

WMCA Northern Wisconsin Clerk Training



2nd Annual Northern Training Days - May 4-5, 2017 - The Waters of Minocqua

Since WMCA is going to “Hit it Out of the Park for Education” this August, we felt we should have a **Spring Training Camp** in Northern Wisconsin this May.

Spring Training Camp at The Waters of Minocqua is a great place for “rookie” clerks to practice the basics and the seasoned clerks to refresh their skills with the latest in new laws and information.

The initial invitation is going out to our northern Districts 1, 2, 7, and 8. You will have the month of March to get in your registration. Remember: On-line registration is the fastest and you can send a check in later.

However, if we do not reach capacity by the end of March, we will open registration to the rest of the WMCA membership around the state.

Whether you are a new clerk or have been on the job for years, you can get the latest information available on many of the basic and statutory responsibilities you have in your municipality.

Are you confident about most aspects of your job but have some questions about one or two jobs? You can pick just the classes you

need from the ala carte list.

Would you love to attend both days but can only get away from work one day or one morning or one afternoon? That works! Choose from the ala carte menu and attend when you can.

Need Financial Help to Attend this Training

Apply for a WCEF Scholarship. WCEF is the Wisconsin Clerks Education Fund. The WCEF Committee is committed to growing the fund each year through raffles and donations and then distributing the money to our members in the form of conference/ training scholarships.

The WCEF is pleased to announce that they are accepting applications for scholarships to attend the two-day Northern Wisconsin Spring Training Camp.

You can find the WCEF Northern Training Scholarship form on the WMCA website at: <http://wisclerks.org/wcef/wcef-wisconsin-clerks-education-fund> .

Deadline to apply is April 5, 2017.



Select the Spring Training Regimen Best for You




Here are the some of the best classes you need to build up your Home Team. Pick one, two, three or four classes. Build your day with the classes you need.



You have to catch this! Rookie Spring Training Camp on Thursday will be presented by the WMCA New Clerks Class Coaches. However, in place of the quick overview of every job a clerk does, they have picked out some basic responsibilities and will go into detail on these subjects. These classes will be led by a team of seasoned clerk “Coaches” from towns, villages, and cities and a Municipal Attorney. Absolutely great classes for a rookie clerk but also valuable to not-so-new clerks as well. Learn the correct way to handle your everyday tasks. Bring your questions and get the answers you need.



The Green Bay Batting Coaches are back, too! Our team partner, UW-Green Bay through Kassie Van Remortel, Director of Governmental Affairs and Economic Development, is offering you two Clerks Institute classes outside of the July institute setting in Green Bay. Bringing some of the “Tools” you need to do a great job and earn Institute credit at the same time! Check out the green shaded classes to see if they might be right for you to build the best educational day you can.

TIME		THURSDAY MORNING
	Different per Hotel	Breakfast is included in your hotel room fee at all hotels listed on Pg. 4
	7:30 AM—4:30 PM	Attendee Check-In Open at The Waters in the Lobby
	9:00—10:30 AM	“Beeerrr Heeerrrrreee!!!” – Alcohol and General Licensing from a Clerk’s Perspective An overview of the Clerk’s calendar of events and duties and responsibilities, sprinkled with some tips and tricks, when it comes to licensing.
	10:30-10:45 AM	Refreshment Break
	10:45 AM—12:15 PM	“DH, AB’s, AVG, RBI’s and BOR” – Board of Review: The Before and After What should I be doing leading up to the Board of Review? What do I do after Board of Review is complete? The answers to these questions and more. Disclaimer: This is not official Board of Review training. This class is meant as a supplement to the official training which goes beyond the statutory requirements for how the Board of Review is conducted.
OR 	9:00 AM—12:00 PM	IMPROVING YOUR GAME—Forms and Procedures in the Clerk’s Office This course provides participants an overview of the procedures, documents, and required duties in the Clerk’s office. Participants will be provided information for best practices and simplified procedures. DESIRED LEARNING OUTCOMES: <ul style="list-style-type: none"> • Knowledge of Clerk duties and calendar of events • Time-saving use of electronic forms and formats • Understanding of required notices and documentation • Familiarity with available resources This class fulfills 3 hours of UW-Green Bay Clerks and Treasurers Institute credit.
	12:00—1:00 PM	Lunch in the Lobby

