



Join fellow clerks from around the state on Sept. 29-30 for the **Township Clerks' Professional Development Retreat**. Held at the Bavarian Inn Lodge in Frankenmuth, this retreat offers premier educational programming and excellent networking opportunities. Educational sessions include:

FOIA Me This: A Guide to Public Records Access

With very few exceptions, all township records should be treated as public records, meaning the public should be able to access them. But that can be a hard concept to get your head around: What about emails, personal communications, privacy, or board member communications? What really are the deadlines? How can you communicate with the requester? When can you charge fees and how do you set them? Learn about the board's responsibilities for ensuring a township can and will respond correctly.

Three Manuals Walk into a Township Hall

This session is your guide to putting the *Uniform Chart of Accounts*, *Uniform Budget Manual* and *Accounting Procedures Manual* to work for you. We'll unpack what these manuals actually say and what they mean for your day-to-day, using real-life applications. Join us on this practical dive into how you can use these guides to improve reporting accuracy, tighten internal controls and avoid audit surprises. We're making manuals make sense!

Elections Update: Straight from the Source

Stay ahead of the curve with this essential update on all things elections. Hear directly from the Bureau of Elections as they break down the latest developments, answer your questions and tackle the hot topics shaping the upcoming election cycle. From guidance to preparedness tips, this is your opportunity to get the information you need—straight from the source. Don't miss this chance to connect, clarify and walk away ready for whatever election season brings.

Reconciling: Behind the Numbers, Ahead of the Problems

Reconciling isn't just balancing the books—it's how you make sure the story your financials are telling is actually true. Done right, it supports transparency and accuracy, strengthens internal controls, and promotes collaboration across departments. Explore how your reconciliation process supports not just your own responsibilities, but your colleagues' too. We'll cover what reconciliation really means, pitfalls to avoid, why your role is essential to the bigger picture, and how to simplify the process. Because when reconciliation is done right, everyone benefits.

Legislative Update: What's New, What's Next, What You Need to Know

MTA is a successful grassroots organization largely because of the involvement of active members—that's you! With the Michigan Legislature constantly changing and taking on

new issues, how can you keep up with it all? Join us as we share the ins and outs, and break down legislative priorities around local authority, funding and infrastructure. Learn the nuances of key legislative issues, what actions can be taken and why those actions matter, and leave with a deeper understanding on how to work together and advocate for successful action.

From Confused to Compliant: Mastering OMA

The Open Meetings Act (OMA) means that any township public body must do all of its business "out in the open," in full view of the public—unless one of the few, very limited, exceptions for closed sessions apply. The OMA is a clash of two worlds—public sector vs. private sector. But township board meetings are not supposed to be a "free for all" or "town hall." Learn about getting township board business done while being open, transparent and efficient.

Meeting Adjourned ... Now What?

Time to prepare the minutes—are you sure you're getting it right? Review the requirements (and best practices!) for keeping official records of your township meetings. What should and should NOT be included in the minutes? When must minutes be made available to the public? Where should they be published? How long do we need to keep them? We'll cover that and more! You'll walk away confident that your minutes are accurate, compliant and clear.

Dollars & Sense: Financial Stewardship Made Simple

Being a responsible steward of township funds doesn't have to be complicated. Packed with practical tips and real-world examples, this session digs into the essentials of financial oversight and explores your fiscal role. We'll walk through sample financial reports together, showing you how to spot what's missing, flag what could be improved, and understand what must be included. Because when it comes to public dollars, a little sense goes a long way.

Payroll and Paper Trails

Payroll isn't just about cutting checks—it's about keeping clean, compliant records that stand up to scrutiny. Join us as we review the nuts and bolts of payroll documentation and retention. We'll walk through essential forms, explain who needs to complete them (and when!), cover agency filing deadlines, and clarify who should—and shouldn't—have access. Learn practical tips on how long to keep what, so you're always audit-ready and never second-guessing.

