

EDUCATIONAL OFFERINGS

2018



Maine Municipal Association | 60 Community Drive, Augusta, Maine 04330

(207) 623-8428 | 1-800-452-8786 | www.memun.org

Maine Municipal Association is pleased to announce available training offerings for 2018. Including those offered with our Affiliate Associations, MMA members can choose from over 90 live sessions this year in addition to distance learning courses.

In this catalog, you will find:

- **2018 At-a-Glance Calendar**—A quick listing of courses by month offered in 2018 organized by date, name and location.
- **Catalog of Available Courses**—A summary description of each course sorted alphabetically by course name.
- **Catalog of Available Courses by Association**—A quick listing of the 2018 courses sorted by the sponsoring Association.

Course Information: All event information can be found at <http://www.memun.org/TrainingResources/WorkshopsTraining.aspx> where course dates, locations, descriptions and directions to venues are provided.

Registration: The best way to register for the event is via the MMA website as listed above. All courses that are open for registration are listed there, and registration is quick and easy. Payment is not required at time of registration to confirm your attendance. Copies of brochures may be obtained by printing from the MMA website or by calling the Training & Affiliate Office at 1-800-452-8786. Registrations by phone are not accepted.

Questions: If you would like more information, please call the Training & Affiliate Office at MMA at 1-800-452-8786.

Cancellation Policy: Cancellation notification must be given in writing at least 3 business days before the session. Any cancellation received within that 3 day window will be charged the full registration fee. All cancellations are subject to a \$10 administrative fee for processing (\$15 for MTCCA & MMTCTA). Please go to <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations.aspx> to cancel. If you have any questions please contact the Training & Affiliate Office at (800) 452-8786 or (207) 623-8428.

Storm Policy: If there is inclement weather, a decision to postpone will be made the day prior to the event and this information is posted on the MMA website at www.memun.org and is updated on our training hotline (207) 624-0117 by 5 p.m. We encourage ALL event participants to check the MMA website or the hotline before departing for any of these events to ensure that the event schedule has not changed, and we encourage all attendees to travel considering personal safety first.

Training Hotline: MMA is pleased to offer a quick phone reference for upcoming events, special events, cancellations and to speak to staff in the Training & Affiliate Office. The hotline number is (207) 624-0117.

Certification: To discuss the possibility of a particular course counting for valid points/hours of a certification program, please contact the Training & Affiliate Groups Office at 1-800-452-8786 or training@memun.org.

ADA Message: In order to ensure your complete participation in any of our events, we would appreciate your informing us prior to the event of any special requirements you may have due to a disability.

Disclaimer: Educational courses and materials offered by the Maine Municipal Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice. Accessing information does not create an attorney-client relationship. Participants should not act upon any information without seeking legal counsel. Electronic or hard copy links or references are not intended as referrals or endorsements of the identified entities.

Publications: All MMA publications are available for free download at www.memun.org (user ID & Password login required) or copies can be purchased by calling the MMA Publications Office at 1-800-452-8786.

Dietary Requirements: We do our best to plan meals according to general dietary guidelines. If you have a specific dietary restriction, please call our office at least 5 business days prior to the start of the event. Please note that we are not able to accommodate onsite requests, as catering planning happens in advance of the event.

WHO TO CONTACT:

1-800-452-8786 or (207) 623-8428

MMA Educational Events & Affiliate Training:

- Alicia Stokes Gaudet, Manager, Educational Services x2304**
- Melissa White, Training & Affiliate Groups Office Coordinator..... x2299**
- Joan Kiszely, Affiliate Liaison x2297**
- Eric Conrad, Director of Communication & Educational Services x2390**

KEY TO GROUPS/WORKSHOP SPONSOR

MMA	Maine Municipal Association	MFCA	Maine Fire Chiefs' Association
MACA	Maine Animal Control Association	MLGHRA	Maine Local Government Human Resources Association
MAAO	Maine Association of Assessing Officers	MMTCTA	Maine Municipal Tax Collectors' and Treasurers' Association
MBOIA	Maine Building Officials & Inspectors Association	MSFFF	Maine State Federation of Firefighters, Inc.
MCAPWA	Maine Chapter of American Public Works Association	MTCCA	Maine Town & City Clerks' Association
MCDA	Maine Community Development Association	MTCMA	Maine Town, City and County Management Association
MeWEA	Maine Water Environment Association	MWDA	Maine Welfare Directors Association

SMOKE FREE

Effective Sept. 1, 2015, in accordance with the provisions of the Workplace Smoking Act of 1985, smoking is prohibited anywhere within the MMA building or on MMA property. MMA maintains a smoke free campus.

FRAGRANCE FREE

MMA recognizes the potential hazards caused by exposure to scented products and cleaning chemicals. We ask that event participants refrain from using products that contain strong fragrances so that we can maintain a safe and healthy learning environment for all.

*Please note that the listings in "red" with a 🔍 symbol are new courses!

