

75 years of MCFOA
brings us to a special place!



Please come and join us in the learning and celebrating!

On behalf of the Conference Planning Committee, I encourage you to join us in attending the 2012 MCFOA Conference on March 20-23 in St. Cloud. This year, we will be celebrating **MCFOA's Diamond Jubilee**. From its humble beginnings in 1937, MCFOA has grown into the premier educational organization for municipal clerks and finance officers. This year's conference theme, *"A Trip Down Memory Lane"* provides us with an opportunity to reminisce about the past while maintaining our focus on the future.

The 2012 Conference features a half-day preconference seminar on Elections. Robin Getman is our keynote speaker on Wednesday morning presenting on the topic of "Laugh for the Health of It!". On Wednesday and Thursday, we have a variety of concurrent sessions that will appeal to both new and experienced City Clerks. These sessions cover finance, planning and zoning, human resources, technology and leadership. The sessions are designed to provide you with the tools you will need to bring back to your community to meet today's challenges as well as with personal and professional growth. Wednesday afternoon will also feature a special general session on "Ethical Leadership in the Public Sector" with Professor David Schultz. Secretary of State Mark Ritchie will be joining on Thursday morning to provide us with a portion of the State mandated election training. The Conference concludes with Rick Olson's session entitled "Celebrating the Past, Embracing the Future."

Opportunities abound for networking as well. There will be informal activities for those present on Tuesday night. Our "Spirit of MCFOA" activities are on Wednesday evening with formal greetings, introductions and "getting to know you" activities. We will also have some fun activities on Thursday at the banquet that will provide *"A Trip Down Memory Lane."*

You won't want to miss this year's conference. Your investment in this conference will be the best professional development dollars you spend — you won't find less expensive training for clerks and finance officers anywhere else! We hope to see you in March!

*Daniel Buchholtz, Chair
2012 Planning Committee*

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Conference Notes

Once again MCFOA is offering special discounted **First Time Attendee** rates for this event—\$190 for MCFOA members and \$245 for non-MCFOA members regardless of the date you register. If you have never attended an MCFOA Conference, 2012 is the year to see what you have been missing! See the registration form contained in this brochure (or the online form) to take advantage of these discounts.

A **Hospitality Room** will be available at the Best Western Kelly Inn during the Conference. This spot provides a great location to connect with your fellow attendees for some informal networking. The MCFOA Entertainment Committee and Region III (hospitality room host this year) are planning some special activities on Tuesday evening. Details regarding activities and hours of operation will be provided in your on-site conference program.

The traditional **Spirit of MCFOA social mixer** will be held on **Wednesday** evening. This change has been made to allow Conference attendees who are not arriving until Wednesday morning to participate in this networking event. This 90-minute social will include a fun “getting to know you” game, hot & cold hors d’oeuvres and cash bars. All attendees are encouraged to wear their city shirt to this event.

As usual, Conference attendees will have ample opportunities to **put on dancing shoes** (or just sit back, relax & enjoy the music). Experienced DJ’s from Coopshow Productions will be at the controls on both Wednesday and Thursday (after the banquet) nights.

Wednesday night will also include some fun games (*remember the hoolahoops from 2011?*) and even opportunities for some lip-syncing fun! A special call-out is being made to each region to sponsor a lip-sync team to participate in some friendly region-to-region-competition!

Always popular—always fun—the MCFOA **Silent Auction** is back on Thursday, March 22nd. This event offers a chance to bid on items donated by individual clerks and finance officers from throughout the state; plus items from generous exhibitors and sponsors. Proceeds from this Auction support the Association’s training scholarship program.

Thursday’s **Exhibit Hall** will shine this year, with vendors showcasing the best they have to offer. Remember, they are here for you! Stop, talk, ask questions and receive informative answers on how their products will benefit your city.

On Thursday all Conference attendees are invited to the MCFOA’s **traditional evening banquet**. To get into the conference theme “*A Trip Down Memory Lane*”, all guests are encouraged to select a past year’s conference and come dressed as you would have (or did) back then. The options are really quite endless - from “Roaring 20’s” to “Woodstock” to “Puttin’ on the Ritz”, you’re bound to find a theme that moves you. To check-out your options, go to www.mngts.org, click on the MCFOA logo and then go to the “download MCFOA themes” link.

