

**44rd Annual Municipal Clerks Institute**  
**July 6 – 12, 2019**  
**Regis University**

Start	End			
<b>Saturday, July 6, 2018 (Pre-Institute Event)</b>				
10:00 pm	5:00 pm	Nuts and Bolts Pre-Institute Workshop Margy Greer		
6:00 pm		Optional Group Dinner For early arrivals		
<b>Sunday, July 7, 2018</b>				
1:30pm	2:00pm	Check in Claver Hall Lobby		
2:00pm	5:00pm	Institute Orientation and "We are Clerks!" MOUNTAIN VIEW ROOM		
5:00pm	6:00pm	Opening Dinner MOUNTAIN VIEW ROOM		
6:00pm	8:00pm	Opening Session: Liar, Liar Pants on Fire Traci Brown MOUNTAIN VIEW ROOM		
<b>Monday, July 8, 2018</b>				
8:00am	11:50am	Marijuana Laura Bauer	Stepping in to Supervision Kathy Stewart	Emotional Intelligence Deb Westcott
12:00pm	1:55pm	Lunch Main Café		
1:00pm	2:50pm	Marijuana Laura Bauer	Technology in the Clerks Office Susan Ortiz	Change resiliency Phyllis Lundy
3:00 pm	5:00pm	Group Session: The Ins and Outs of Managing 4 Generations in the Workplace Jeff Butler		
<b>Dinner on your Own</b>				
<b>Tuesday, July 9, 2018</b>				
8:00am	9:50am	Basic Records Barb Setterlind	Resources for small communities DOLA and Clerks	Lessons from the Listserv Bruce Roome
10:00am	12:00pm	Records Retention and Destruction Barb Setterlind	Ethics and art of Ethical Decision Making Scott Steinbrecher	Diversity and Inclusion Effley Brooks
12:00pm	12:50pm	Lunch Main Café		
1:00pm	5:00pm	Basic Elections Karen Goldman	Basics of a Personnel System Jo Matoon and Sarah Hayes	Teams and Collaboration Effley Brooks
5:30pm	6:30pm	Dinner.....		
6:30pm	9:00pm	..... and a Movie!		
<b>Wednesday, July 10</b>				
8:00am	12:00pm	We Have to Start Meeting Like This Margy Greer, Bob Widner and Panel	Basic Budgeting Jon Johnson	Conflict and negotiation
12:00pm	12:50pm	Lunch - Main Cafe		

1:00pm	3:00pm	Law School for Clerks Geoff Wilson	Risk management Tami Tanoue	Customer Service Fish Phyllis Lundy
3:00pm	5:00pm	Continued....	Working with Boards and Commissions Cheryl Aragon and Panel	Elections revisited Karen Goldman
<b>Dinner on your Own</b>				
<b>Thursday, July 11, 2018</b>				
8:00 am	12:00pm	Liquor Robin Eaton	Count on Me Larry Prochazka	Communication and Public Speaking Tara Kuipers
12:00pm	12:50pm	Lunch Main Cafe		
1:00pm	3:00pm	Other Duties as Assigned Judy Egbert	How to Present Yourself in all Areas Clerks Panel	Understanding Yourself and Others Using MBTI Phyllis Lundy
3:00pm	5:00 pm	Working with your Elected Officials Kathie Novak	Liquor Revisited Robin Eaton	
5:45 pm	9:00pm	Team-Building and Problem-Solving Dinner Adams Mystery Playhouse : Murder at the Forbidden Cavern		
<b>Friday, July 12, 2018</b>				
8:00am	11:00am	Group Session: Jurassic Parliament Ann Macfarlane MVR		
11:00am	11:15 am	Group Photos (Attendance Necessary)		
11:30am	1:30pm	Business Meeting, Graduation and Closing Luncheon MVR		