Date:	Day:	Course Name:	Location:	Sponsored By:
FEBRUARY				
2/1	Thurs.	MFCA Legislative Breakfast	Augusta - Senator Inn	MFCA
2/6	Tues.	MTCCA Title 30A - Town Meeting and Local Election Law	Caribou - Caribou Inn & Convention Center	MTCCA
2/6	Tues.	MWDA GA Basics	Topsham - Topsham Library	MWDA
2/6-7	Tues.-Wed.	MeWEA/MWUA Joint Conference	Portland - Holiday Inn by the Bay	MeWEA
2/13	Tues.	Elected Officials Workshop	Augusta - Maine Municipal Association	MMA
2/22	Thurs.	Moderating Town Meetings	Lewiston - Ramada Inn	MMA
2/28	Wed.	MTCCA Title 30A - Town Meeting and Local Election Law	Augusta - Maine Municipal Association	MTCCA
MARCH				
3/1	Thurs.	MeWEA Legislative Breakfast	Augusta - Senator Inn	MeWEA
3/2	Fri.	MeWEA Ski Day with NHWPCA	Rumford - Black Mountain Resort	MeWEA
3/7	Wed.	Basic Municipal Budgeting	Lewiston - Ramada Inn	MMA
3/15	Thurs.	MWDA Advanced GA	Augusta - Maine Municipal Association	MWDA
3/16	Fri.	MTCMA 39th Annual Statewide Manager Interchange	Bangor - Hilton Garden Inn	MTCMA
3/19	Mon.	Verbal Judo - Tactical Communication for the Public Employee	Freeport - Hilton Garden Inn	MMA
3/20	Tues.	Planning Board/Boards of Appeal	Augusta - Maine Municipal Association	MMA
3/28	Wed.	MTCCA New Clerks	Augusta - Maine Municipal Association	MTCCA
3/28-30	Wed.-Fri.	MFCA Joint Conference	Newry - Sunday River	MFCA
APRIL				
4/4	Wed.	🔍 Regulating Vacation Rentals (NEW!)	Augusta - Maine Municipal Association	MMA
4/5	Thurs.	MCAPWA Annual Spring Meeting	Waterville - T&B's Celebration Center	MCAPWA
4/5	Thurs.	MTCCA Records Management	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
4/6-7	Fri.-Sat.	MACA Annual Business Meeting & Training	Bangor - Hollywood Casino Hotel	MACA
4/9-10	Mon.-Tues.	MCAPWA Supervisory Leadership in Public Works Program - Part I	Augusta - Buker Community Center	MCAPWA
4/10	Tues.	MMTCTA Tax Liens Workshop	Orono - Black Bear Inn	MMTCTA
4/10	Tues.	MTCCA Vital Records	Portland - Fireside Inn & Suites	MTCCA
4/11	Wed.	Elected Officials Workshop	Portland - Fireside Inn & Suites	MMA
4/12	Thurs.	🔍 Parliamentary Procedures (NEW!)	Augusta - Maine Municipal Association	MMA
4/13	Fri.	MeWEA Spring Conference	Bangor - Sheraton Four Points	MeWEA
4/13	Fri.	MLGHRA Spring Training	Augusta - Maine Municipal Association	MLGHRA
4/20	Fri.	MAAO Northern Maine Spring Workshop	Caribou - Northern Maine Development Commission	MAAO
4/23-24	Mon.-Tues.	MWDA Spring Training Seminar	Bangor - Hollywood Casino Hotel	MWDA
4/25	Wed.	MMTCTA Tax Liens Workshop	Portland - Keeley's Banquet Center	MMTCTA
4/27	Fri.	Municipal Technology Conference	Augusta - Augusta Civic Center	MMA

Date:	Day:	Course Name:	Location:	Sponsored By:
MAY				
5/1	Tues.	MAAO Board of Assessment Review MAAO Board of Assessment Review - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MAAO
5/2	Wed.	Personnel Practices	Portland - Fireside Inn & Suites	MMA
5/8	Tues.	Planning Board/Boards of Appeal	Ashland - Community Center	MMA
5/14-16	Mon.-Wed.	MCAPWA Supervisory Leadership in Public Works Program - Part II	Augusta - Buker Community Center	MCAPWA
5/15	Tues.	MTCCA Licensing	Augusta - Maine Municipal Association	MTCCA
5/16	Wed.	Managing Freedom of Access Requests	Skowhegan - Margaret Chase Smith Library	MMA
5/18	Fri.	MMTCTA Annual Conference	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
5/21-22	Mon.-Tues.	MBOIA 9th Annual Maine Code Conference	Northport - Point Lookout Resort and Conference Center	MBOIA
5/30	Wed. 🔍	How to Lead Effective Meetings (NEW!)	Belfast - Hutchinson Center	MMA
JUNE				
6/5	Tues. 🔍	Meet the Grant Funders (NEW!)	Rumford - Town Office	MMA
6/7	Thurs.	MCAPWA Highway Congress	Skowhegan - Skowhegan Fairgrounds	MCAPWA
6/14	Thurs.	Municipal Human Resources & Management Conference	Waterville - Thomas College	MMA
6/14	Thurs.	MMTCTA Cash Management	Augusta - Maine Municipal Association	MMTCTA
6/19	Tues.	Elected Officials Workshop	Ellsworth - General Moore Community Center	MMA
6/22	Wed.	MTCCA Municipal Law for Clerks MTCCA Municipal Law for Clerks - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MTCCA
6/26	Tues.	New Managers Workshop	Augusta - Maine Municipal Association	MMA
JULY				
7/10	Tues. 🔍	Legal Update on Recreational Marijuana (NEW!)	Bangor - Cross Insurance Center	MMA
7/12	Thurs.	MFCA Membership Meeting & Networking	Hope - Hope Fire Station	MFCA
7/12	Thurs.	MMTCTA Basic Excise Workshop	Augusta - Maine Municipal Association	MMTCTA
7/19	Thurs.	Elected Officials Workshop	East Millinocket - Town Office	MMA
7/19	Thurs.	MBOIA Membership Meeting & Training	Augusta - Maine Municipal Association	MBOIA
7/25	Wed.	MTCCA New Clerks	Bangor - Spectacular Event Center	MTCCA
7/26	Thurs.	Planning Board/Boards of Appeal	Portland - Clarion Hotel	MMA
7/26-27	Thurs.-Fri.	MMTCTA Basic Accounting I	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
7/30	Mon.	Verbal Judo - Tactical Communication for the Public Employee	Augusta - Maine Municipal Association	MMA
AUGUST				
8/8-8/10	Wed.-Fri.	MTCMA 73rd New England Management Institute	Newry - Sunday River	MTCMA
8/14	Tues.	MMTCTA I've Got The Job - What Now? Workshop	Augusta - Maine Municipal Association	MMTCTA
8/23	Thurs.	MTCCA Vital Records MTCCA Vital Records - Video Conference	Augusta - Maine Municipal Association Machias - Machias Career Center	MTCCA
8/29	Wed.	Elected Officials Workshop	South Berwick - Spring Hill	MMA
SEPTEMBER				
9/5	Wed	MTCCA Voter Registration	Portland - Fireside Inn & Suites	MTCCA
9/5-7	Wed.-Fri.	MAAO Fall Conference	Sebasco - Sebasco Harbor Resort	MAAO

