



2010 CONFERENCE SCHEDULE OF EVENTS

Celebrate You – The Gem of a Community
40th Annual W.M.C.A. Conference

Mirabeau Park Hotel & Conference Center, Spokane Valley

March 16-19, 2010

TUESDAY, MARCH 16

7:30 am – 8:30 am **CONTINENTAL BREAKFAST**
Location: Tamarack

9:00 am – 12:00 pm **ACADEMY SESSION**
Speaker: Mark Towers
Topic: Becoming a BLT – How to Stand Out and Make a Difference
Description: This (1) Educational (2) Motivational and (3) Entertaining session will provide immediately usable concepts for you to use in your municipality. Some of the items to be covered in this session will include: the four things that people want from you as a leader in the community (in exact order of priority), communication skills that get results and how to stay focused on the three key pillars of trust. Come join us for a one-of-a-kind program!

Location: Ponderosa

12:00 pm – 1:00 pm **LUNCH**
Location: Tamarack

1:00 pm – 4:00 pm **ACADEMY SESSION (Continued)**
Speaker: Mark Towers
Topic: Making Yourself an Indispensable Public Servant
Description: Nearly four decades of formal and informal research will serve as the foundation for this presentation. Some of the key takeaways in this session will include: how to leverage the only three tools in your personal tool kit, how to stay focused on the only three things that matter in your city and the bottom line in regard to continually adding value to the lives of your citizens and colleagues. See you there for a unique learning experience!
Location: Ponderosa

5:30 pm – 7:00 pm **PRESIDENT'S RECEPTION**
Location: Tamarack

WEDNESDAY, MARCH 17

8:00 am – 9:00 am **FIRST TIME ATTENDEE/NEW CLERKS BREAKFAST SESSION**
Location: Diamond/Spirit

8:00 am – 9:00 am **BREAKFAST** (all other conference attendees)
Location: Tamarack

9:00 am – 9:45 am **OPENING CEREMONY**
Location: Ponderosa/Juniper

9:45 am – 10:00 am

EXHIBITOR VIEWING & BREAK

Location: Lobby/Gallery

10:00 am – 12:00 pm

GENERAL SESSION

Speaker: Dr. Raymond Reyes

Topic: The Heart of Public Service

Description: Join us to learn from Dr. Reyes about the challenges and opportunities of self-care in the gale force winds of change in our communities today.

Location: Ponderosa/Juniper

12:00 pm – 1:30 pm

LUNCH - AUCTION OPENS!

Location: Tamarack/Spruce

1:30 pm – 3:00 pm

CONCURRENT EDUCATION SESSIONS

▪ **Notary Basics**

Speaker: Mike Connelly

Description: There is much more to being a notary than signing your name! Attorney Mike Connelly will review best practices and legal pitfalls for notaries in the state of Washington. Bring your questions.

Location: Diamond/Spirit

▪ **Public Works Bidding Procedures**

Speaker: Pat Mason, Municipal Research Services Center

Description: No matter what your role in municipal government, you can benefit from this basic overview of Washington local government bidding requirements from Municipal Research & Services Center senior legal consultant Pat Mason.

Location: Ponderosa

▪ **Ethics**

Speaker: Susan Secker

Description: This interactive session invites participants to identify the core values and convictions that ground one's moral compass and are necessary for ethical leadership. Participants will apply their own ethical framework to real dilemmas and issues that occur in the workplace environment.

Location: Juniper

3:00 pm – 3:30 pm

EXHIBITOR VIEWING & BREAK

Location: Lobby/Gallery

3:30 pm – 5:00 pm

CONCURRENT EDUCATION SESSIONS

▪ **Electronic Records Management**

Speaker: Scott Sackett

Description: Have your questions answered in this session that will give you an opportunity to learn all about the guidelines and requirements for the management of electronic public records, including emails, websites, social media and scanned documents.