Agenda*

Monday, September 29

- 8 a.m. Check-in
- 8:30 a.m. Welcome
- 8:35 a.m. *FOIA Me This*
- 10:15 a.m. *Three Manuals Walk into a Township Hall*
- 11:35 a.m. Lunch
- 12:35 p.m. ... *Elections Update*
- 2 p.m. *Reconciling: Behind the Numbers*
- 4 p.m.....Bavarian Belle riverboat cruise
- 6:45 p.m. Dinner

Tuesday, September 30

- 7:30 a.m. Breakfast
- 8 a.m. *Legislative Update: What's New, What's Next*
- 9:10 a.m. *From Confused to Compliant*
- 10:45 a.m....*Meeting Adjourned Now What?*
- Noon Vendor introductions
- 12:15 p.m..... Lunch
- 1:15 p.m. Vendor showcase
- 1:45 p.m. *Dollars & Sense*
- 3:15 p.m. *Payroll and Paper Trails*
- 4:30 p.m. Adjourn

REGISTRATION FORM

Township & County

Name & Title ☐ Full program ☐ Day 1 only ☐ Day 2 only

Email Address

Name & Title ☐ Full program ☐ Day 1 only ☐ Day 2 only

Email Address

Payment options:
☐ Check enclosed (payable to MTA) ☐ Invoice my township (members only)
☐ Charge to: MasterCard or VISA

Card #

CSV 3-digit code

Expires

Print Card Holder's Name

Signature

**Clerks' Professional Development Retreat
September 29-30**

Bring your deputy and save \$60 off full-program rates!
Discount applies to second registrant who is attending the same retreat.

Full-program rates:
Include 11 hours of education, breakfast and lunch each day, plus dinner and a riverboat cruise down the scenic Cass River.
☐ Early-bird rate \$367/person
☐ Regular rate \$417/person within three weeks of event
☒ **BONUS: I saved \$60 on a second full-program registration!**

Single-day rates:
Include that day's sessions, breakfast and lunch. Dinner and riverboat cruise can be added for an additional fee.
Check the day you wish to attend: ☐ Day 1 OR ☐ Day 2
☐ Early-bird rate \$230/person
☐ Regular rate \$280/person within three weeks of event

TOTAL ENCLOSED: \$ _____
Rates are for MTA members; non-members, call MTA for rates.

Special thanks to our sponsors!



Product and service providers

You'll get networking time with vendors targeting your role in the township. The vendor showcase can help you find and use products and services that streamline your township services.

Special dietary or accessibility needs

Participants with special needs should contact Kristin at (517) 321-6467, ext. 230 or kristin@michigantownships.org at least a week in advance.

Continuing education credit

Elective credits for *Township Governance Academy* candidates; no project required.



Elective and chapter credits for *Red Book Ready* candidates; icon appears next to qualifying sessions.



Cancellation and substitution

Written cancellation requests received at the MTA office four weeks prior to the event will receive a full refund; two weeks prior will receive a half-refund. No refunds will be issued thereafter without extenuating circumstances. Those that select "Invoice my township" as payment type but fail to cancel by these deadlines will still be required to pay balance due. You may substitute another individual from your township for the same retreat. Please contact MTA to let us know of the switch. Changes to hotel reservations must be made directly with the Bavarian Inn Lodge.



Getting there

Held at the Bavarian Inn Lodge located at One Covered Bridge Lane in Frankenmuth. The event will be held in the Conference Center on level two. Event check-in begins at 8 a.m.

Lodging

Make your reservations with the Bavarian Inn Lodge directly. Online reservation links and hotel details are available at <https://bit.ly/mtaretreats> and in your confirmation email, OR call (989) 652-7200 and reference the *MTA Clerks Retreat (Group # 13W6TI)*. Discounted lodging is limited—reserve your hotel room today.

The Lodge offers comfortable rooms that include mini-fridges, microwaves and free Wi-Fi. Amenities include a fitness center, multiple pools and whirlpools, a gift shop, gourmet coffee bar and a variety of restaurants. Live entertainment is featured in the lounge every evening. The Lodge is also home to the new Bavarian Blast, Michigan's biggest indoor waterpark and family fun center, featuring 16 waterslides, a wave pool, ropes course and climbing wall, mini bowling and more.

Check-in: 4 p.m. Check-out: 11 a.m.

MTA discounted room rates: \$162.28/standard, \$172.98/premium
(rate includes resort fee and local occupancy tax; does not include 6% sales tax)

Discounted rates end Sept. 14. Don't delay, make your reservations today!



512 Westshire Drive
P.O. Box 80078
Lansing, MI 48908-0078

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Permit #765

Exclusive Event for Clerks
& Deputy Clerks!



Township Clerks' Professional Development Retreat

September 29-30, 2025
Bavarian Inn Lodge, Frankenmuth