Date:	Day:	Course Name:	Location:	Sponsored By:
9/6	Thurs.	MTCCA Title 21A - State Election Law	Portland - Fireside Inn & Suites	MTCCA
9/6	Thurs.	Municipal Leadership: How to Achieve Results When Your Teammates Can Tackle You (NEW!)	Gray - Spring Meadows Golf	MMA
9/11	Tues.	MTCCA 23rd Networking Day & Annual Business Meeting	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
9/13	Thurs.	Planning Board/Boards of Appeal	Farmington - Franklin Memorial Hospital	MMA
9/13	Thurs.	MMTCTA Payroll Law	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
9/17	Mon.	MWDA GA Basics	Bangor - Bangor Park and Recreation	MWDA
9/18	Tues.	MWDA Advanced GA	Bangor - Bangor Park and Recreation	MWDA
9/19-21	Wed.-Fri.	MeWEA Fall Convention	Newry - Sunday River	MeWEA
9/20	Thurs.	Labor & Employment Law	Bangor - Spectacular Event Center	MMA
9/21-23	Fri.-Sun.	MSFFF Annual Convention/Meeting	Portland	MSFFF
9/27	Thurs.	MBOIA Membership Meeting & Training	Gray - Spring Meadows Golf Club	MBOIA
Sept	TBD	MCAPWA Golf Tournament	Cumberland - Val Halla Golf Course	MCAPWA

OCTOBER

10/3-10/4	Wed.-Thurs.	82nd Annual MMA Convention	Augusta - Augusta Civic Center	MMA
10/3	Wed.	MFCA Annual Membership Meeting	Augusta - Maine Municipal Association	MFCA
10/6	Sat.	MSFFF Firefighters Memorial Service	Augusta	MSFFF
10/16	Tues.	MTCCA Voter Registration	Bangor - Spectacular Event Center	MTCCA
10/17	Wed.	MTCCA Title 21A - State Election Law	Bangor - Spectacular Event Center	MTCCA
10/25	Thurs.	MMTCTA Municipal Law for Tax Collectors & Treasurers	Orono - Black Bear Inn	MMTCTA
10/30	Tues.	Elected Officials Workshop	Orono - Black Bear Inn	MMA
10/30	Tues.	MBOIA DECD & Fire Marshal's Office Training	Portland - Fireside Inn & Suites	MBOIA
10/31	Wed.	MBOIA DECD & Fire Marshal's Office Training	Orono - Black Bear Inn	MBOIA

NOVEMBER

11/1	Thurs.	Basic Municipal Budgeting	Orono - Black Bear Inn	MMA
11/1	Thurs.	MBOIA DECD & Fire Marshal's Office Training	Waterville - Waterville Elks Banquet & Conference Center	MBOIA
11/2	Fri.	MBOIA DECD & Fire Marshal's Office Training	Augusta - Maine Municipal Association	MBOIA
11/8	Thurs.	Supervisors' Boot Camp (NEW!)	Portland - Fireside Inn & Suites	MMA
11/14	Wed.	MMTCTA Municipal Law for Tax Collectors & Treasurers	Augusta - Maine Municipal Association	MMTCTA
11/29	Thurs.	Planning Board/Boards of Appeal	Northport - Point Lookout Resort and Conference Center	MMA

DECEMBER

12/6	Thurs.	Elected Officials Workshop	Bethel - Bethel Inn	MMA
12/7	Fri.	MWDA Winter Issues Training	Augusta - Maine Municipal Association	MWDA
12/11	Tues.	Managing Freedom of Access Requests	Portland - Embassy Suites	MMA
12/13	Thurs.	MBOIA Annual Membership Meeting & Training	Lewiston - Green Ladle	MBOIA
12/18	Tues.	Elected Officials Workshop Elected Officials Workshop - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA
Dec	TBD	MTCMA Joint Workshop with MMANH	New Hampshire	MTCMA

Online registration is easy!

<http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>

Course descriptions are for training workshops only. Conferences, designated membership meetings and other special event information can be found on the brochure of that event. Please call 1-800-452-8786 for information not included here.

Advanced GA – This full-day course is presented by the Maine Welfare Directors Association and is appropriate for Selectpersons, GA Administrators, Managers, and others responsible for administering General Assistance. Topics include Emergencies, Fair Hearing, Pooling Income and Funerals, and the course includes hands-on training with several different fact pattern scenarios.

Basic Excise Tax – This one-day basic course is designed to focus on the procedure of excise tax. Emphasis will be placed on how to calculate excise tax and the mil rate for various types of motor vehicles. Topics include Price Source Manuals, Optional Equipment, Mil Rates, Commercial Vehicles, Transfers (allowable, not allowable) and Watercraft Excise Tax.

Basic Municipal Budgeting – This full-day course is presented by MMA and is designed for any persons with primary responsibility for budget preparation, and management would find this course beneficial. Topics include Preparing a Budget, Forecasts and Projections, Controls and Budget Presentation. This course applies to the Maine Town, City and County Management Association Certification Program as 5.75 credits in the Finance/Budget category.

Boards of Assessment Review – This three-hour seminar is presented by the Maine Association of Assessing Officers, Maine Town, City and County Management Association and MMA. It is appropriate for BAR members, as well as other municipal officials who handle assessing questions. This seminar will cover an overview of the Board of Assessment Review (BAR) process, overview of applicable Maine law, the nuts and bolts of preparing for and conducting a BAR hearing. Sample forms and written decisions will also be discussed. This course applies to the Maine Town, City and County Management Association Certification Program as 2.00 credits in the Legal, Leadership and Financial categories.

Cash Management – This full-day course is presented by the Maine Municipal Tax Collectors' and Treasurers' Association. Appropriate for all Finance Officers and personnel, the topics include Objectives of Cash Management, the Role of the Cash Manager, Accounting and Financial Concepts, Receipts and Receivables, Disbursements and Payables, Cash Flow Forecasts, Deposits and Investments and Banking Relations. This course is a mandatory course for the Maine Municipal Tax Collectors' and Treasurers' Association Certification Program.

Elected Officials Workshop – This four-hour course is presented by MMA and is a must for newly elected and veteran officials-councilors & selectpersons. Topics include Understanding Your Role in the Community as an Elected Official, Public Meetings, Freedom of Access and Freedom of Information, Liabilities and Immunities, Media Relations and Conflicts of Interest. This course meets state FOIA training requirements.