TIME

THURSDAY AFTERNOON

1:00—2:30 PM



Time for a Pre-Season Game—“He coined the phrase, ‘Get up, get outa here, GONE!!!.’ Answer: Who is Bob Uecker?” – CLERK JEOPARDY

Test your Clerk knowledge with a Jeopardy-themed class on various Clerk-related duties, responsibilities and statutory requirements. Have a little fun while learning and testing your knowledge of the many facets of the clerk’s role.

2:30—2:45 PM

The Seventh Inning Stretch Refreshment Break

2:45—4:15 PM

Pitching Practice-Don’t Balk, Follow Through—LOCAL PUBLIC RECORDS MANAGEMENT in the 21ST CENTURY



Andrew Baraniak, the local government records archivist at the Wisconsin Historical Society, will discuss Wisconsin public records laws and how changing technology is impacting how local government agencies are meeting these laws. Topics covered will include a basic overview of public records and the Wisconsin statutes pertaining to their management, the affect electronic records have on local government agencies and how to properly plan for electronic records management, and a discussion of projects currently happening in the government records section of the Wisconsin Historical Society pertaining to local government records management.

OR

1:00—4:00 pm

Training the Rookies! - WORKING WITH NEW BOARD MEMBERS

Every two years, elections bring us new board members. Are your new (and old!) board members familiar with all of the hurdles and regulations that come with their new office? We’ll discuss how to train your new board members to help make it a smooth transition for both your old and new board members!

This class will fulfill 3 hours of UW-GB Clerks and Treasurers Institute credit.

4:30—6:30 pm

Don’t Miss the Team Meeting! - NETWORKING RECEPTION—Spend time with your fellow clerks and share your stories. Learn more about the WMCA and check out the Vendors who are sponsoring the reception. There will be ‘Free’ hors d’oeuvres for all attendees thanks to our Sponsors. A cash bar will also be available.

FREE

FRIDAY BREAKOUTS

Different per Hotel

Breakfast Available at your hotel

7:30 AM-1:30 PM

Attendee Check-In Open

9:00—12:00 Noon

Team Finances— WORKING WITH QUICKBOOKS



No team can survive without finances. Attend this session to learn how Quickbooks can help you keep your team (municipality) in the black and balanced. This training will be customized to your needs. Look for lines on the registration pages that will ask you which version of Quickbooks you use and you can write down any questions you may have so the class can give you the answers you need.

Our speaker can talk about payroll, insurance benefits, budgeting, fixed assets, and tax payments; just to name a few topics.

OR 9:00-11:30 AM

Top of the Ninth but you still have time to SCORE! - 2017 BOARD OF REVIEW CERTIFICATION TRAINING— THE PERFECT TWO-HOUR MEETING



The law requires at least one Board of Review member to be certified every two years. Whether you are a voting member or the Clerk of BOR you have responsibilities. The Department of Revenue has developed a new program for the 2017-18 certification cycle. Concentrating on the mandatory two hours meeting. **ALL BOARD OF REVIEW MEMBERS ARE WELCOME TO SIGN UP FOR THIS CERTIFICATION CLASS.**

10:15—10:30 AM

Refreshment Break

11:45 AM-12:45 PM LUNCH

12:45—3:15 PM

Bottom of the Ninth but you are still in the game! - 2017 BOARD OF REVIEW CERTIFICATION TRAINING— THE PERFECT TWO-HOUR MEETING

OPTIONAL –We will run a second session of the Board of Review certification class if we get at least 10 people that cannot make the morning session.

1:45—2:00 pm

Refreshment Break

Make Your Hotel Reservations Now

The City of Minocqua is very welcoming with State Rate rooms available at several hotels.

