

**Municipal Clerks of Illinois Institute and Academy
October 11–16, 2015
Springfield, Hilton – Springfield, Illinois**

Institute Program

Sunday, October 11

2:00–5:00 PM	Pre-Institute: Computer Security <i>Michael Gioia, Computer Security, Rose-Hulman Institute of Technology</i>	Embassy
6:00 PM	Welcome Dinner	Rendezvous
7:30–9:00 PM	Networking Opportunity/Hospitality in Capitol Suite	Room 2001

Monday, October 12

7:00–8:00 AM	All Institute - Continental Breakfast	Concourse Level
7:25–8:25 AM	Welcome Knowledge Transfer Action Plan (KTAP) Session – all institute participants must attend	Embassy (Concourse)
8:30 AM–Noon	Concurrent Sessions Year 1—Knowing Yourself and Knowing Others: A Myers-Briggs Type Indicator Workshop <i>Pat Kelly, Professional Training Consultant</i> Year 2 & 3—Simulated Society <i>Brent Henley, The Pyramid Group</i>	Plaza 3 Conference Center 1-4
Noon	Lunch Year 1 – On your own Year 2 & 3 – Lunch provided	
1:00–4:30 PM	Concurrent Sessions Year 1—Knowing Yourself and Knowing Others (continued) Year 2 & 3—Simulated Society (continued)	Plaza 3 Conference Center 1-4
4:30–5:30 PM	All Institute - KTAP Session All Institute - Dinner on own	Embassy (Concourse)
7:30–9:00 PM	Networking Opportunity/Hospitality in Capitol Suite	Room 2001

Tuesday, October 13

7:00–8:00 AM	Continental Breakfast	Concourse Level
7:45–8:30 AM	All Institute - KTAP Session	Embassy (Concourse)
8:30 AM–Noon	All Institute - Concurrent Sessions Year 1—The Role and Function of the Office of Municipal Clerk <i>Marilyn Karr, CMC, Clerk, City of Schaumburg, and Kittie L. Kopitke, RMC, MMC, Village Clerk/Collector, Village of Streamwood</i> Year 2 & 3 – Basic Budgeting for Illinois Municipal Clerks	Conference Center 4 Plaza 3
Noon	All Institute - Luncheon with Exhibitors	Rendezvous

1:00–4:30 PM	Concurrent Sessions	
	Year 1—The Role and Function of the Office of Municipal Clerk (continued)	Conference Center 4
	Year 1—Records Management Basics (3:00 – 4:00) <i>Robert C. Boots, CRM, Manager, Records Unit, Illinois State Archives</i>	Conference Center 4
	Year 2—Advanced Records Management (1:00 – 2:30) <i>Robert C. Boots, CRM, Manager, Records Unit, Illinois State Archives</i>	Conference Center 2
	Year 2 – Advanced FOIA & OMA (2:45 – 4:30) <i>Sarah Pratt</i>	Conference Center 2
	Year 3—Leadership During Change, Crisis or Chaos <i>Jill Morgenthaler</i>	Plaza 3
4:30–7:30 PM	Exhibits Open with Reception	Ambassador (Concourse)
5:15–7:30 PM	Reception in Exhibit Hall – prize drawing at 6:30 PM	Ambassador (Concourse) Must be present to win.
7:30–9:00 PM	Networking Opportunity/Hospitality in Capitol Suite	Room 2001

Wednesday, October 14

7:00–8:00 AM	All Institute - Continental Breakfast	Concourse Level
7:45–8:30 AM	All Institute - KTAP Session	Embassy (Concourse)
8:30 AM–Noon	Concurrent Sessions	
	Year 1—Nuts and Bolts of Municipal Meetings <i>Brian Day, Corporation Counsel, Town of Normal, Illinois</i>	Conference Center 4
	Year 2 – Parliamentary Procedures 102 <i>Michael R. Cheney, Ph.D., Professor of Communication, University of Illinois at Springfield</i>	Conference Center 2
	Year 3 & Academy – Diversity Awareness: It's About Respect	Plaza 3
Noon	All Institute - Luncheon at Hotel	Prairie
1:00–4:30 PM	Concurrent Sessions	
	Year 1 & 2 —Inter-Cultural Communication: How to Overcome Cultural Barriers and Avoid Translation Disasters	Plaza 3
	Year 3 – Parliamentary Procedures 103 <i>Michael R. Cheney, Ph.D., Professor of Communication, University of Illinois at Springfield</i>	Conference Center 2
4:30–5:15 PM	All Institute - KTAP Session	Embassy (Concourse)
5:45 PM	Municipal Clerks of Illinois Annual Meeting	Illinois
8:00–9:30 PM	Hospitality in Presidential Suite	Room 2814

Thursday, October 15

6:30 AM	All Institute - Continental Breakfast	Concourse Level
7:15–8:00 AM	All Institute - KTAP Session	Embassy (Concourse)
8:00 AM	Photo Sessions for Institute Participants, MCI Board, and Institute Training Committee	Lobby Steps
8:00 AM	Institute Year 1	
8:05 AM	Institute Year 2	
8:10 AM	Institute Year 3	
8:15 AM	MCI Board	
8:20 AM	Institute Training Committee	
8:30 AM–Noon	All Institute and Academy 8 Steps to Success <i>Aric Bostick, Consultant</i>	Illinois

Noon	All Institute - Lunch on your own	
1:30–5:00 PM	All Institute & Academy The Essence of Strategy: Getting to the Heart of Getting Things Done <i>Sherrin Ingram, Consultant</i>	<i>Illinois</i>
5:00–6:00 PM	All Institute - KTAP Session	<i>Embassy (Concourse)</i>
6:30 PM	Reception	<i>Prairie</i>
7:00 PM	All Institute - 50 th Anniversary Banquet	<i>Prairie</i>
<u>Friday, October 16</u>		
7:00–8:00 AM	All Institute - Breakfast Buffet	<i>Embassy (Concourse)</i>
7:15–8:00 AM	All Institute - KTAP Session	<i>Embassy (Concourse)</i>
8:00–10:15 AM	Concurrent Sessions	
	Year 1—Parliamentary Procedure 101 <i>Michael R. Cheney, Ph.D., Professor of Communication, University of Illinois at Springfield</i>	<i>Conference Center 2</i>
	Year 2, 3 & Academy—“New Laws, New Conflicts, and Trends to Watch” <i>Keri-Lyn Krafthefer, Adam Lasker, and Robert Bush, Attorneys</i>	<i>Rendezvous</i>
	10:30 AM–Noon All Institute and Academy Session – “What’s Happening In the State of Illinois” <i>Keri-Lyn Krafthefer, Adam Lasker, and Robert Bush, Attorneys</i>	<i>Rendezvous</i>
Noon	Adjourn	