GA Basics – This full-day course is presented by the Maine Welfare Directors Association and is appropriate for Selectmen, GA Administrators, Town Managers or others responsible for administering General Assistance. This workshop provides a basic (and sometimes intermediate) overview of the fundamental principles of GA administration and compliance.

I've Got the Job – What Now? – This full-day course is presented by the Maine Municipal Tax Collectors' and Treasurers' Association and is primarily intended for new Tax Collectors and Treasurers. Topics include General Duties, Duties of Tax Collector and Treasurer, Settlement & Discharge, Delinquent Real Estate Taxes, Bank Accounts/Receipts, Disbursement Warrants, Investments, Payroll, Records Disposition and Budgeting. This course is a mandatory course for the Maine Municipal Tax Collectors' and Treasurers' Association Certification Program.

Labor & Employment Law – This full-day course is presented by MMA and is appropriate for any appointed or elected official or municipal employee who needs to stay abreast of the most up-to-date legal and practical approaches to common personnel issues. Topics include Legal Updates, Managing Leave Requests, Important Management Tips and Managing Personnel Information.

Legal Update on Recreational Marijuana – Please join attorneys from one of Maine's leading law firms as they provide an update on the state of legal use of recreational marijuana in Maine. This issue isn't going away – won't for years – and

it's important for municipal leaders and personnel to understand the current state of marijuana use and regulation. Special note: This workshop is designed to help leaders make decisions about commercial, retail and social marijuana practices in their community and how this might impact municipalities as employers. It will NOT provide criminal investigatory or arrest advice for police. This course applies to the Maine Town, City and County Management Association Certification Program as 2.5 credits in the Legal category.

Licensing – This full-day course is presented by the Maine Town & City Clerks' Association and covers dog licensing topics such as fees, the warrant, late fines, monthly reports, rabies clinics, wolf-hybrids, and other issues. Hunting and fishing license topics such as fees, requirements for obtaining a license, service licenses, monthly reports, and update on status of MOSES. Business licensing topics such as liquor licenses, special amusement permits, sole proprietor D/B/A, and other local licenses that all municipalities are required to provide by state statute will be reviewed. This program is an optional course for the Maine Town & City Clerks' Association's certification program.

Local Planning Board/Boards of Appeal – This four-hour course is presented by MMA and is designed for new or less-experienced Planning Board and Appeals Board members; however, it is also a great refresher for veteran board members in order to keep up-to-date on the latest issues. Topics include: jurisdictional issues; conflicts of interest; public notice requirements; site visits; nature of evidence; appeals and variances.

Managing Freedom of Access Requests – This two-and-a-half-hour course is presented by MMA and is designed to help newly designated municipal "Public Access Officers," municipal staff and elected and appointed officials understand Maine's Freedom of Access Act, why FOAA requests are filed and how to handle them properly. This course meets state FOAA training requirements and applies to the Maine Town, City and County Management Association Certification Program as 2.5 credits in the Elected Relations category.

Meet the Grant Funders – We all know that money is tight and the downward pressure on property taxes is always present. As a result, towns and cities are seeking grant money as never before. At this session, experts from two leading governmental agencies that provide grant money will talk about the ins and outs of their processes and offer tips and guidance. This course applies to the Maine Town, City and County Management Association Certification Program as 3.5 credits in the Finance/Budget category.

Moderating Town Meetings – This evening course shares practical experience and strategies for running a town meeting. Topics include the Maine Moderator's Manual, moderator fundamentals, an outline of a town meeting, state laws on meeting procedure, motions, rules of debate, voting methods, handling disagreements plus helpful hints.

Municipal Law for Clerks – This workshop will strengthen clerks' knowledge of major subject areas. For veteran clerks it will provide a refresher on the basics as well as some in-depth discussion of the office of clerk, its duties, obligations and administration. Both will gain insights from an examination of statutory changes and modifications to state agency rules that affect the office of clerk. This program is a mandatory course for the Maine Town & City Clerks' Association's certification program.

Municipal Law for Tax Collectors and Treasurers – This full-day course is presented by the Maine Municipal Tax Collectors' and Treasurers' Association. It is intended for municipal tax collectors and treasurers who wish to learn more about municipal law in relation to these two roles. Topics include Qualification of Office and Oath, Bond, Deputies, Maine's Freedom of Access Act, Liability, Assessment Issues, Tax Payments/Interests/Abatements, Accounting for Collections, Disbursement and Appropriation Issues, Borrowing and Investments, Gifts and Trust Funds, Grants and Surplus, Reserve Accounts and Dedicated Revenues, Bankruptcy Issues and Real and Personal Property Tax Lien and Sewer Lien Issues. This course is a mandatory course for the Maine Municipal Tax Collectors' and Treasurers' Association Certification Program.

Municipal Leadership: How to Achieve Results When Your Teammates Can Tackle You – Local government leadership, regardless of the role, requires a different set of skills than private or non-profit leadership. The technical skills to manage a department or community is not enough to achieve success. This brand new workshop will provide attendees insight and valuable lessons to avoid being tackled. Led by a seasoned veteran City Manager who has served several communities

throughout the state, he will share his insight - including the ones he learned the hard way - that will increase your (and your community's) success.

New Clerks – This full-day course is presented by the Maine Town & City Clerks' Association and is designed to familiarize newly elected and appointed municipal clerks with their duties and responsibilities. Topics include Dog Licensing, Hunting & Fishing Licenses, Processing Birth, Marriage and Death Certificates, Election Procedures, Meeting Preparation, Public Hearings and Administering Oaths of Office, Managing Boards and Committees Appointments and Required Reporting Procedures. This course is an optional course for the Maine Town & City Clerks' Association Certification Program.

New Managers Workshop – This full-day course is presented by MMA in cooperation with the Maine Town, City and County Management Association. It is designed to meet the needs of new managers and administrators as well as to serve as a refresher course for veteran managers. Topics include Legal Framework, Personnel Management, MTCMA Code of Ethics, Media & Communications and an overview of the various services offered by the MMA and the MTCMA.

Parliamentary Procedures – Running effective meetings is crucial, but what are the rules? How can meeting chairs conduct meetings that are effective, time-efficient and yet allow people with both majority and minority points of view to offer observations and participate? This session will offer expert techniques; attendees will gain skills that can serve them for life. This program is an optional course for the Maine Town & City Clerks' Association Certification Program.