In a nod to MCFOA’s 75th anniversary, **entertainment for the Thursday Banquet** is drawn from a “page from the past.” Your fellow city clerks and finance officers will be singing songs and performing skits. Add to that a little political humor from our own *Weekend Update* crew and a possible return of that “visitor from the far East” and you have the makings of a truly memorable evening.

In these times of limited training and travel budgets, the MCFOA Board strongly encourages attendees at this year’s Conference to **consider carpooling or even room sharing in St. Cloud**. To help in this process, a link to Conference registrants will be included in the immediate email confirmation you receive from GTS.

**New for
2012!**

In keeping with MCFOA’s goal to make training events as **GREEN** as possible, the Planning Committee has decided to take the 2012 Conference **BINDERLESS**. The normal 3+ pound ringbinder (which got heavy by the third day of the Conference) will be replaced by a flash drive containing handouts from all the sessions. In addition, all Conference registrants will receive as part of their final confirmation (sent about one week before the event) a password protected link to the GTS website pages containing all session handouts. This will allow you to print materials in advance for those sessions you plan to attend.

Agenda

TUESDAY, MARCH 20, 2012

- 12:30-1:00 PM On-Site Check-in for Half-Day Seminar
- 1:00-4:30 **Half-day Seminar: Redistricting & Beyond — Getting Ready to Elect A President**
- 5:00-8:00 On-Site Conference Check-In
- 7:00-9:00 Conference Gathering — Activities in Hospitality Suite

WEDNESDAY, MARCH 21, 2012

- 8:00 AM On-Site Conference Check-In and Continental Breakfast
- 9:00 Welcome and Presentation of Colors
- 9:15 **KEYNOTE ADDRESS:**
Laugh for the Health of It!
- 10:15 Break
- 10:45 **CONCURRENT SESSIONS I** (CHOOSE ONE)
1. Understanding & Calculating Net Tax Capacity Rates
 2. New Updates on Variance Law
 3. Facilitating Council/Staff Relations
 4. Leading From Your Soul
 5. Small Cities (under 5,000) Roundtables
- 12:00 NOON Luncheon
MCMC & CMC Recognition Awards
- 1:15 PM **GENERAL SESSION:**
Ethical Leadership in the Public Sector
- 2:30 Break
- 2:45 **CONCURRENT SESSIONS II** (CHOOSE ONE)
6. Conquering the Budget Development Process
 7. Urban Agriculture
 8. Coaching for Improved Performance
 9. Future Technologies You Need to Know Now!
 10. From the Tower to the Faucet
- 4:00-6:30 Free Time to visit the City of St. Cloud
(Note: Dinner is NOT included in registration fee)
- 6:30-8:00 **The Spirit of MCFOA** (snacks, beverages, etc.)
- 7:00 Formal greetings, introductions & “getting to know you” activities
- 8:00-12:00 Dance with DJ

THURSDAY, MARCH 22, 2012

- 8:00 AM Sit Down Breakfast
MCFOA Business Meeting and Oath of Office
- 9:05 **GENERAL SESSION:**
Election Training & Recent Changes
- 10:30 Refreshment Break in Exhibit Area
Silent Auction Opens
(Exhibits Open until 4:00 PM)
- 11:15 **CONCURRENT SESSIONS III** (CHOOSE ONE)
11. Preparing for Your Retirement (90 minutes)
 12. Franchise Fees: Are They for You?
 13. Keys to Effective Performance Management
 14. Collaboration: A Toolkit for Getting More Results From a Partnership
 15. Liquor Licensing
 16. Data Practices
- 12:30 NOON Lunch in the Exhibit Area
- 1:45 PM **CONCURRENT SESSIONS IV** (CHOOSE ONE)
17. Retiree and Post Age-65 Health Care Strategies
 18. Rewriting Your Zoning Ordinance
 19. Leading Change From the Middle
 20. Take the Shock Out of Your Electronic Files
 21. Lawful Gambling & City Responsibilities
 22. Mystery of the Open Meeting Law
- 3:00 Refreshment Break in Exhibit Area
- 4:00 Exhibits Close
Silent Auction Closes/Winners Claim Merchandise
- 4:00 Free Time
- 6:00 Reception
- 7:00 Banquet & Entertainment
- 9:00 Dance with DJ

FRIDAY, MARCH 23, 2012

- 8:00 AM Light Refreshments
- 8:30 **FINALE GENERAL SESSION:**
Celebrating the Past, Embracing the Future
- 10:30-11:30 Brunch, and CEU Certificate pick-up

Keynote Presentations

Wednesday Keynote Address

Laugh for the Health of It!

