**2023 Nebraska Municipal Clerks Institute Schedule**

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| **Monday, March 13**  | **Clerks Institute All week 33.25 CMC**  |
| 7:50 - 8:00 a.m. | **Welcome**  |
| 8:00 – Noon | More than Crunching the Numbers – Relationships Matter |
| Noon - 1:00 p.m. | **Networking Lunch**  |
| 1:00 p.m.- 5:15 p.m.Sessions Repeat  | Municipal Structure in Nebraska Hiring and Termination Practices  |
| **Tuesday, March 14** |  |
| 8:00 – 12:15 p.m.Sessions Repeat | Legal Requirements for ClerksProfessional Writing  |
| 12:15 – 1:15p.m | **Lunch**  |
| 1:15 – 5:30 p.m.Sessions Repeat | For the Knowledge You Lack we got Your BackManaging Council Meetings  |
| **Wednesday, March 15** |  |
| 8:00 – 12:15 p.m.Sessions Repeat | Development of an Employee Handbook How to Build a Budget  |
| 1:00 – 3:00 p.m. | **Academy Sessions Start 14 hrs MMC**Roundtables 4 x 30 minutes  |
| 3:30 – 4:00 p.m.  | Introduction to KTAP and new assessment process |
| 530 p.m. – 7:00 p.m. | **Vendor Recognition and Social Event**  |
| **Thursday, March 16** |  |
| 7:00 – 8:00 | **NCMA Business Meeting**  |
| 8:00 – 12:15 p.m. | Legal Use of Public Funds Grant Writing Water and Community Facilities Polices |
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| 12:15 – 1:30 p.m.  | Lunch – **Board Meeting**  |
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| 1:30 -5:45  | Liquor Licenses TIFEthics |
| 6:30  | **Social**  |
| 7:00  | **Banquet**  |
| **Friday, March 17** |  |
| 8:00 – 10:00  | Active Shooter Training Media Relations“Creative Districts: Starting and Maintaining” |
| 10:15 – 12:15 | Remote Control Attitude  |