Personnel Practices – This full-day course is presented by MMA. If you supervise staff in any capacity, this course is a "must see" event. Whether it's conduct, conflict resolution, ADA requirements, FMLA obligations or just handling staff performance expectations, it's important to be aware of the requirements. This course covers these issues.

Records Management – This full-day workshop will review record keeping requirements pertaining to records that are overseen and managed by municipal clerks on a daily, monthly and annual basis. Instructors will review the Maine Local Government Records Retention Schedule and the State's Right to Know law, and will provide preservation tips and information regarding Disaster Planning and Business Recovery Plans. This program is an optional course for the Maine Town & City Clerks' Association Certification Program.

Regulating Vacation Rentals – Websites with non-hotel vacation rentals appeal to travelers to such a degree that home, apartment and condo rentals seem to be popping up everywhere. That creates challenges for local officials, from site regulation to traffic to safety and noise complaints. Attendees will come away from this session with a legal update on permitted regulations and a look at municipal "best practices." This course applies to the Maine Town, City and County Management Association Certification Program as 3.0 credits in the Legal category.

Running Effective Meetings – Democracy is a beautiful thing, but sometimes even the best-planned meetings get derailed. Join expert facilitator Nancy Ansheles as she tells you how to prepare for, run and conclude effective meetings. She will advise attendees on dealing with complicated subjects, troublesome interrupters – and more. This course applies to the Maine Town, City and County Management Association Certification Program as 6 credits in the Leadership category.

State Elections Title 21-A – This full-day course is presented by the Maine Town & City Clerks' Association and is beneficial to municipal clerks who need to understand all aspects of administering state and federal elections on the municipal level. Topics include Duties of the Election Official, Preparing for Election Day, Legal Requirements, Absentee Voting, Polling Place Layout, Election Day Duties, Accessible Voting and Tabulating Results. This course is a mandatory course for the Maine Town & City Clerks' Association Certification Program and also satisfies the Secretary of State's mandatory training requirements.

Supervisors' Boot Camp (Advanced) – This half-day workshop is designed to help managers take basic Personnel Practices training to a higher level. A "keep it simple" approach offers tangible solutions to everyday personnel dilemmas. Participants will discuss employment regulations, best practices and challenges specific to municipal government. This course applies to the Maine Town, City and County Management Association Certification Program as 4.0 credits in the Human Resources category.

Supervisory Leadership in Public Works Program-Part I – This two-day course is presented by the Maine Chapter of

American Public Works Association and is designed for Public Works supervisors. This session is the first part of a six-day program. The course focuses on developing leadership and communication skills, setting performance expectations, and improving staff performance, as well as other issues that supervisors face in the workplace. This course is a prerequisite to Supervisory Leadership in Public Works Part II.

Supervisory Leadership in Public Works Program-Part II – This three-day course is presented by the Maine Chapter of American Public Works Association and is designed for Public Works supervisors. This session is the second part of a six-day program and focuses on developing leadership and communication skills, setting performance expectations, improving staff performance as well as other issues that supervisors face in the workplace. You must take Supervisory Leadership in Public Works Part I before attending this session.

Tax Lien Procedures – This full-day course is presented by the Maine Municipal Tax Collectors' and Treasurers' Association and is designed for municipal officials and staff with direct responsibility for the tax lien process. Topics include Proper Procedures in the Tax Lien Process, the "How To" of the Tax Lien Process and the Roles of the Assessor, Tax Collector and Treasurer. This course is a mandatory course for the Maine Municipal Tax Collectors' and Treasurers' Association Certification Program.

Town Meeting & Elections (Title 30-A) – This full-day course is presented by the Maine Town & City Clerks' Association and is beneficial to municipal clerks, deputy and assistant clerks who need to understand all aspects of town meeting and election procedures. Select persons and moderators can also benefit from this class. Topics include Warrants and Petitions, Secret Ballot, Meeting Preparation, Moderator's Role and Open Town Meeting. This course is a mandatory course for the Maine Town & City Clerks' Association Certification Program.

Verbal Judo - Tactical Communication for the Public Employee – A special offering, this is a full-day course presented by MMA. If you work with the public and you ever find yourself in conflict situations – this is the class you should attend! This workshop will focus on conflict resolution techniques and how to handle conflict situations with expertise when they arise. This workshop is open to all municipal officials and employees. This course is valid for the following certification programs: MTCCA – 5 optional points; MFCA – 1 point; MTCMA – 6 Leadership, Human Resource & Legal credits; MAAO – 6 recertification credits for CMAs and CATs.

Vital Records – This full-day course is presented by the Maine Town & City Clerks' Association and is beneficial to municipal clerks, deputy and assistant clerks who need to understand all aspects of vital statistics. Topics include History of Vital Statistics in Maine, State Registrar, Certified Copies, Amendment of Vital Records, Births, Deaths and Marriages. This course is a mandatory course for the Maine Town & City Clerks' Association Certification Program.

Voter Registration – This full-day course is presented by the Maine Town & City Clerks' Association and is intended for municipal clerks and assistant and deputy clerks who are required to have a full understanding of the voter registration process. Topics include Election Officials and Their Responsibilities, Determining Voter Eligibility, Administering Voter Registration, Qualifications of a Voter, Working with the State CVR Program, Managing Lists and Reporting and Certifying Petitions and other HAVA Requirements. This course is an optional course for the Maine Town & City Clerks' Association Certification Program and also satisfies the Secretary of State's mandatory training requirements.

Winter Issues – This full-day course is presented by Maine Welfare Directors Association and is intended for welfare directors and GA Coordinators who need to have a full, updated understanding of Winter GA issues. Topics vary annually, but provide an update each year of topics important to GA/Welfare staff.

Online registration is easy!