Robin Getman, President, InterACT Group

Are you serious about having fun? Need to lighten up? This session is for you. High energy, fast-paced fun, jam-packed with useful tips and techniques to help you develop your laugh response and handle challenging situations with a smile.

Think about your interactions with other people. When, where and with whom do you feel most at ease? Most likeable? Most fun? If you're like most people, you're at your best wherever, whenever and with whomever you share laughter and lightness.

Laugh and learn as Robin Getman, your facilitator of fun, helps you identify ways to relax, renew and restore (and look forward to coming to work each day!). This session will tickle your funny bone, sharpen your customer service and do wonders your self-esteem.

What you'll learn...

- Proven health benefits of laughter.
- Laughter exercises you can use the rest of your life
- Funamentals that ensure helpful, not harmful, humor in the workplace.

Wednesday General Session

Ethical Leadership in the Public Sector

David Schultz, Professor, Editor, Journal of Public Affairs Education (JPAE) Hamline University School of Business

What does it mean to be ethical in the public sector? Is being a good person enough to being an ethical employee or public servant? Why do good people or organizations do bad things? Should you follow the same rules that managers or workers adopt in the private or non-profit sectors? This class uses case studies and hypothetical examples to distinguish managerial ethics in government from that in the private, and nonprofit sectors. Emphasis will be upon identifying what is unique about public sector ethical values and how they affect leadership and management decisions.

Thursday General Session

Election Training & Recent Changes

The Office of the Minnesota Secretary of State

The Office of the Secretary of State will offer training on city clerk election duties highlighting recent changes in statutes and rules affecting city clerks in their role as election administrators. Included will be discussion on clerk duties for candidate filings, campaign practices, ballot preparation, recruitment and appointment of election judges, absentee voting and post-election audit activities. Certificates of attendance will be provided to be returned to your county auditor to count towards maintaining your municipal election administrator certification.



Friday Finale General Session

Celebrating the Past, Embracing the Future

Rick Olson, President, Rick Olson Seminars

Today we celebrate **75 great years** for the MCFOA. The conference has done the following things: provided meaningful networking opportunities, created a great forum for exchanging ideas, and spotlighted helpful resources. Today we celebrate a great past.

Tomorrow brings a new set of challenges and opportunities. There will be no shortage of change. If you don't like change, you will like irrelevance even less. In this session, we will look at the keys to effectively navigate through change.

Tuesday Pre-Conference Workshops

Redistricting & Beyond — Getting Ready to Elect A President

Sandy Engdahl, City Clerk, Plymouth; Tom Ferber, Election Services Consultant, Hennepin County; Deb Mangen, City Clerk, Edina; and Dave Walz, Division Director for Service Centers and Elections, Stearns County

2012 will be a election milestone year beginning with the redistricting process and concluding with the election of the President. Don't let this milestone election year become a millstone around your neck — Preparation is the key! A panel of City and County election administrators will provide information, best practices and tips to help you be a success in managing your election responsibilities.

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*Please stop by our booth
to say hello and chat.
Enjoy the Conference!*

The Northland Public Finance Team

Concurrent Sessions I ~

Wednesday, 10:45 AM to 12:00 NOON

1 Understanding & Calculating Net Tax Capacity Rates

Wayne Stein, Auditor, Ottertail County

This session will provide participants with an understanding of basic property tax terminology, the required information needed to calculate net tax capacity rates, the sources available to obtain the required information, examples of how to calculate a net tax capacity rate and examples of how to calculate a gross property tax for a specific parcel.

