

43rd ANNUAL
Montana Municipal Institute

**Elected Officials
Workshop**



May 2-4, 2023
Bozeman, MT



Tuesday, May 2nd

1:00 -
5:00 PM

Registration

1:00 -
2:50 PM

Stress Management & Self-Care for the Elected Official

Alison Brennan & Michelle Grocke, MSU Department of Health and Human Development

Madison

This joint session with clerks and treasurers will review techniques and best practices for effectively communicating with the public and building sustainable public trust.

2:50 -
3:05 PM

Afternoon Break

Mid-Afternoon Pick Up

3:05 -
5:00 PM

Advanced Communication Skills

Mark Willmarth, Vision West

Hyalite & Lewis & Clark

This joint session with the clerks/treasurers will delve into the advanced elements of effective communication.

5:30 -
7:00 PM

Elected Officials Reception:

Location TBD

TBD

Did you remember to fill out your evaluation form today?

Wednesday, May 3rd

7:00 -
8:00 AM

Breakfast- Old Faithful

Aspen

8:00 -
9:50 AM

Roles and Responsibilities

Ashley Kent, MSU Local Government Center

Aspen

Review and discussion of the roles and responsibilities of appointed and elected municipal officials.

9:00 -
9:50 AM

Governing Philosophy
Dan Clark, Director, MSU Local Government Center
Aspen

9:50 -
10:00 AM

Morning Break
Coffee and Hot Tea

10:00 -
11:50 AM

Montana Election Requirements
Dan Clark, Director, MSU Local Government Center
Aspen
A review of Montana's procedures and requirements for conducting municipal elections including initiative, referendum, and recall procedures and the Montana Voter Review process.

12:00 -
1:00 PM

Lunch- Absorka
Atrium
MMCT & FOA Semi-Annual Meeting

1:00 -
2:50 PM

Risk Management: Child Abuse Prevention
Jamie Fray, Presidium, Jim Brandley, MMIA
Hyalite & Clark & Lewis
This joint session covers the risks in daily municipal operations and how to assess the ability to control them. The session looks at the financial and reputational risks involved, as well as resources to help assess and manage them.

2:50 -
3:05 PM

Afternoon Break
Sweet and Salty

3:05 -
4:50 PM

Grant Application and Administration
Jodie Campbell, Clerk-Treasurer, Town of Cascade & Craig Erickson, Grants Manager, Great West Engineering
Hyalite & Clark & Lewis
This joint session offers a review and discussion of effective grant application procedures including administrative requirements for a successful grant application.

Did you remember to fill out your evaluation form today?

5:30 -
7:00 PM

Mayors Forum
Hyalite & Lewis & Clark
MMIA, MLCT, & MSU LGC invite all mayors to join them for an evening reception and networking event.



Thursday, May 4th

7:00 -
8:00 AM

Breakfast- Cowboy Benedict
Atrium

8:00 -
8:50 AM

Open Meetings and Citizens' Right to Know and Participate
Dan Clark, MSU Local Government Center
Aspen
An in-depth review of the constitutional right of the public to observe, know, and participate in the workings of their municipal government.

9:00 -
9:50 AM

Conflict Management and Resolution
Ashley Kent, MSU Local Government Center
Aspen
An exploration of the different kinds of conflict that can materialize in the workplace as well as tools and strategies for fostering open communication while minimizing the negative effects of conflict.

9:50 -
10:00 AM

Morning Break
Coffee and Hot Tea

10:00 -
10:50 AM

Budget Workshop
MSU Local Government Center
Aspen

11:00 -
11:50 AM

HR Policies and Procedures
Derrek Shepherd, MMIA, MSU Local Government Center
Aspen

12:00 -
1:00 PM

Lunch- Trail Ride
Atrium
Graduation & Awards Banquet

Did you remember to fill out your evaluation form today?

Thank you for a great week!

We wish you safe travels home.