<http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>



MAINE MUNICIPAL ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
2/13	Tues.	Elected Officials Workshop	Augusta - Maine Municipal Association	MMA
2/22	Thurs.	Moderating Town Meetings	Lewiston - Ramada Inn	MMA
3/7	Wed.	Basic Municipal Budgeting	Lewiston - Ramada Inn	MMA
3/19	Mon.	Verbal Judo - Tactical Communication for the Public Employee	Freeport - Hilton Garden Inn	MMA
3/20	Tues.	Planning Board/Boards of Appeal	Augusta - Maine Municipal Association	MMA
4/4	Wed.	Regulating Vacation Rentals (NEW!)	Augusta - Maine Municipal Association	MMA
4/11	Wed.	Elected Officials Workshop	Portland - Fireside Inn & Suites	MMA
4/12	Thurs.	Parliamentary Procedures (NEW!)	Augusta - Maine Municipal Association	MMA
4/27	Fri.	Municipal Technology Conference	Augusta - Augusta Civic Center	MMA
5/2	Wed.	Personnel Practices	Portland - Fireside Inn & Suites	MMA
5/8	Tues.	Planning Board/Boards of Appeal	Ashland - Community Center	MMA
5/16	Wed.	Managing Freedom of Access Requests	Skowhegan - Margaret Chase Smith Library	MMA
5/30	Wed.	How to Lead Effective Meetings (NEW!)	Belfast - Hutchinson Center	MMA
6/5	Tues.	Meet the Grant Funders (NEW!)	Rumford - Town Office	MMA
6/14	Thurs.	Municipal Human Resources & Management Conference	Waterville - Thomas College	MMA
6/19	Tues.	Elected Officials Workshop	Ellsworth - General Moore Community Center	MMA
6/26	Tues.	New Managers Workshop	Augusta - Maine Municipal Association	MMA
7/10	Tues.	Legal Update on Recreational Marijuana (NEW!)	Bangor - Cross Insurance Center	MMA
7/19	Thurs.	Elected Officials Workshop	East Millinocket - Town Office	MMA
7/26	Thurs.	Planning Board/Boards of Appeal	Portland - Clarion Hotel	MMA
7/30	Mon.	Verbal Judo - Tactical Communication for the Public Employee	Augusta - Maine Municipal Association	MMA
8/29	Wed.	Elected Officials Workshop	South Berwick - Spring Hill	MMA
9/6	Thurs.	Municipal Leadership: How to Achieve Results When Your Teammates Can Tackle You (NEW!)	Gray - Spring Meadows Golf	MMA
9/13	Thurs.	Planning Board/Boards of Appeal	Farmington - Franklin Memorial Hospital	MMA
9/20	Thurs.	Labor & Employment Law	Bangor - Spectacular Event Center	MMA
10/3-10/4	Wed.-Thurs.	82nd Annual MMA Convention	Augusta - Augusta Civic Center	MMA
10/30	Tues.	Elected Officials Workshop	Orono - Black Bear Inn	MMA
11/1	Thurs.	Basic Municipal Budgeting	Orono - Black Bear Inn	MMA
11/8	Thurs.	Supervisors' Boot Camp (NEW!)	Portland - Fireside Inn & Suites	MMA
11/29	Thurs.	Planning Board/Boards of Appeal	Northport - Point Lookout Resort and Conference Center	MMA
12/6	Thurs.	Elected Officials Workshop	Bethel - Bethel Inn	MMA
12/11	Tues.	Managing Freedom of Access Requests	Portland - Embassy Suites	MMA
12/18	Tues.	Elected Officials Workshop Elected Officials Workshop - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission"	MMA MMA

The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine. MMA is a non-profit, non-partisan organization governed by an Executive Committee elected from its member municipalities. Founded in 1936, MMA is one of 49 state municipal leagues that, together with the National League of Cities, are recognized at all governmental levels for providing valuable services and advocating for collective municipal interests.

The Maine Municipal Association has a core belief that local government is a fundamental component of a democratic system of government. MMA is dedicated to assisting local governments, and the people who serve in local government, in meeting the needs of their citizens and serving as responsible partners in the intergovernmental system.

MMA's services include advocacy, education and information, professional legal and personnel advisory services, and group insurance self-funded programs.



MAINE ANIMAL CONTROL ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
4/6-7	Fri.-Sat.	MACA Annual Business Meeting & Training	Bangor - Hollywood Casino Hotel	MACA

The Maine Animal Control Association (MACA) strives to protect the well being of all animals, domestic or wild, to enforce without prejudice, all state and local laws relevant to all animals and to enforce and educate the community, legislative and administrative personnel on the significance and diversities of the Animal Control Officer, to promote and encourage the opportunities for educational standards and requirements by which the performance of our profession may be measured and to participate in the active development of resolutions on the state and federal level concerning Animal Welfare and Animal Control. MACA is committed to keeping a high emphasis on education and training.

For more information about MACA or to become a member, please visit their website at: www.macamaine.com.



MAINE ASSOCIATION OF ASSESSING OFFICERS

Date:	Day:	Course Name:	Location:	Sponsored By:
4/20	Fri.	MAAO Northern Maine Spring Workshop	Caribou - Northern Maine Development Commission	MAAO
5/1	Tues.	MAAO Board of Assessment Review	Augusta - Maine Municipal Association	MAAO
		MAAO Board of Assessment Review - Video Conference	Caribou - Northern Maine Development Commission	
9/5-7	Wed.-Fri.	MAAO Fall Conference	Sebasco - Sebasco Harbor Resort	MAAO

The Maine Association of Assessing Officers (MAAO) is a nonpolitical and nonpartisan organization promoting the responsible and equitable assessment of real and personal property for the purposes of ad valorem municipal property taxation. The focus of the MAAO is the exchange of education, ideals and information through the united efforts and cooperation of its membership.

For more information about MAAO or to become a member, please visit their website at: www.maineassessors.org.

Online registration is easy!