2 New Updates on Variance Law

Desyl Peterson, City Attorney, Minnetonka

This land use session will include a discussion of prior variance law; changes in statutory interpretation by Minnesota Supreme Court; adoption of new variance law; standards governing variances under new law and case studies applying new standards.

3 Facilitating Council/Staff Relations

David Unmacht, Senior Vice President & Director of Human Services, Springsted, Incorporated

Often times it is the subtle and not so obvious factors that make a difference in an organization. From the citizens perspective the relationships between the elected officials and the city staff are not necessarily relevant to their experiences or their individual understanding of city hall. Yet, for the staff, the working relationships with the City Council are of primary importance – for a lot of reasons. Among them are morale, pride, confidence and ultimately the ability to deliver on the expectations and service levels that are expected by elected officials. The most successful public sector entities don't take these relationships for granted; they work on them and specifically develop ideas and strategies to enhance and improve the relations. This interactive session will provide valuable lessons and ideas on how you can strive to achieve excellent working relationships between staff and elected officials.

4 Leading From Your Soul

Robin Getman, Wednesday Keynote Presenter

Personal power in organizations increases when people begin leading from their souls rather than positions of authority—when leaders leverage external and internal power. External power (the capacity to act) is represented by confidence, competence, expertise, titles, success, degrees, stature, money, self-esteem and recognition. Internal power (the capacity to reflect) emerges out of our inner self, our souls and our deepest values. The integration of the two reveals who you really are and your life purpose. Attend this session to learn how to:

- Define and examine six stages of power in organizations
- Challenge traditional belief systems about power that continue to define “success”
- Distinguish between transactional and transformational leadership
- Identify ways to enhance personal effectiveness and expand influence
- Grow your leadership skills to become more (or less!) visible
- Help other people realize their full potential

5 Small Cities Roundtables

(populations under 5,000)

The ever popular roundtable discussions are back. These discussions provide the opportunity for attendees from small cities to connect with their colleagues from the same-size cities. Through a facilitated discussion, you will discover similar issues, possible solutions to problems and trade tools and techniques that can help you “back home.”

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HealthPartners is “stepping” in to help us get healthy at the MCFOA Conference this year. When you check in, you will receive a pedometer. Wear this to count your steps at the conference. During Friday’s brunch, HealthPartners will present the person with the highest step count with a prize!

Have fun . . . and get healthy!

Concurrent Sessions II ~

Wednesday, 2:45 to 4:00 PM

6 Conquering the Budget Development Process

Doug Green, Client Representative, Springsted, Inc.

For a Clerk/Administrator in Minnesota, summers should be a time to enjoy the outdoors, if it weren't for the development of the annual budget hanging over your head. This presentation will give you the tools to manage the budget development process, from the initial planning through the certification of your levy. Best practices from the League of Minnesota Cities, the Government Finance Officers Association, and experienced practitioners will be highlighted and disseminated to session participants. In this session, attendees will learn:

- A process to develop an annual operating budget
- What analytical tools are needed to effectively analyze the choices provided in the development process and the impact on taxpayers
- How to identify the many roadblocks and pitfalls that can throw the process off track and how to avoid them

7 Urban Agriculture: A Farm in the City?

Suzanne Rhees, AICP, Principal Planner, Parks and Trails Division, Minnesota Department of Natural Resources, and other presenters to be determined

Urban agriculture, from backyard livestock to commercial farming operations, is rapidly gaining popularity in cities large and small. Activities such as compost operations and produce sales, structures such as chicken coops, greenhouses or hoop houses, can all pose new challenges that may not be addressed in city zoning, environmental and sanitation regulations. This session will focus on how these new or expanding land uses can be managed to prevent or minimize conflicts and to maximize the benefits of local food production.

8 Coaching for Improved Performance

Mary Texer, Director, IT Industry Relations & Partnerships, Advance IT Minnesota

The difference between a high performing employee and one that does not meet expectations can be in the coaching they receive. The challenge comes in preparing for and then coaching employees. Boiled down to the basics, coaching is simply a series of well prepared for (and ultimately documented) conversations. During this session you will look at the conversations, discuss common mistakes made and situations you have encountered.

Conversation 1: Identify the problem; Clarify expectations; Describe what success looks like; Develop and agree to an action plan; Set the date/time for the next touch base.

