in speedily accomplishing their tasks and goals. Many associations, organizations, and other bodies across the United States have adopted Robert’s Rules of Order, Newly Revised (RONR) to serve as their procedural guide. Government bodies can choose any parliamentary authority or create their own process. This offers them an opportunity to develop simplified procedures to follow for efficiently conducting their meeting. This session takes an extended look at these rules and how to best leverage them.</p>
2:10 p.m. - 5:30 p.m.	<p>Records Management Field Trip (Year 2) <i>Angie Huonker</i></p> <p>During this field trip in Bloomington-Normal, we will discuss where they started with a Records Management overhaul at the Town, the importance of clean and consistent data, connecting related actions, and where you can go on a budget and beyond.</p>
3:10 p.m. - 4:30 p.m.	<p>Creative Problem-Solving and Decision-Making Pt.2 (Year 3) <i>Dr. Jane Long</i></p> <p>Employees in any organization find themselves making decisions and solving issues on a daily basis. The ability to identify the problem, pinpoint the root cause and identify a workable solution is essential for personal, professional, and organizational success. In this course, you will learn to identify issues proactively, think critically about the issue, identify the root cause, and make innovative, informed decisions. Please bring a current work issue with you to this session. After this workshop, participants will be able to:</p> <ul style="list-style-type: none"> • Understand what it means to think critically • Identify barriers to effective decision making • Use the critical thinking/decision making process to solve a current issue
4:40 p.m. - 5:30 p.m.	<p>Election Administration (Years 1 & 3) <i>Brent Davis</i></p> <p>The session will cover a range of topics related to preparing for candidate filing, accepting nomination petitions, ballot placement lotteries, objections to candidate petitions, and certifying the ballot to the appropriate election authority.</p>
5:30 p.m. - 7:30 p.m.	<p>Exhibits open (5:30-7:30 p.m. reception; 6:30 p.m. prize drawing)</p>

Wednesday 10/9/24	Institute & Academy
6:00 a.m. - 10:00 a.m.	Breakfast for hotel guests
7:30 a.m. - 5:00 p.m.	Registration open
7:30 am. - 8:20 a.m.	<p>KTAP (Years 1, 2, & 3) <i>TIC</i></p> <p>The Knowledge Transfer Action Plan (KTAP) is a learning strategy designed to enrich your educational experience. During KTAP sessions, participants will share and discuss in structured group conversations what they have learned and how they might apply this new knowledge on the job.</p>
7:30 am. - 8:20 a.m.	<p>Fact or Crap (Academy) <i>Rex Osborn</i></p> <p>Unlock the secrets behind your motivations with "Fact or Crap: What Motivates You?" This engaging program is designed to delve deep into the realm of personal motivation, challenging attendees to explore their driving forces behind both significant life decisions and everyday actions. Inspired by the popular American card game, "Fact or Crap," participants will embark on a journey of self-discovery through interactive prompts. In this dynamic session, participants will confront a variety of scenarios and statements, prompting them to discern whether they represent factual motivations or mere misconceptions. By engaging in lively discussions and exercises, attendees will gain valuable insights into their own motivational patterns and beliefs.</p>
8:30 a.m. - 9:50 a.m.	<p>Thinking Critically at Work (Year 1) <i>Carol Burrell</i></p> <p>As key facilitators within local government, municipal clerks must navigate changes at both administrative and public levels. Embrace the concept of a "growth mindset," framing change as an opportunity rather than a challenge. This session will provide actionable steps for introducing and implementing change effectively within your municipality and offer guidance on monitoring key data to report progress. Enhance your ability to manage transitions smoothly while fostering a positive environment for growth.</p>
8:30 a.m. - 10:30 a.m.	<p>Getting a Seat at the Table (Academy) <i>Rex Osborn</i></p> <p>"Getting a seat at the table" is a metaphorical concept representing active involvement and partnership within an organization or group. It symbolizes the desire to contribute meaningfully to the mission or goals while ensuring that one's voice is heard. Choosing the right seat signifies aligning oneself with the right motivations and seeking balance in participation. Conversely, being "on the menu" implies being overlooked or marginalized, emphasizing the importance of being present and engaged in decision-making processes.</p>
8:30 a.m. - 11:50 a.m.	<p>Public Speaking (Years 2 & 3) <i>Tiffany Olson</i></p> <p>Public speaking is not just the #1 fear people have; it's also the #1 skill employers are looking for in new hires. For many the feeling of "I'm not good at it and never will be" is difficult to conquer. This interactive workshop focuses on message design, delivery, and practical application. Upon completion of the training, participants will have a base knowledge of the components of an effective presentation and understand the steps necessary to develop a presentation on their own. Participants will learn presentation skills that will improve their public speaking abilities and allow them to deliver their messages more efficiently, thoughtfully, and effectively.</p>