<http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>



MAINE BUILDING OFFICIALS AND INSPECTORS ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
5/21-22	Mon.-Tues.	MBOIA 9th Annual Maine Code Conference	Northport - Point Lookout Resort and Conference Center	MBOIA
7/19	Thurs.	MBOIA Membership Meeting & Training	Augusta - Maine Municipal Association	MBOIA
9/27	Thurs.	MBOIA Membership Meeting & Training	Gray - Spring Meadows Golf Club	MBOIA
10/30	Tues.	MBOIA DECD & Fire Marshal's Office Training	Portland - Fireside Inn & Suites	MBOIA
10/31	Wed.	MBOIA DECD & Fire Marshal's Office Training	Orono - Black Bear Inn	MBOIA
11/1	Thurs.	MBOIA DECD & Fire Marshal's Office Training	Waterville - Waterville Elks Banquet & Conference Center	MBOIA
11/2	Fri.	MBOIA DECD & Fire Marshal's Office Training	Augusta - Maine Municipal Association	MBOIA
12/13	Thurs.	MBOIA Annual Membership Meeting & Training	Lewiston - Green Ladle	MBOIA

On May 3, 1972 the Maine Building Officials and Inspectors Association (MBOIA) was established. The Association goals are to establish, foster and maintain professional and social interests; to collect and disseminate all matters of interest to the membership and allied trades; to encourage uniformity and reciprocity in codes and inspection practiced among communities and to broaden and expand the acquaintance of inspectors throughout the state.

We also have our own training and certification program for code officials, established in 1987. It covers items such as Building, Plumbing and Electrical.

The MBOIA is also affiliated with the Maine Municipal Association and the International Code Council (ICC). We are ICC Charter Chapter #16.

For more information about MBOIA or to become a member, please visit their website at www.mboia.org.



MAINE CHAPTER OF AMERICAN PUBLIC WORKS ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
4/5	Thurs.	MCAPWA Annual Spring Meeting	Waterville - T&B's Celebration Center	MCAPWA
4/9-10	Mon.-Tue.	MCAPWA Supervisory Leadership in Public Works Program - Part I	Augusta - Buker Community Center	MCAPWA
5/14-16	Mon.-Wed.	MCAPWA Supervisory Leadership in Public Works Program - Part II	Augusta - Buker Community Center	MCAPWA
6/7	Thurs.	MCAPWA Highway Congress	Skowhegan - Skowhegan Fairgrounds	MCAPWA
Sept	TBD	MCAPWA Golf Tournament	Cumberland - Val Halla Golf Course	MCAPWA

The American Public Works Association is an international educational and professional association of public agencies, private sector companies and individuals dedicated to providing high quality public works goods and services. Chartered in 1937, APWA is the largest and oldest organization of its kind in the world with over 29,000 members. The association's headquarters is in Kansas City, Missouri with an office in Washington, D.C. and 64 chapters throughout North America.

The mission of the American Public Works Association is to improve the quality of life by providing a forum for the development and exchange of ideas, information and technology, which enhances the delivery of public services by promoting the personal and professional growth of its members, and by advancing public works issues on the public agenda.

The Maine Chapter of the American Public Works Association (MCAPWA) was formed in 1957 and is one of 64 Chapters that make up the APWA. We currently have about

150 members in Maine. By joining APWA, you automatically become a Maine Chapter member if you reside/work in Maine. The local Chapter strives to provide:

- Immediate, easy, and cost-effective opportunities to exchange information with colleagues and to keep up-to-date on the latest public works technologies and management trends.
- The opportunity to attend local educational programs, symposiums, and equipment shows.
- The chance to network with your colleagues and peers in a professional setting.

For more information about MCAPWA or to become a member, please visit their website at: <http://maine.apwa.net/>.



MAINE FIRE CHIEFS' ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
2/1	Thurs.	MFCA Legislative Breakfast	Augusta - Senator Inn	MFCA
3/28-30	Wed.-Fri.	MFCA Joint Conference	Newry - Sunday River	MFCA
7/12	Thurs.	MFCA Membership Meeting & Networking	Hope - Hope Fire Station	MFCA
10/3	Wed.	MFCA Annual Membership Meeting	Augusta - Maine Municipal Association	MFCA

The Maine Fire Chiefs' Association supports fire training and education, is actively represented on various boards and committees relating to fire service, advocates on legislative issues of importance to fire service and offers frequent seminars and trainings to further administrative and technical knowledge.

For more information about MFCA or to become a member, please visit their website at: www.mainechief.com.



MAINE LOCAL GOVERNMENT HUMAN RESOURCES ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
4/13	Fri.	MLGHRA Spring Training	Augusta - Maine Municipal Association	MLGHRA

The Maine Local Government Human Resource Association (MLGHRA) is a membership organization whose mission is to provide employees who are responsible for the delivery of human resource services in their local public sector organizations with a resource for professional development, sharing of knowledge, mutual cooperation, and the advancement of the human resources field in public sector employers around the state.

For more information about MLGHRA or to become a member, please visit their website at: www.mlghra.org.



MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS' ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
4/10	Tues.	MMTCTA Tax Liens Workshop	Orono - Black Bear Inn	MMTCTA
4/25	Wed.	MMTCTA Tax Liens Workshop	Portland - Keeley's Banquet Center	MMTCTA
5/18	Fri.	MMTCTA Annual Conference	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
6/14	Thurs.	MMTCTA Cash Management	Augusta - Maine Municipal Association	MMTCTA
7/12	Thurs.	MMTCTA Basic Excise Workshop	Augusta - Maine Municipal Association	MMTCTA
7/26-27	Thurs.-Fri.	MMTCTA Basic Accounting I	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
8/14	Tues.	MMTCTA I've Got The Job - What Now? Workshop	Augusta - Maine Municipal Association	MMTCTA
9/13	Thurs.	MMTCTA Payroll Law	Waterville - Waterville Elks Banquet & Conference Center	MMTCTA
10/25	Thurs.	MMTCTA Municipal Law for Tax Collectors & Treasurers	Orono - Black Bear Inn	MMTCTA
11/14	Wed.	MMTCTA Municipal Law for Tax Collectors & Treasurers	Augusta - Maine Municipal Association	MMTCTA

Maine Municipal Tax Collectors' and Treasurers' Association (MMTCTA) is a voluntary professional membership association whose mission is to provide leadership, education and resources to achieve professionalism, uniformity of processes and networking opportunities.

For more information about MMTCTA or to become a member, please visit their website at: www.mmtcta.org.



MAINE STATE FEDERATION OF FIREFIGHTERS

Date:	Day:	Course Name:	Location:	Sponsored By:
9/21-23	Fri.-Sun.	MSFFF Annual Convention/Meeting	Portland	MSFFF
10/6	Sat.	MSFFF Firefighters Memorial Service	Augusta	MSFFF

The Maine State Federation of Firefighters (MSFFF) is a membership association for volunteer and call firefighters that seeks to promote fire education, training and benefits to fire service personnel.