Conversation 2: Check on progress—Next steps if progress is being made; Next steps if progress is not being made.

Conversation 3: Check on progress—Next steps if progress continues to be made; Next steps if progress is not being made. The last conversation/step is your organization's formal performance improvement plan and the consequences that flow from that.

9 Future Technologies You Need to Know Now!

Dr. David Bouchard, Professor and Coordinator of Graduate MIS, Metropolitan State University

This session will provide an overview on understanding of new technological evolution and planning techniques as well as examples of exciting new technologies. Dr. Bouchard will discuss new technology trends, concepts and management principles and provide an update on a variety of Information Technology (IT) trends that show promise for the near and mid-range future. He will discuss using lifecycle approaches to maximize technological benefit and return at minimum cost as well as how to use the best ideas and approaches to help understand your constituents and improve services in cost-effective ways. Time for questions and answers will be a valuable portion of this session which will be geared to the non-technical professional.

10 From the Tower to the Faucet

Jeff Dale, Water Circuit Rider; Teri Osterman, Financial Services Planner; and Frank Stuemke, Wastewater Trainer, Rural Water Association

Managing your water and wastewater systems is a Multi-Million Dollar business. As the Administrator/Clerk-Treasurer do you know what your licensed operator(s) needs to do every day to keep these systems in compliance? More importantly, if your operator "walks" what do you need to know to remain in compliance and protect the public health? Attendees at this class will learn; minimum licensing and training requirements, every day and monthly reporting requirements for operators, setting sustainable water and sewer rates, financial planning with Dashboard and complying with Minnesota's Water Conservation Rule. Most municipalities struggle with adequate funding and loss of local government aid, find out what services are available to your city "free of charge". Learn what services are available at greatly reduced cost. Learn what every operator and administrative personnel need to know and where to find it. Learn about new regulations that WILL affect your water and wastewater systems.

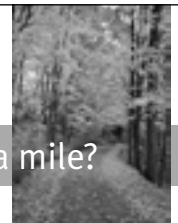
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Concurrent Sessions III ~

Thursday, 11:15 AM to 12:30 PM

11 Preparing for Your Retirement-PERA and More

(This session will be 90 minutes in length.)

Carol Mladek, PERA Educational Representative & Mary Kusske, CFP and President of Kusske Financial in Burnsville

No matter what age you are today, you should learn more about retirement. Attend this session to hear everything you wanted to know about PERA, including contributions, building service credits, pension calculations and options, applications procedures, disability, survivor benefits and more. Retirement: Crisis, Chaos, Choices? Mary will bring her 25 years of experience in financial advice and address issues that everyone needs to understand as they prepare for their retirement.

12 Franchise Fees: Are They For You?

Dave Callister, Financial Advisor, Ehlers & Associates, Inc.

Under current state law, a city may require franchise agreements for gas and electric providers operating within the city limits. Franchise agreements provide the terms for which utility companies may operate in the public right of way. As part of the franchise agreement, the city reserves the right to levy a franchise fee to the private utility as a way of recouping costs the city incurs as a result of allowing the utility to operate within the city. What is the maximum amount a city can impose in franchise fees? How do you start collecting fees? In this session you will learn:

- The types of franchise fees and limits on fees you can collect
- For what you can use franchise fee
- How to implement franchise fees

The very nature of franchise fees is controversial due to imposing new fees on users. At the end of this session, you will have an understanding of franchise fees to help you determine whether or not they are right for you.

13 Keys to Effective Performance Management

Joyce Hottinger, Assistant Human Resources Director, and Laura Kushner, Director of Human Resources, League of Minnesota Cities

What are the most important aspects of managing employee performance? How do you make it happen in your organization? Where should you start? This session will help you understand the key elements of a successful performance management system and how to implement it for your city.

14 Collaboration: A Toolkit for Getting More Results From a Partnership

Karen Ray, President, Karen Ray Associates

Many communities are partnering with towns next door to jointly offer services — from plowing to parks management to operating license bureaus. Many communities are working with their own residents in partnership to enhance municipal government. This session describes a set of tools you can use to make partnerships more effective. Topics include: getting buy-in from leaders; clarifying expectations; managing joint budget discussions; stop planning and start acting; as well as getting the right people to the table to do the work.

