**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 Clerks  Professional Writing |
| 12:15 – 1:15p.m | **Lunch** |
| 1:15 – 5:30 p.m.  Sessions Repeat | For the Knowledge You Lack we got Your Back  Managing 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  TIF  Ethics |
| 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 |