10:00 a.m. - 11:50 a.m.	<p>FOIA and OMA (Year 1) <i>Laura Harter</i></p> <p>Illinois FOIA & OMA Overview: The Public Access Bureau works to educate public bodies and the public about the Illinois Freedom of Information Act and the Open Meetings Act, and to address allegations that public bodies are violating those laws. This 2-hour presentation on FOIA and OMA will provide an overview of the laws, including legislative updates, hypotheticals, and practical strategies for compliance. Participants are encouraged to ask questions throughout the presentation.</p>
10:40 a.m. - Noon	<p>Document Accessibility (Academy) <i>Keerthana Saraswathula</i></p> <p>This session is designed to empower municipal clerks and treasurers to create accessible digital content that is inclusive for all users. Participants will gain a solid understanding of accessibility standards, particularly WCAG, and learn how to implement best practices in their daily work.</p> <p>This session provides a comprehensive overview of accessibility standards, best practices, and available checking tools to ensure digital content. Identifying specific applications like data dashboards, websites, document digitization (including scanning Open Educational Resources (OERs), and multimedia creation (meeting minutes, recordings, transcripts).</p> <p>We will explore how to integrate accessibility into daily workflows using familiar tools such as Microsoft 365 and Adobe Creative Cloud. By the end of this session, attendees will be equipped to identify and address accessibility barriers in their digital content, ensuring that information is accessible to everyone.</p>
Noon - 1:00 p.m.	Lunch
1:10 p.m. - 2:00 p.m.	<p>Motor Fuel Tax (ALL) <i>Barry Kent and Tim Peters</i></p> <p>This session will cover the requirements associated with the use of Motor Fuel Tax Funds by municipalities in Illinois. Participants attending the session will understand the requirements and the forms they deal with when using MFT funds. They will also have an understanding of where they can go when they have questions related to MFT use after they attend this session.</p>
2:10 p.m. - 5:30 p.m.	<p>New Laws, Conflicts, and Trends (ALL) <i>Keri-Lyn Krafthefer, Kevin Sterk, Kurt Asprooth</i></p> <p>This popular, lively session conducted by the MCI's attorneys at Ancel Glink will review what clerks need to know during a municipal election season, updates in laws and legislation, and an interesting update on union picketing matters. The speakers will also be happy to answer any questions you may have!</p>
5:30 p.m. - 6:00 p.m.	Photos
6:00 p.m. - 7:30 p.m.	Annual Meeting
7:30 p.m. - 9:00 p.m.	Networking and hospitality
	Dinner on own