15 Liquor Licensing

C. Mike Polla, Special Investigator; and Al Erickson, Licensing Specialist, Alcohol & Gambling Enforcement Division, Minnesota Department of Public Safety

Back by popular demand, this year the “liquor licensing” session will include the items City Clerks don’t handle every day including: What is a restaurant and why is this important to know; wine licenses—strong beer; special events and festivals; temporary licenses; city owned buildings; caterers and other special items. There will also be ample time for questions and answers.

16 Data Practices: To Infinity and BEYOND!! (Not)

Corrine Heine, Attorney, Kennedy & Graven Chartered

Do you feel overwhelmed by the infinitesimal detail of the data practices statute? Do you wish for a hero to swoop in and rescue you from record retention nightmares? Corrine Heine can’t do that. She will, however, identify and eradicate the data practices and record retention issues that threaten human existence—or at the very least — she will review and provide solutions to problems that threaten our patience. Issues covered will include: classification of data on elected officials, appointed commission members, and employees; record retention schedules; Tennessee warnings; email; and more.

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Concurrent Sessions IV ~

Thursday, 1:45 to 3:00 PM

17 Retiree and Post Age 65 Health Care Strategies

Bill Singer, Senior Sales Representative, AT Group

We all think about those days in our retirement when we will not have to get up before the sun. Some of us have enough years of service that we can retire early, some of us are going to have to work until we are eligible for Social Security and lately we have seen more people than ever work well past age 65. For many the biggest question they have heading into retirement is about their Health Coverage. From the employees perspective it would be great to know what our health coverage options are:

- Can I get an individual plan?
- Can I and should I stay on my group's plan?
- Can I just go on Medicare?

From the employer's perspective there are a lot of questions:

- How do the retirees affect my premium cost?
- Are our active employees going to pay higher premiums because of the retirees?
- Should we offer lifetime retiree coverage?
- How does Medicare coordinate with our current health plan – who pays first?
- Should my post 65 employees stay on our group plan or can I give them a plan of their own?
- How do Medicare supplements figure into this whole picture?

This session will provide you with answers from an employee and employers perspective and help you to develop the best strategy for your own situation as well as the best plan for your city.

18 Rewriting Your Zoning Ordinance

Jean Coleman, Attorney & Planner, CR Planning, Inc.

Has someone in your community recently requested a zoning permit for a wind tower or doggy-day-care and you couldn't find it in your current zoning ordinance? Was your zoning ordinance written in the 70's? Did you recently update your community's comprehensive plan? If you answered yes to any of these questions, it may be time to rewrite your zoning ordinance. This session provides basic steps to updating or rewriting it; including organizational and drafting tips, how to gather public input and adoption requirements.

19 Leading Change From the Middle

Bob Lewis, President/Author, IT Catalysts, Inc.

You have a design: How the organization should change, and what the change should look like. You have a plan: What has to get done to make the change happen, and who's going to do it. Now what? Organizations resist change. They have to — they're built to be the way they are and everything reinforces it. The session will provide a framework you need to overcome the factors that conspire to make change fail.

20 Take the Shock Out of Your Electronic Records" Stay on your grid with organization and preparation for your project.

A panel of City Clerks will share their cities unique path from paper-based to electronic recordkeeping. Each city is at a different place in the journey and has valuable information on the opportunities and challenges of electronic records. Since there is no one-size-fits-all solution to electronic records, this session will provide a range of ideas for all size cities to consider.

21 Lawful Gambling & City Responsibilities

Steve Pedersen, Licensing Supervisor, Minnesota Gambling Control Board

This session will emphasize full time gambling including illegal activities, city payments, city approvals and form filing with the Gambling Control Board. Pedersen will also cover contact information for questions and city responsibilities in regards to lawful gambling.

