

# 2017 Summer Short Course Agenda

Day Locations				Evening Locations	
St Cloud, Granite Falls, Fergus Falls, Thief River Falls				Mankato, Rochester, Walker, Carlton	
8:00am	Registration Opens				1:00pm
8:30am	General Session: Open Meeting Law				1:30pm
10:00am	Refreshment Break				3:00pm
	Breakout Workshops Begin				
10:15am	Workshop #1	Workshop #2	Workshop #3	Workshop #4	3:15pm
	CTAS Training	Supervisors Training	BAE Training	Clerks & Treasurers Training	
	No Morning Class	<b>Changing Data Practices and Data Retention Issues for Townships</b> Kent Sulem & Ruth Simpson  <b>Optional Forms of Township Governance</b> Kent Sulem & Ruth Simpson	<b>Board of Appeal &amp; Equalization Training</b>  <i>This workshop will be LIMITED to 50 people.</i>	<b>Intermediate CTAS Class</b> Mark Albarado & Lucinda Messman	
12:00pm	Lunch / Dinner				5:00pm
12:45pm	Workshop #1	Workshop #2		Workshop #4	5:45pm
	CTAS Training	Supervisors Training		Clerks & Treasurers Training	
	Limited to 20 for each location.	<b>Maintenance and Management of Traffic Signs</b> Ken Schroepfer  <b>Introduction to Weed Control</b> Gary Pedersen	For those Supervisors taking the Board of Appeal and Equalization Workshop, the remainder of the day you will be in Workshop #2.	<b>Township Funds</b> Lucinda Messman & Kent Sulem  <b>Roads Record-Keeping for Clerks</b> Lucinda Messman & Ruth Simpson	
3:00pm	Adjourn				8:00pm

Please Choose which Workshop you would like to attend.

**NOTE: Workshop #1 (CTAS) is only after lunch/dinner. You may take Workshop #4 in the morning.**

**NOTE: Workshop #3 (Board of Appeal) is only before lunch/dinner. Supervisors will be in workshop #2 for the remainder of the day.**