

MAT Spring Short Course 2018 Revised Agenda

CLERKS & TREASURERS

- 9:00 a.m. **Welcome/Pledge of Allegiance**
Legislative Update — Gary Pedersen
- 9:50 a.m. **Insurance Update — Gary Pedersen**
Learn about updates and developments in the MATIT insurance program. Plus, reminders on how to help your township avoid claims.
- 10:15 a.m. **Break**
- 10:30 a.m. **New Website Review – Scott Saloum**
View MAT's the new and improved website.
- 10:40 a.m. **CTAS Payroll –Sit back and relax! Let the program work for you — Lucinda Messman**
This course is designed for those using the CTAS payroll module. It will cover how to set up employees, how to work with account distributions, actually doing a sample payroll (feel free to bring computer if your battery life will last plan for NO outlets), running through reporting for meetings, gross pay reporting, and quarterly tax filing.
- Noon **Lunch**
- 12:45 p.m. **I Would Never Do That — Real Mistakes Recorded for History by Auditor Reports — Steve Fenske**
A review of the mistakes highlighted in State Auditor reports and how to avoid becoming the next example. Plus, a review of easy computer and internet security measures to safeguard your data.
- 1:45 p.m. **Board of Director Announcements**
- 2:00 p.m. **A Quick Review - Notices, Primaries or just make Snowballs? — Lucinda Messman**
With a primary day and election day coming up, exactly what notices are township clerks supposed to handle? Do you post or publish or just crumple into a ball and play catch? This class will cover the various election notices and how to determine exactly what YOU need to handle vs what the county auditor will handle. Also covered, how to know if you really are required to publish that notice or will posting suffice? A quick review of meeting types will be presented as well.
- 3:00 p.m. **Adjourn**

NEW OFFICERS

- 9:00 a.m. **Welcome/Pledge of Allegiance**
New Officer Orientation — Steve Fenske
A must-have class for **ALL** officers that have not attended it before. Two of MAT's attorneys cover the many legal requirements that come with holding public office. The indispensable information in this class can help keep your township out of court and you out of jail.
- 10:30 a.m. **Break**
- 10:45 a.m. **New Officer Orientation Continued**
- Noon **Lunch**
- 12:45 p.m. **Board of Director Announcements**
- 12:55 p.m. **Introduction to CTAS and Clerk/Treasurer Resources — Lucinda Messman**
A short introduction of the different resources MAT offers for Clerks and Treasurers what new officers should know about CTAS.
- 1:15 p.m. **New Website Review — Scott Saloum**
View MAT's the new and improved website.
- 1:30 p.m. **Township Association Basics — Scott Saloum**
Important background on townships and the many ways in which the Minnesota Association of Townships supports townships and town officers
- 2:00 p.m. **Township Officer Duties and Responsibilities — Gary Pedersen**
This class addresses the specific duties of clerks, treasurers, and supervisors, as well as many township functions you may not have considered or even known about.
- 3:00 p.m. **Adjourn**

SUPERVISORS

- 9:00 a.m. Welcome/Pledge of Allegiance**
Board of Director Announcements
- 9:10 a.m. Getting the Most from CTAS Reports — Lucinda Messman**
A quick primer on what reports CTAS can produce to help Supervisors understand Township finances.
- 9:30 a.m. Road Maintenance: Back to Basics — Duane Blanck, P.E.**
Learn about the value of road tours, the importance of maintenance policies, the benefit of Minnesota Township Association, and other resources in meeting the responsibilities of managing your roads.
- 10:30 a.m. Break**
- 10:45 a.m. New Website Review — Scott Saloum**
View MAT's the new and improved website.
- 11:00 a.m. Board of Appeal and Equalization from an Assessor's Perspective — David Armstrong, Former Steele County Assessor, Meriden Town Clerk**
This session will cover how assessors view the Board of Appeal and Equalization Board (BAE) and how townships can work with assessors to make it a positive experience for property owners. He will review the responsibilities of assessors; the responsibilities of the BAE and the information assessors use to make their appraisals. **NOTE: THIS SESSION DOES NOT REPLACE THE TRAINING THE DEPARTMENT OF REVEUE REQUIRES SUPERVISORS TO TAKE EVERY 4 YEARSTO BE CERTIFIED TO HOLD A BAE MEETING IN YOUR TOWNHSIP.**
- Noon Lunch**
- 12:45 p.m. Insurance Update — Gary Pedersen**
Learn about updates and developments in the MATIT insurance program. Plus, reminders on how to help your township avoid claims.
- 1:15 p.m. Legislative Update — Gary Pedersen**
- 2:00 p.m. Looks Like a Road, Drives Like a Road ... but I'm Not Convinced — Steve Fenske**
Identifying town roads and how much right of way exists, with brief discussions of cartways, town line roads, and more.
- 3:00 p.m. Adjourn**