22 The Mystery of the Open Meeting Law

Corrine Heine, Attorney, Kennedy & Graven Chartered

Mayor Bumpkis told city clerk Carolyn Keene of his plans to assemble the council. Bumpkis told Keene to do "what needs to be done." Clerk Carolyn was none too keen on the idea. The mayor said the meeting would be "open and shut" — but would it ??? Keene called in attorney Corrine Heine. Heine was no Nancy Drew, but Keene knew she could help solve the mysteries of the Open Meeting Law by shining some light on those vexing gray areas in the law. Heine was no stranger to council members with email and Facebook. And she knew how to identify a serial meeting. Yes, with Heine's help, Keene could do what she needed to do.



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GTS Educational Events is providing program planning and management services to MCFOA for this conference.



GTS is a non-profit organization dedicated to helping those who provide services to Minnesota citizens and communities meet current needs for knowledge and skills, plus anticipate and prepare for changes to come. We have worked with policy makers, staff and appointed officials from all levels of government and all types of non-profit agencies—and their collaborators in associations, business, higher education and community groups—since 1976.

In 2012, GTS is celebrating its 35th Anniversary!

General Information

Location/Accommodations

Located in Central Minnesota on the beautiful Mississippi River, St. Cloud is the site for this year's Conference. The Best Western Kelly Inn (320-253-0606) has been selected as the event headquarters, hosts most of the Conference events and holds the largest sleeping room block. The Le St-Germain Suite Hotel (*formerly Radisson*) (320-654-1661), which is holding a slightly smaller sleeping room block, is connected to the Best Western via skyway. Both hotels provide overnight guests with a broad range of amenities including heated swimming pools, whirlpools, exercise areas and a variety of dining facilities. Completing the St. Cloud site package is the state-of-the-art Rivers Edge Convention Center which will serve as the location for all exhibits and various Wednesday through Friday Conference events.

The sleeping room blocks for Conference attendees (Kelly Inn-\$85/night plus tax, single or double occupancy **and** Le-Germain \$109/night for Queen and \$119/night for Master Double, plus tax single or double occupancy) are being held until February 15 or until they are sold out. Reservations received after that date will be accepted on a "space available basis" and at prevailing rates. Make your overnight reservations via mail, fax, phone or e-mail. See reservation form included in this brochure.

For a map and driving directions to either hotel, visit their websites:
Best Western - www.bestwesternstcloud.com
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Continuing Education Credits

The Conference carries 3.12 Continuing Education Units (CEUs). The CEU is defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Conference CEUs will be on record with St. Cloud State University. Certificates of completion will be available at the Conference if you are registered by March 6. Certificates will be e-mailed after the Conference to anyone requesting credit after that date.

NOTES: The cost for CEU credit is borne by MCFOA as part of the overall Conference budget. While it is pleased to provide this service to its members, MCFOA requests that you apply for them only if such credits play a role in your on-going education plans. A Social Security number must be provided to obtain this credit.

Once again CMC/MMC credits will be available for most Conference sessions. Complete details will be included in the on-site final program.

Fees

The Conference fees for MCFOA members are \$210/person (if postmarked by 2/10/12) or \$230 (if postmarked after 2/10/12). To qualify for these fees, individuals must be a current, paid member of MCFOA. To determine your membership status contact David Spencer (dspencer@iw.net). The Conference fees for non-members are \$260/person (if postmarked by 2/10/12) or \$280 (if postmarked after 2/10/12).

Once again, MCFOA is pleased to offer the following **First Time attendee rates** to those who have never attended a MCFOA Conference but wish to do so in 2012. The available rates are: \$190 for Association Members and \$245 for Non-Members regardless of the date of registration.

All above fees include tuition for Wednesday-Friday, handout materials, Wednesday evening reception, two lunches, Thursday banquet, one breakfast, one brunch, and all refreshment breaks.

Once again MCFOA is pleased to offer a special \$130 rate available to all **MCFOA Retirees** (no longer employed by or under contract with a Minnesota community). This fee includes the Wednesday evening mixer, Wednesday-Friday meals and breaks.

The fee for the optional Tuesday seminar for all Conference registrants is \$45/person regardless of membership status or date of registration. NOTE: If you are not registering for the Conference but wish to register for the Tuesday seminar, the fee is \$60/person.

Extra banquet tickets for Thursday evening are available for \$35 each and can be purchased via the on-line Conference Registration included in this brochure. (Note: One banquet ticket is included in each full Conference registration fee.)