The Host Hotel - The Waters of Minocqua



8116 US 51 South, Minocqua, WI

The Waters will be hosting our two days of training in their conference rooms. They are also giving us almost every room in the hotel for our attendees.

Amenities included with your hotel room are:

- * **Waterpark Passes**
- * **Free WiFi**
- * **Breakfast from 6-10 AM**
- * **\$1.00 off beverage in the Lounge**

Call: **1-715-358-4000** to make your room reservations. Tell them you are with the **WMCA**.

The room rate is \$82 per night for a 2 Queen Standard Room, including:

- Flat screen TVs
- Microwave
- Refrigerator
- Coffee maker
- Hair dryer

Other Hotels just down the Street

The Pointe

8269 S. Hwy 51, Minocqua

The Pointe Hotel is just down the road from The Waters. The Pointe is an all-suite property located on beautiful Lake Minocqua and all rooms have a patio or balcony overlooking the lake.

Our room block consists of their one bedroom standard suites and are equipped with a full kitchen, full living room, dining room and private bedroom with a king or 2 queen beds.

- * **complimentary hot breakfast**
- * **Free WiFi**
- * **Swimming pool, whirlpool, sauna & fitness room**

All this for \$82 state rate per night.

Call 1-715-356-4431 to make your reservation and tell them you are with the WMCA.

AmericInn

700 Hwy. 51 North, Minocqua

The AmericInn has been newly refreshed with updated furnishings, flat screen TVs and cozy Serta Perfect sleeper beds.

Amenities include:

- * **Free, hot, home-style breakfast**
- * **Free Wi Fi**
- * **Indoor heated pool, hot tub and Sauna**
- * **Fitness Center**
- * **Kids 17 and under stay free**
- * **Pets allowed for \$10 per night**

\$82 State Rate is honored

Call 1-715-356-3730 and let them know you are with the WMCA.

Best Western Plus Concord Inn

320 Front St., Minocqua

The Best Western Plus is just 5 minutes (1.3 miles) down the road in downtown Minocqua. The Best Western is newly renovated with pillow top mattresses in most rooms and 40" flat screen TVs. They are also 100% smoke free .

Other amenities include:

- * **Fantastic Breakfast with specialty breads and hot items**
- * **Free WiFi**
- * **Indoor heated pool & hot tub**
- * **Revere's Cocktail Lounge, serving gourmet pizzas and ice cream drinks**

Call 1-715-356-1800 to make your reservation for \$82 per night and let them know you are with WMCA.

Northern Wisconsin Spring Training Camp—Registration Form—Page 1

PLEASE PRINT - FIRST NAME: _____ LAST NAME: _____

COME FOR 2 DAYS — ONE DAY — HALF A DAY—YOU CHOOSE
PLEASE MARK THE CLASSES YOU ARE GOING TO TAKE

Full Training Camp			MEMBER COST	NON- MEMBER	AMT DUE
2-Day Spring Training Camp - Please 'X' the classes & meals you will attend below.			\$110	\$130	
	9:00—10:30 AM Licensing From a Clerk’s Perspective		9AM—Noon Forms & Procedures		
	10:45 AM-12:15 PM Before & After Board of Review				
	12:00 - 1:00 PM Tailgaters' Lunch-Burgers & Brats				
	1:00—2:30 PM Clerk Jeopardy		1:00—4:00 pm Working with New Board Members		
	2:45—4:15 PM Public Records Management				
	4:30—6:30 pm FREE Networking Reception - Let us know you are attending. We need a headcount.				

FRIDAY BREAKOUTS (Check one)					
	9:00AM—12:00 PM Working with Quickbooks		9:00—11:30 AM Board of Review Certification		
	11:45AM— 12:45 PM LUNCH - Soup & Sandwich Buffet				
	12:45—3:00 PM Board of Review Certification Training				

A La Carte - Can't stay for two days - Pick classes & meals that fit your schedule and join us when you can!

