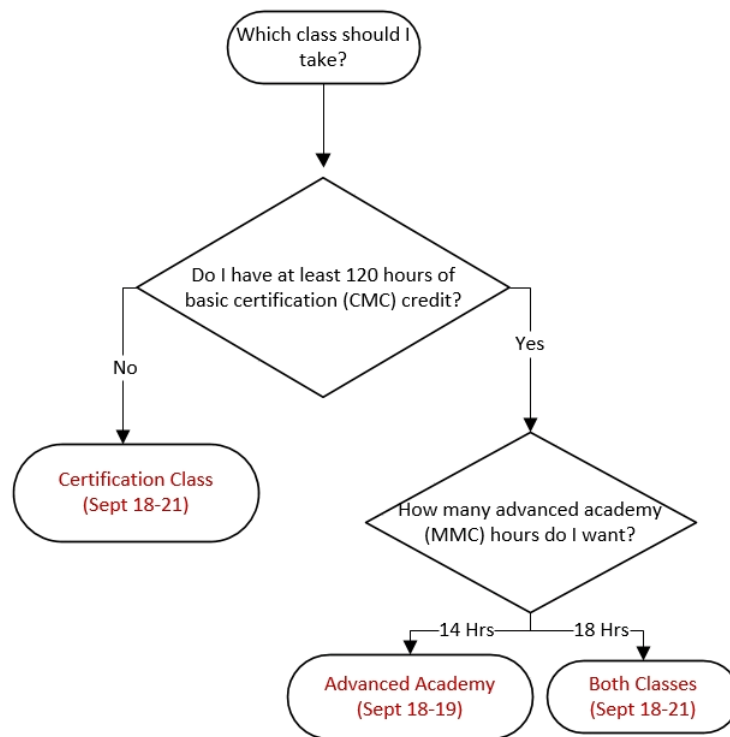




# 2023 MCI

Arkansas Municipal Clerks Institute      Opening doors for Arkansas clerks since 1972.

**Dates**            Sept 18 – 21 (Mon – Wed)  
**Times**            8am – 5:15pm daily  
**Location**        North Little Rock, Arkansas Municipal League Campus, 301 N 2<sup>nd</sup> Street



## Certification Class

- Earn up to 40 hours toward your state or IIMC initial certification (CAMC and CMC designations).
- Optional half-hour post-Institute project review session available.
- Registration fee includes 4 lunches, 1 dinner, all materials.
- Bonus! Free application workshop Sunday afternoon! See schedule for details.

## Advanced Academy

- Earn 14 hours toward your MMC (Master Municipal Clerk) designation.
- One day will be an Athenian Dialog, so get your copy of the book in plenty of time to finish beforehand.
  - *Getting Along: How to Work with Anyone (Even Difficult People)* by Amy Gallo, facilitated by Mississippi Institute Director, Jason Camp.
  - The book is only in print as hardcover, but widely available as an ebook or audio book. If your local library provides “Hoopla” or a similar service, you can get it free.
- Bonus! Free application workshop Sunday afternoon! See schedule for details.

- Choose “Both Classes” option to participate in additional 2 days and earn up to 6 additional MMC hours, plus 10 hours to use in the “experience” section of your MMC application.
- Advanced Academy and Both Classes registration is only available for ACCRTA members.

## Fees

Certification Class (Sept 18–21):	\$500 ACCRTA members	\$650 non-members
Advanced Academy (Sept 18 –19):	\$250	
Both Classes (Sept 19 – 21):	\$500	

## REGISTRATION LINK

**Agenda** (some classes may change – final version provided at check-in)

### Sunday (Wyndham Hotel, 2 Riverfront Place)

*Travel, settle in, get some certification coaching, get social, have dinner, and rest up for Day One.*