Registration

On-line registration (available at www.mngts.org/MCFOA) is the preferred registration method.

The system allows group registrations from the same organization, allows payment via all major credit cards and provides an immediate registration confirmation. You may also print or email an invoice for future payment via check. Registrations must be received by **March 6, 2012**. If on-line registration is not possible, you may also register by filling out and returning the form included in this brochure.

Cancellations/Refunds

Fees will be refunded (less a \$20 service fee) only if cancellation notification is received by March 2, 2012. If you do not cancel your registration and do not attend, you are responsible for payment of the entire applicable fee. Should inclement weather (or other circumstances beyond our control) necessitate program cancellation or postponement, notification will be posted on the WCCO web sites (www.WCCO.com under the School Closings tab and www.830wcco.com).

For Further Information

Registration Questions: Catherine Dubbe — cdubbe@mngts.org x200
Program Questions: Carol Schoeneck — cschoeneck@mngts.org x205
GTS Educational Events
2233 University Avenue W., Suite 150, St. Paul, Minnesota 55114
651-222-7409 (Twin Cities)
800-569-6882 (Greater Minnesota)

2012 Planning Committee

Chair, Daniel Buchholtz, Hanover

Darla Berry, New York Mills

Deb Boelter, Winsted

Terri Boese, Ely

Sandy Borders, Dayton

Jane Cross, Blaine

Amy Domeier, Rosemount

Chantel Doriott, Forest Lake

Renee Eckerly, Paynesville

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Audra Etzel, Rockford

Tom Ferber, Retired

Char Friedges, Lakeville

Mark Karnowski, Princeton

Sandy Langley, Crosby

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Val Martin, Ashby

Barb Nelson, Spring Lake Park

Dale Powers, Birchwood Village

Linda Rappe, Kasson

Tina Rennemo, Baudette

David Spencer, MCFOA Administrative Assistant

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2012 MCFOA OVERNIGHT LODGING

Conference dates: March 20-23, 2012 (Tuesday - Friday)

Room block dates: March 19-23, 2012 (Monday - Friday)

Conference attendees may choose from the following two hotels, both of which are holding a block of sleeping rooms on March 19 through 23, 2012. Check your choice of hotel and complete all sections of the housing reservation below. Then return the form to the hotel you have selected. If your request cannot be accommodated at your preferred hotel, you will be notified.

BEST WESTERN KELLY INN

Conference Headquarters
Contact: Monica Reese (stcloudfom@kellyinns.com)
Fax: 320-202-0505
100 4th Avenue South
St. Cloud, MN 56301
\$85/night (single or double occupancy) + tax
Reservation options: mail, fax, or e-mail

LE ST-GERMAIN SUITE HOTEL

Connected to Conference via skyway
Contact: Monica Grenell (mgrenell@lestgermainsuitehotel.com)
Phone: 320-654-1661
404 W. St. Germain
St. Cloud, MN 56301
\$109/night (single or double occupancy) + tax -or-
\$119/night (double occupancy) + tax
Reservation options: mail, phone or e-mail

Note: Both hotels will only accept reservations for two or more nights out of their room blocks!

Name: _____ Title: _____

Organization: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ E-mail: _____

Arrive/Depart Dates: ___/___ to ___/___ # of nights: _____

Approximate Arrival Time: _____

Room Preference

Single Occupancy Double Occupancy

Names of all individuals sharing the room:

1. _____

2. _____

Special Requests

Accessible

Other

Explain: _____

Method of Payment

Check enclosed — (payable to hotel)

Credit Card

Circle one: Visa Mastercard American Express Discover

Card #: _____

Exp. Date: _____

Cardholder's Name: _____

Cardholder's Signature: _____

**Room Blocks
will be held until
February 21, 2012
(or until they are sold out).**

**Rooms available after
that date on a "space
available" basis and at
prevailing rates**

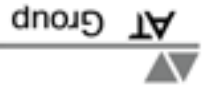
*Best Western Kelly Inn and Rivers Edge Conference Center
St. Cloud, Minnesota*



*Conference
March 20-23, 2012*

*Exhibit Show
March 22, 2012*

MCFOA Annual Conference



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