Location: Diamond/Spirit

▪ **Budgeting for Clerks**

Speaker: Mike Bailey

Description: Budgets are getting more attention these days as the economy continues

to present challenges. This session will look at the role of the budget and how that leads to the right type of process to address the needs of local government.
Location: Ponderosa

- **Ethics**
Speaker: Susan Secker
Description: -see above-
Location: Juniper

5:00 pm – 5:30 pm **INCOMING & OUTGOING COMMITTEE CHAIRS MEETING**
Location: Lilac

DINNER ON YOUR OWN OR OPTIONAL EVENT (BUS ARRIVES 5:45 IN LOBBY; LEAVES 6:00)

THURSDAY, MARCH 18

6:30 am – 7:30 am **HEALTH WALK WITH ANDY CLARKE (SPONSORED BY AWC)**
Location: Meet in hotel lobby

8:00 am – 9:00 am **BREAKFAST**
Location: Spruce/Tamarack

9:00 am – 10:00 am **ANNUAL BUSINESS MEETING**
Location: Spruce/Tamarack

10:00 am – 10:15 am **EXHIBITOR VIEWING & BREAK**
Location: Lobby/Gallery

10:15 am – 11:45 am **ROUNDTABLES**
Parliamentary Procedures
Location: Lilac

Minutes
Location: Diamond/Spirit

Boards & Commissions
Location: Ponderosa

Electronic Records
Location: Juniper

11:45 pm – 1:00 pm **LUNCH – REGION IX MEETING**
Location: Tamarack/Spruce

1:00 pm – 2:30 pm **CONCURRENT EDUCATION SESSIONS** (classes will repeat in late afternoon)

- **Legislate Update and How to Reduce the Top Five Risks for Public Records Act Litigation**
Speaker: Pat Mason (MRSC)/Ramsey Ramerman (City of Everett)
Description: Find out how to protect your municipality from costly mistakes in processing public records requests. The session also includes news from the 2010 legislative session and updates on other current topics of interest.

Location: Ponderosa

▪ **Motivating and Inspiring Wellness Participation**

Speaker: Ken Briggs

Description: This is a lively and interactive session that will help participants to become personally inspired and to help inspire others to make important lifestyle changes that will encourage high-level wellness instead of low-level worseness or mid-level mediocrity.

Location: Juniper

2:30 pm – 3:00 pm

EXHIBITOR VIEWING & BREAK – AUCTION CLOSSES!

Location: Lobby/Gallery/Spruce/Tamarack

3:00 pm – 4:30 pm

CONCURRENT EDUCATION SESSIONS

▪ **Legislative Update and How to Reduce the Top Five Risks for Public Records Act Litigation**

Speaker: Ramsey Ramerman/Pat Mason

Description: -see above-

Location: Ponderosa

▪ **Motivating and Inspiring Wellness Participation**

Speaker: Ken Briggs

Description: -see above-

Location: Juniper

6:00 pm – 7:00 pm

VENDORS/EXHIBITORS RECEPTION

Location: Lobby/Gallery

7:00 pm – 10:00 pm

ANNUAL BANQUET

Location: Tamarack/Spruce

10:00 pm – Midnight

DJ and dancing

Location: Tamarack/Spruce

FRIDAY, MARCH 19

8:00 am – 9:00 am

BREAKFAST

Location: Tamarack/Spruce

9:00 am – 12:00 pm

GENERAL SESSION

The Right Things: The Right Way: Conquering Chaos at Work. Strategies for Dealing with Disorganization and the People Who Thrive on it

Speaker: De Hicks

Description: The title says it all! Municipal clerks must be experts at dealing with chaos and disorganization, no matter what the source. These challenges continue to increase with the pressure of doing “more with less.” Get practical ideas for mastering the myriad of tasks you do for yourself and others every day from organizational and leadership development specialist De Hicks.

Location: Ponderosa/Juniper

12:00 pm

CONFERENCE CONCLUDES / GRAND RAFFLE PRIZE DRAWING

12:30 pm – 5:00 pm

EXECUTIVE COMMITTEE BOARD MEETING

Location: Dahlia