



Join fellow trustees from around the state on Oct. 27-28 for the **Township Trustees' Professional Development Retreat**. Held at the Bavarian Inn Lodge in Frankenmuth, this retreat offers premier educational programming and excellent networking opportunities. Educational sessions include:

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.

I'm a Fiduciary ... (Psst, What's a Fiduciary?)
Each township board member is a “fiduciary” of the township. We'll discuss your responsibility to act in the township's public interests—not your own interests—to maintain sufficient township finances and avoid unnecessary risks or loss of the township's property and assets. In other words, you and the board have a duty to keep the township in “proper running order” and to leave the township in as good shape as you found it—or better—for the future.

Money, Manuals & Monitoring: A Day in the Life of Fiscal Oversight
Step into a day in the life of township fiscal oversight—where the *Uniform Chart of Accounts*, *Uniform Budgeting Manual* and *Accounting Procedures Manual* intersect with your monthly reports, budgets come alive, and audits actually make sense. We'll unpack what you're really looking at (and looking for) when reviewing the numbers, so you can spot issues, stay compliant, and feel confident every step of the way.

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. You'll get a better understanding on how to follow and protect township funds. Because when it comes to public dollars, a little sense goes a long way.

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.

Boards, Boundaries & Behavior
Being a responsible board member means more than just attending meetings—it means fostering a respectful, professional environment throughout township operations. Understanding workplace harassment laws is key to reducing liability and protecting that culture. Review legal definitions, reporting obligations and practical strategies for preventing inappropriate behavior and shaping a culture of accountability.

Revenue Rundown: Financing Township Services
Townships receive revenues to provide services to your community. Ever wonder where the money comes from—and what you're allowed to do with it? That revenue comes from multiple sources. Some, like revenue sharing and allocated millage, are provided by law for your general operations. Others, like special assessments and fees, are options that your board may consider using to cover specific costs. Learn how to match the right revenue stream to the right need—without stepping into legal quicksand.

Board Games: Finding Common Ground
Preparation is key to being an effective board member—but real impact comes from working well with others. While it's easy to think independently, the dynamics shift when decisions must be made as a group. Explore how to build consensus, navigate group decision-making and align your actions with township priorities. Learn the unwritten rules of collaboration and how to adapt your approach to boost your effectiveness on the board.

Promoting What Makes You Proud
Every township has something to be proud of—beautiful parks, dedicated volunteers, thriving festivals or a new public safety initiative. We can help you highlight those bright spots with positive, purposeful messaging. From social media platforms to newsletters, learn simple strategies for telling your township's story, building trust and engaging residents in what makes your township special.

Agenda	
Monday, Oct. 27	
8 a.m.....	Check-in
8:30 a.m.	Welcome
8:35 a.m....	<i>Legislative Update: What's New, What's Next</i>
9:50 a.m.	<i>I'm a Fiduciary (Psst, What's a Fiduciary?)</i>
11:15 a.m.....	<i>Money, Manuals & Monitoring</i>
12:30 p.m.....	Lunch
1:30 p.m. ...	<i>Dollars & Sense: Financial Stewardship Made Simple</i>
2:45 p.m.	<i>Expert Insights: Financial Fiduciary Finale</i>
4 p.m.....	Bavarian Belle riverboat cruise
6:30 p.m.....	Dinner
Tuesday, Oct. 28	
7:30 a.m.	Breakfast
8 a.m.....	<i>From Confused to Compliant</i>
9:20 a.m.....	<i>Boards, Boundaries & Behavior</i>
10:50 a.m.....	<i>Revenue Rundown</i>
Noon.....	Vendor introductions
12:15 p.m.....	Lunch
1:15 p.m.	Vendor showcase
1:45 p.m.	<i>Board Games: Finding Common Ground</i>
3:15 p.m. ...	<i>Promoting What Makes You Proud</i>
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

Trustees' Professional Development Retreat

October 27-28

Bring a fellow trustee 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 email 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.



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



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 Trustees Retreat (Group # 13W6TD)*. 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 multiple pools and whirlpools, a fitness center, 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 Oct. 12. Don't delay, make your reservations today!

Exclusive Event
for Township Trustees



Township Trustees' Professional Development Retreat

October 27-28, 2025
Bavarian Inn Lodge, Frankenmuth



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Lansing, MI
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