For more information about MSFFF or to become a member, please visit their website at www.msfff.org.



MAINE TOWN & CITY CLERKS' ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
2/6	Tues.	MTCCA Title 30A - Town Meeting and Local Election Law	Caribou - Caribou Inn & Convention Center	MTCCA
2/28	Wed.	MTCCA Title 30A - Town Meeting and Local Election Law	Augusta - Maine Municipal Association	MTCCA
3/28	Wed.	MTCCA New Clerks	Augusta - Maine Municipal Association	MTCCA
4/5	Thurs.	MTCCA Records Management	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
4/10	Tues.	MTCCA Vital Records	Portland - Fireside Inn & Suites	MTCCA
5/15	Tues.	MTCCA Licensing	Augusta - Maine Municipal Association	MTCCA
6/22	Wed.	MTCCA Municipal Law for Clerks MTCCA Municipal Law for Clerks - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MTCCA
7/25	Wed.	MTCCA New Clerks	Bangor - Spectacular Event Center	MTCCA
8/23	Thurs.	MTCCA Vital Records MTCCA Vital Records - Video Conference	Augusta - Maine Municipal Association Machias - Machias Career Center	MTCCA
9/5	Wed.	MTCCA Voter Registration	Portland - Fireside Inn & Suites	MTCCA
9/6	Thurs.	MTCCA Title 21A - State Election Law	Portland - Fireside Inn & Suites	MTCCA
9/11	Tues.	MTCCA 23rd Networking Day & Annual Business Meeting	Waterville - Waterville Elks Banquet & Conference Center	MTCCA
10/16	Tues.	MTCCA Voter Registration	Bangor - Spectacular Event Center	MTCCA
10/17	Wed.	MTCCA Title 21A - State Election Law	Bangor - Spectacular Event Center	MTCCA

Online Trainings: The MTCCA offers the New Clerks Workshops, Vital Records, and Title 30A on their website for anyone interested in taking the course "online." Please visit the MTCCA website at www.mtcca.org for more information.

The Maine Town and City Clerks' Association (MTCCA) is an organization of municipal clerks, deputy clerks and assistant clerks throughout the state of Maine. An association of over 700 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA). MTCCA's principal missions are to motivate the Maine municipal clerks to become leaders in their fields of governance and to provide an educational program for new and veteran clerks to meet the highest standards of professional development. A primary objective of MTCCA is to provide professional development opportunities through education, training and peer interaction.

For more information about MTCCA or to become a member, please visit their website at www.mtcca.org.



MAINE TOWN, CITY AND COUNTY MANAGEMENT ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
3/16	Fri.	MTCMA 39th Annual Statewide Manager Interchange	Bangor - Hilton Garden Inn	MTCMA
8/8-8/10	Wed.-Fri.	MTCMA 73rd New England Management Institute	Newry - Sunday River	MTCMA

Dec TBD MTCMA Joint Workshop with MMANH New Hampshire MTCMA

The mission of the Maine Town, City and County Management Association (MTCMA) is to broaden the knowledge and promote values necessary for Maine’s local government administrators to better serve their communities.

For more information about MTCMA or to become a member, please visit their website at www.mtcma.org.



MAINE WATER ENVIRONMENT ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
2/6-7	Tues.-Wed.	MeWEA/MWUA Joint Conference	Portland - Holiday Inn by the Bay	MeWEA
3/1	Fri.	MeWEA Legislative Breakfast	Augusta - Senator Inn	MeWEA
3/2	Fri.	MeWEA Ski Day with NHWPCA	Rumford - Black Mountain Resort	MeWEA
4/13	Fri.	MeWEA Spring Conference	Bangor - Sheraton Four Points	MeWEA
9/19-21	Wed.-Fri.	MeWEA Fall Convention	Newry - Sunday River	MeWEA

The Maine Water Environment Association (MeWEA) is an association of over 650 members consisting of municipal and industrial operators, consultants, students, and regulatory officials. The MeWEA represents over 95 wastewater treatment plants serving over 125 communities throughout the state.

For more information about MeWEA or to become a member, please visit their website at www.meweaa.org.



MAINE WELFARE DIRECTORS ASSOCIATION

Date:	Day:	Course Name:	Location:	Sponsored By:
2/6	Tues.	MWDA GA Basics	Topsham - Topsham Library	MWDA
3/15	Thurs.	MWDA Advanced GA	Augusta - Maine Municipal Association	MWDA
4/23-24	Mon.-Tues.	MWDA Spring Training Seminar	Bangor - Hollywood Casino Hotel	MWDA
9/17	Mon.	MWDA GA Basics	Bangor - Bangor Park & Recreation	MWDA
9/18	Tues.	MWDA Advanced GA	Bangor - Bangor Park & Recreation	MWDA
12/7	Fri.	MWDA Winter Issues Training	Augusta - Maine Municipal Association	MWDA

The Maine Welfare Directors Association (MWDA) is a membership organization whose mission is to establish and promote equitable, efficient and standardized administration of General Assistance, encourage the professional development, growth, and knowledge base of those who administer General Assistance, advocate for the municipalities and the people that we serve and actively promote and present our program needs to the Legislature and public by creating a greater awareness of the importance and the benefits of equitable, efficient and standardized General Assistance administration.

For more information about MWDA or to become a member, please visit their website at www.mainewelfaredirectors.org.

VIDEO CONFERENCES

The following workshops will be available by live video conference.

Date:	Day:	Course Name:	Location:	Sponsored By:
5/1	Tues.	MAAO Board of Assessment Review MAAO Board of Assessment Review - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MAAO
6/22	Wed.	MTCCA Municipal Law for Clerks MTCCA Municipal Law for Clerks - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MTCCA
8/23	Thurs.	MTCCA Vital Records MTCCA Vital Records - Video Conference	Augusta - Maine Municipal Association Machias - Machias Career Center	MTCCA
12/18	Tues.	Elected Officials Workshop Elected Officials Workshop - Video Conference	Augusta - Maine Municipal Association Caribou - Northern Maine Development Commission	MMA

Online registration is easy!

<http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>