THURSDAY MORNING - BREAKOUT SESSIONS - Chose 1 or 2, or 1 & 2, or 3				MEMBER	NON- MEMBER	AMT DUE
OPTION 1		9:00—10:30 AM Licensing From a Clerk’s Perspective		\$ 15	\$20	
And 2		10:45 AM-12:15 PM Before & After Board of Review from the Clerk’s Perspective		\$ 15	\$20	
Or 3		9:00 AM—12:00 PM Forms & Procedures in the Clerk’s Office		\$ 30	\$35	
		12:00—1:00 PM Tailgater’s Lunch—Brats & Burgers and all the fixin’s		\$ 15	\$20	

THURSDAY AFTERNOON - BREAKOUT SESSIONS - Chose 4 or 5, or 4 & 5, or 6						
4		1:00—2:30 PM Clerk Jeopardy		\$ 15	\$20	
And 5		2:45—4:15 PM Local Public Records Management in 21st Century		\$ 15	\$20	
Or 6		1:00—4:00 pm Working with New Board Members		\$ 30	\$35	
		4:30—6:30 pm FREE Networking Reception - Let us know you are attending.		FREE	FREE	

FRIDAY MORNING - BREAKOUTS (Check one)						
7		9:00—12:00 PM Working with Quickbooks		\$ 30	\$35	
Or 8		9:00—11:30 AM Board of Review Certification Training		\$ 15	\$15	
		11:45— 12:45 PM LUNCH - Soup & Sandwich Buffet		\$ 15	\$20	

FRIDAY AFTERNOON - (Please check if attending)						
9		12:45—3:15 PM Board of Review Certification Training		\$ 15	\$15	
GRAND TOTAL:						

Continue your registration on the next page. **PLEASE MAIL BOTH PAGES WITH PAYMENT.**

Northern Wisconsin Spring Training Camp—Registration Page 2

PLEASE PRINT:

FIRST NAME: _____ LAST NAME: _____

TITLE: _____

TOWN VILLAGE CITY COUNTY

MUNICIPALITY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____ PHONE: _____

ANSWER ALL QUESTIONS PLEASE:

ARE YOU A WMCA MEMBER? YES NO

IS THIS YOUR FIRST WMCA TRAINING? YES NO

I HAVE SPECIAL NEEDS TO ATTEND CLASS YES NO

They are: _____

List additional Board of Review Members attending Friday. Please mark on page 5 which BOR session they will attend. They are welcome to come for lunch, too. Just mark page 5 and send in payment. PLEASE PRINT NAMES.

PLEASE NOTE: This paper registration needs to be in the WMCA Office by April 24, 2017. If your check will not be cut in time, please scan and email in the two registration pages or fax them to 920-568-9278 and mail the check as soon as you can.

TO PAY BY CHECK: Make your check payable to WMCA

Mail the two registration pages and your check to:

**WMCA
1414 Montclair Place
Fort Atkinson, WI 53538**

TO PAY BY CREDIT CARD - fill out the following:

<input type="checkbox"/>	Visa	Card Number: _____
<input type="checkbox"/>	MasterCard	Security Code: _____ Expires (MM/YYYY): ____/____
<input type="checkbox"/>	Discover	Print Name on Card: _____
<input type="checkbox"/>	American Express	Signature: _____ Date: _____

Any questions, contact the Executive Director at coordinator@wisclerks.org or 920-568-9278 (Phone and Fax)

There will be a \$10 processing fee for cancellations before April 24. There are no refunds after April 24.

The WMCA and our Associate members are working together to keep costs down and make these Training Days as affordable as possible. When you have the opportunity, thank the following businesses for becoming Sponsors of the Northern Wisconsin Training Days.

Gold Sponsors

The following Associates are sponsoring the Networking Reception



Sponsor of WMCA Clerks Manual Printing for training sessions.



Bronze Sponsor

Sponsoring Registration Bags -



Watch the Northern Wisconsin Training Days website and monthly WMCA E-Newsletters for more sponsors as they come in.