When	What
3pm	Check-in to Hotel (for overnight participants)
4 – 5pm	<b>CMAC, CMC, MMC Application Workshop</b> <i>Not sure where you stand in the certification process? Want to learn what certification is all about? Overwhelmed by all the things? This drop-in, one-on-one, come-as-you-are session is for you! If you have already earned some points, bring your draft application and documentation. If you're just starting, bring yourself and something to take notes with. Blank copies of the forms and additional materials will be provided.</i>
4 – 6pm	<b>Institute Check-In (Hotel Lobby)</b> <i>Grab your registration materials and find a dinner group before we get down to business Monday morning.</i> Optional Dinner Groups – on your own

### Monday, Sept 18

*After initial gathering and welcome time, we split into Certification and Academy groups for the remainder of the day.*

When	What
7:50am	Check-in/Settle in/ Morning Wakeup
8 – 8:50am	<b>Opening Session</b>
9am – 4pm	Advanced Academy - Athenian Dialog* (at hotel classroom)
9 – 9:50am	Class 1: <b>The Clerk Profession</b>
10 – 11:50am	Class 2: <b>Ordinances &amp; Resolutions</b>
12 – 12:40pm	Catered Lunch On-site
12:45pm	Group Photos
1:00-2:50pm	Class 3: TBA
3 – 4:50pm	Class 4: <b>Intentional Learning I</b>
5:00 – 5:15pm	<b>Reflection/Mentoring Time</b>
6:30pm	<b>Annual Institute Dinner Event</b> Stay tuned for details...



## Tuesday, Sept 19

Certification and Academy students will learn together today and Wednesday.

When	What
7:50am	Morning Wakeup
8 – 9:50am	Class 1: <b>Legislative Update*</b>
10 – 11:50am	Class 2: <b>New GIS Resources to Help the City Clerk*</b>
Noon	Catered Lunch On-site
12:50 – 1:00pm	Mid-Day Check-up
1:00-4:50pm	Class 3: <b>The Five I's of Inclusion*</b>
5:00 – 5:15pm	Reflection/Mentoring Time

## Wednesday, Sept 20

When	What
7:50am	Morning Wakeup
8 – 9:50am	Class 1: <b>Payroll Administration</b>
10 – 11:50am	Class 2: <b>IS Audit Update*</b>
Noon	Catered Lunch On-site
12:50 – 1:00pm	Mid-Day Check-up
1 – 2:50pm	Class 3: <b>Best Practices for Recording Meetings*</b>
3 – 4:50pm	Class 4: <b>Best Practices for Business License Administration</b>
5:00 – 5:15pm	Reflection/Mentoring Time

## Thursday, Sept 21

When	What
7:50am	Morning Wakeup
8 – 9:50am	Class 1: <b>Grants Update*</b>
10 – 11:50am	Class 2: <b>Intro to Codification</b>
Noon	Catered Lunch On-site
12:50 – 1:00pm	Mid-Day Check-up
1 – 2:50pm	Class 3: <b>Mental Resilience*</b>
2:50pm	Academy Students Dismissed
3 – 4:50pm	Class 4: <b>Intentional Learning II</b>
5:00 – 5:15pm	Wrap-up & Send-off

**Lodging** Wyndham Riverfront Hotel (2 Riverfront Place, North Little Rock)  
group rate \$98/night – available nights of Sept 17 – 21 – cutoff date 8/28/23  
call 866-657-4458 or 501-371-9000 for reservation  
mention Municipal Clerks Institute to receive group rate  
\*Special rate includes hot breakfast at Riverfront Steakhouse!

### Stay Updated!

1. On the AML CRT List serv - If you're not already signed up, visit [THIS SITE](#)
2. On the ACCRTA Facebook Group – Not a group member? Join at [ACCRTA FB GROUP](#)

### Not an ACCRTA Member and want to save \$50 on registration?

Contact Diane Whitbey [dwhitbey@nlr.ar.gov](mailto:dwhitbey@nlr.ar.gov) to pay your dues now!

### Questions?

Kim Jones, Institute Director | [kimj@uark.edu](mailto:kimj@uark.edu)