

 MICHIGAN
TOWNSHIPS
ASSOCIATION
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Lansing, MI 48917

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Register early:
Board of Review Training
classes fill up fast!

 MICHIGAN
TOWNSHIPS
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Board of Review Training

Under Public Act 660 of 2018, every board of review member (and alternate) must complete State Tax Commission-approved training at least once every two years. **MTA can help! We're offering both in-person and online Board of Review Training options.** Choose from two classes, one that satisfies the training requirement OR another, more advanced class that explores common trouble spots, hot topics and other issues encountered by boards of review. You'll walk away with critical insights, even if you've been on the board of review for years! Class takeaways are described at right. All participants will receive comprehensive handouts and resource materials, including samples, updated forms and bulletins, as well as guidance and information created specifically for the board of review.

Join us in person: Check-in and lunch begin at 11 a.m. and sessions are held from noon to 4 p.m. Both classes will be held concurrently at:

- | | |
|--|---|
| Jan. 31: Bavarian Inn Lodge, Frankenmuth | Feb. 15: Evergreen Resort, Cadillac |
| Feb. 1: LCC West Campus, Lansing | Feb. 20: Northern Center at NMU, Marquette |
| Feb. 6: Alpena Events Complex (APlex), Alpena | Feb. 21: Little Bear East Arena, St. Ignace |
| Feb. 7: Treetops Resort Conference Center, Gaylord | Feb. 27: Kensington Hotel, Ann Arbor |
| Feb. 8: Quality Inn Forward Conference Center, West Branch | Feb. 28: Four Points by Sheraton, Kalamazoo |
| Feb. 14: Comfort Inn Conference Center, Mt. Pleasant | |

Prefer to join us online? We're hosting virtual classes too! Choose from:

PA 660 Required Training for Board of Review Members, held:
 Feb. 13: 4-8 p.m. Feb. 26: 1-5 p.m. March 4: 8:30 a.m. to 12:30 p.m.

Advanced Training: Board of Review Management, held:
 March 4: 1-5 p.m.

Board of Review Training Registration Form

Must include which session EACH person will attend.

Township _____	County _____
Name & Title _____ <i>Attending:</i> <input type="checkbox"/> PA 660 Required Training OR <input type="checkbox"/> Advanced Training	Email (required for online training) _____ <i>Add a book:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Title _____ <i>Attending:</i> <input type="checkbox"/> PA 660 Required Training OR <input type="checkbox"/> Advanced Training	Email (required for online training) _____ <i>Add a book:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Title _____ <i>Attending:</i> <input type="checkbox"/> PA 660 Required Training OR <input type="checkbox"/> Advanced Training	Email (required for online training) _____ <i>Add a book:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Title _____ <i>Attending:</i> <input type="checkbox"/> PA 660 Required Training OR <input type="checkbox"/> Advanced Training	Email (required for online training) _____ <i>Add a book:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

NOTE: Payment must accompany form in order to be processed.
 Check enclosed (payable to MTA) OR Charge to: (circle one) MasterCard VISA

Card # _____	CSV (3-digit code) _____	Expires _____
Print Card Holder's Name _____		Signature _____

PA 660 Required Training for Board of Review Members (Approved by the STC, meets the biennial training requirement)

- Overview of the board's role and statutory authority
- How to handle protests
- July and December boards of review
- Key items for 2024

OR

Advanced Training: Board of Review Management

(For those who've already met the training requirement for this term; this class does NOT meet the STC's biennial training requirement)

- Procedural changes
- Best practices for minutes and agendas
- Administration of paperwork and forms
- The impact of the Open Meetings Act
- How to respond and when to punt to your assessor
- 2024 trouble-spots and hot topics
- Key points of the P.A. 660 audit

Instructor varies by location:

Cindy Dodge, MCAO, MTA Member Information Services Liaison; Shila Kiander, MAAO, Director, Mecosta County Equalization; Debby Ring, Michigan Master Assessing Officer (MMAO); and Laurie Spencer, MMAO, Presque Isle Township Assessor

For driving directions, cancellation, substitution and location change policies, visit <https://bit.ly/twptraining>

Continue the learning with MTA's Board of Review Guide:

Registrants may purchase the 2024 edition for \$34.50/book (member rate only; non-members, call for rates) when registering for the class. Books will be distributed on-site or shipped to online registrants. Online registrants, please add \$5 shipping/handling for orders up to \$150; \$10 for orders up to \$350.

Choose your date/method of participation:

In-Person Training

- | | |
|---|--|
| <input type="checkbox"/> Jan. 31: Frankenmuth | <input type="checkbox"/> Feb. 14: Mt. Pleasant |
| <input type="checkbox"/> Feb. 1: Lansing | <input type="checkbox"/> Feb. 15: Cadillac |
| <input type="checkbox"/> Feb. 6: Alpena | <input type="checkbox"/> Feb. 20: Marquette |
| <input type="checkbox"/> Feb. 7: Gaylord | <input type="checkbox"/> Feb. 21: St. Ignace |
| <input type="checkbox"/> Feb. 8: West Branch | <input type="checkbox"/> Feb. 27: Ann Arbor |
| | <input type="checkbox"/> Feb. 28: Kalamazoo |

Online Training

- | | |
|---|---|
| <input type="checkbox"/> Feb. 13: PA 660 Required | <input type="checkbox"/> March 4: Advanced Training |
| <input type="checkbox"/> Feb. 26: PA 660 Required | <input type="checkbox"/> March 4: PA 660 Required |

Those taking the required training online must participate live, keep their cameras on during class and complete a quiz at the end of to receive certification.

Early-bird Rate*: \$100/person *Expires three weeks prior to event date*

Regular Rate*: \$125/person *Begins three weeks from event date*

Late Rate*: \$150/person *Applies one week prior to event date*

____ (# registrants) x \$ ____ (rate) = \$ ____

____ (# of books) x (\$34.50/book* + shipping online only) = \$ ____

AMOUNT ENCLOSED = \$ ____

**Rate applies to MTA members; non-members, call MTA for rates.*



Send your completed registration form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078; fax: (517) 321-8908. Or register online at www.bit.ly/twptraining. Need event registration assistance? Call (517) 321-6467, ext. 226. For other event-related questions, call (517) 321-6467, ext. 234