Thursday 10/10/24	Institute & Academy
6:00 a.m. - 10:00 a.m.	Breakfast for hotel guests
7:30 a.m. - 10:20 a.m.	<p>Role of the Clerk (Year 1) <i>Angie Huonker and Kittie Kopitke</i></p> <p>The full spectrum of duties of the professionals we call “clerks” are explored. This session reviews the rich history of the clerk profession and looks to the future.</p>
7:30 a.m. - 10:20 a.m.	<p>MCI Session (Years 2, 3, & Academy) <i>Lana Hediger</i></p> <p>MCI is an organization of busy professionals. In order to manage the numerous tasks associated with our mission of providing quality education for our members, the various tasks are divided between the members of the executive board, the district directors, committee members, and the MCI members.</p> <p>This leadership workshop is designed to bring awareness of MCI’s many moving parts and how they all work together, to make the Municipal Clerks of Illinois an organization that will help us develop professionally and personally. When you can see the bigger picture, you gain an understanding of how important it is for each person to accomplish their tasks in a professional and timely manner to keep things moving toward our common goals.</p> <p>The objective of our session is to provide information to facilitate understanding of how the various parts of MCI work to meet our mission of providing education to our members, while offering opportunities for growth through leadership development, with emphasis on ways to be most effective.</p>
10:30 a.m. - 11:50 a.m.	<p>Budgeting (ALL) <i>Andrew Huhn</i></p> <p>Municipal Budgeting and Finance – the session will cover basic accounting information related to budgeting, an overview of a municipal budget process and a budget exercise.</p>
Noon - 1:00 p.m.	Lunch (Years 1, 2, & 3)
Noon - 1:30 p.m.	Lunch (Academy)
1:00 p.m. - 2:20 p.m.	<p>KTAP (Years 1, 2, & 3) <i>TIC</i></p> <p>The Knowledge Transfer Action Plan (KTAP) is a learning strategy designed to enrich your educational experience. During KTAP sessions, participants will share and discuss in structured group conversations what they have learned and how they might apply this new knowledge on the job.</p>
1:40 p.m. - 2:30 p.m.	<p>Data Management Tools Session (Academy) <i>Dr. Nic Robinson</i></p> <p>This session will explore the tools and techniques available for visualizing data including Microsoft Excel and PowerBI. The goals for this session are 1) to understand the appropriate uses for visualizing data and 2) be able to apply a series of best practices to assure that your visualization can tell and impactful and memorable story.</p>
2:30 p.m. - 3:20 p.m.	<p>IML Update (ALL) <i>Brad Cole</i></p> <p>Stay informed and connected with the latest developments in municipal governance in the Land of Lincoln! The Illinois Municipal League (IML) invites municipal clerks from across the state to join us for an exclusive update session designed to keep you in the know about the most pressing issues, legislative changes, and best practices that directly impact your role as a municipal clerk.</p>

3:30 p.m. - 5:30 p.m.	<p>Succession Planning (ALL) <i>Lee Frazier</i></p> <p>In this presentation, Lee will discuss the advantages of incorporating a Succession Planning strategy. Specifically, he will emphasize how this approach aids in nurturing future leaders, streamlining recruitment efforts, and identifying crucial roles and business functions. Additionally, Lee will highlight the importance of integrating the plan into hiring practices and regularly updating it to ensure its efficacy. Ultimately, his presentation will demonstrate how implementing a Succession Plan can facilitate a smooth leadership transition and mitigate the risk of losing valuable employees.</p>
6:00 p.m. - 9:00 p.m.	Banquet

Friday 10/11/24	Institute & Academy
6:00 a.m. - 10:00 a.m.	Breakfast for hotel guests
8:00 a.m. - 10:50 a.m.	<p>Keynote: Dream to Do (ALL) <i>Kent Julian</i></p> <p>Most leaders have big goals for their teams and organizations. But often, instead of achieving those dreams, they get stuck in dreamland. Each year the same goals get set, and each year the same goals go unmet. Yet, when leadership cultivates the right environment, any team can move from DREAM to DO. That's because the environment you create determines the results you produce. Participants will:</p> <ul style="list-style-type: none"> • Learn how to cultivate DREAM-to-DO leadership within themselves • Discover the "BIG is Little and Little is BIG" strategy in order to make small, strategic adjustments that lead to BIG results • Learn how to move themselves and their teams from a disempowering E=O mindset to the always-empowering E+R=O mindset • Be entertained and inspired by relevant, customized, and often hilarious examples, case studies, and interaction
11:00 a.m. - Noon	<p>KTAP (Years 1, 2, & 3) <i>TIC</i></p> <p>The Knowledge Transfer Action Plan (KTAP) is a learning strategy designed to enrich your educational experience. During KTAP sessions, participants will share and discuss in structured group conversations what they have learned and how they might apply this new knowledge on the job.</p>
11:00 a.m. - Noon	<p>Academy Roundtable (Academy) <i>TIC</i></p> <p>This intimate gathering of seasoned clerks offers a platform to engage in deep, meaningful conversations about the evolving landscape of municipal governance, share insights, and collaboratively explore solutions to the challenges faced by our profession. This roundtable is an excellent opportunity to engage in peer-to-peer learning, gain fresh perspectives, and build a network of trusted colleagues who understand the unique challenges and responsibilities that come with being a municipal clerk. The discussion will be facilitated to encourage open dialogue and the sharing of practical, real-world solutions.</p>
Noon	Adjourn