



# FACC MAKE-UP MINI FALL ACADEMY

FACC Make-Up Mini Fall Academy (MMFA) is open to Florida Clerks who were unable to attend the 2024 FACC Fall Academy due to Hurricane Milton. The deadline to register for MMFA is November 22, 2024. After this date, registration for the MMFA will open for other registrants, based on availability. The MMFA will be held January 6-7, 2025, at the Florida Hotel & Conference Center in Orlando. Space is limited. The cost is \$175 for FACC members and \$225 for nonmembers.

The education curriculum for both the CMC and MMC session content was developed, reviewed and approved by the Florida Institute of Government at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and Board of Directors. If you attend the Make-Up Mini Fall Academy, you can earn up to 8 CMC or MMC education points, and if you attend the 2025 IIMC Region III Conference, you can earn up to 6 CMC/MMC education points. However, if you attend both events, you can earn up to 14 CMC or MMC education points and network with clerks located throughout Region III. Awarding of points is based upon successful completion of an FACC Ideas to Action form for each session and missing no more than 15 minutes of the session.

**NOTE:** The MMFA First-Year and Second-/Third-Year sessions equal 4 CMC hours each; MMC/Advanced sessions equal 4 MMC hours. The IIMC Region III sessions equal 1.5 and 3 CMC/MMC hours (i.e., 3 CMC/MMC hours for the two joint sessions on Wednesday and Friday and 1.5 CMC/MMC hours for the breakouts on Thursday). The sessions below are offered concurrently, but you must follow your applicable track. If you have any questions regarding which CMC track (First-Year or Second-/Third-Year) you should attend for the MMFA, please contact Amy Brewer, Education Coordinator, Florida Institute of Government, at [abrewer@fsu.edu](mailto:abrewer@fsu.edu) or 850.645.6700.

## MONDAY, JANUARY 6, 2025

7:00 a.m. - 5:30 p.m.

**Registration Desk Open**

7:00 a.m. - 8:00 a.m.

**Continental Breakfast**

8:00 a.m. - 12:00 p.m.

**First-Year Track: The Municipal Clerk 101 –  
A Professional Toolbox**

This session will introduce you to the day-to-day duties you will need to understand and successfully implement in your first year as a Municipal Clerk. We will discuss the basics of Florida Notary Law,

Basic Ordinances and Resolutions, including the differences and when to use each of them, Legal Advertising and Public Notices, the statutory requirements for Minutes and a basic introduction to the do's and don'ts of Public Records Requests, including contractor responsibilities. This will be a dynamic session with plenty of time for questions and answers and an open discussion of topics you need help with.

***Presented by: Patricia J. Burke, MPA, MMC, RLO,  
FACC President, Town Clerk-Manager, Town of Palm  
Shores, and Julie A. Hennessy, MMC, City Clerk, City  
of DeLand***

8:00 a.m. - 12:00 p.m.

## **Second- and Third-Year Track: Speaking with Confidence and Credibility**

As a leader, you have the responsibility to convey ideas, decisions and vital information to others on a regular basis. Whether your goal is to motivate staff, inspire and persuade the public or provide facts and data to your council, content and delivery options must be carefully considered and developed. This hands-on session will provide time-tested strategies for confidently expressing your thoughts and ideas, even when called upon at the last minute. Content will include the key elements of stimulating TED talks, the five elements of Steve Jobs' presentations and improv theater.

***Presented by: Anne Schroeder, President, Schroeder Management Consultants***

8:00 a.m. - 12:00 p.m.

## **MMC/Advanced Track: Developing the Next Generation of Leaders**

In this session, participants will explore strategies to cultivate the next generation of leaders within their organization. The session will focus on identifying and developing the key traits that are essential for effective leadership and team collaboration. Through interactive discussions and practical exercises, attendees will learn how to assess and nurture these qualities in emerging leaders, ensuring a strong and cohesive team that drives organizational success.

***Presented by: Tim Bolduc, City Manager, City of Crestview***

10:00 a.m. - 10:15 a.m.

## **Refreshment Break**

12:00 p.m. - 1:30 p.m.

## **Lunch On Your Own**

1:30 p.m. - 5:30 p.m.

## **First-Year Track: The Municipal Clerk 102 – A Professional Toolbox**

This session will be a continuation of Monday morning's session (The Municipal Clerk 101) on the duties and responsibilities of the Municipal Clerk and will include additional information on many topics. This will be another very dynamic session with plenty of time for questions and answers and an open discussion of topics you need help with.

***Presented by: Patricia J. Burke, MPA, MMC, RLO, FACC President, Town Clerk-Manager, Town of Palm Shores, and Julie A. Hennessy, MMC, City Clerk, City of DeLand***

1:30 p.m. - 5:30 p.m.

## **Second- and Third-Year Track: Fair, Efficient Expression – Fun with Parliamentary Procedure!**

All groups use rules, even if they don't admit it. Parliamentary procedure helps people hold efficient meetings where attendees are treated fairly, and the will of the membership is expressed by its actions. Even some small adjustments can help presiding officers and members achieve these goals. Come play with parliamentary concepts and take away tips to help your council, municipal boards, and clerk chapters and associations accomplish more with confidence and goodwill!

***Presented by: Lee Woodward, TRMC, MMC, PRP/CP, City Secretary and Public Information Officer, La Porte, Texas***

1:30 p.m. - 5:30 p.m.

## **MMC/Advanced Track: Presenting Well Master Class**

Go beyond the basics of public speaking and master advanced strategies and techniques to present yourself and your ideas more effectively. Every audience (whether one or 1,000) has preconceptions

about the speaker and their message. Learn how to win that expectation game for a respectful, interactive, win-win result that will advance your organization's strategic goals. Participants will gain confidence as they learn how to read their audience quickly, establish instant credibility, spark and hold interest, build rapport, encourage engagement and ultimately obtain the action desired. This session is taught by a nationally acclaimed speaker with the highest-earned certification in the speaking field, held by fewer than 800 people worldwide. *Note: This content-packed workshop will include informal speaking exercises with your classmates, along with advanced strategies and techniques to help you prepare for your next real-life presentation. You will not be required to speak in front of the entire class during this session.*

***Presented by: J. Lenora Bresler, J.D., CSP, SHRM-SCP, SPHR, Leadership Speaker, Author, Trainer and Coach, Bresler Instant Leader Transformations***

3:00 p.m. - 3:15 p.m.

**Refreshment Break**

**TUESDAY, JANUARY 7, 2025**

7:30 a.m. - 5:30 p.m.

**Registration Desk Open**

7:00 a.m. - 8:00 a.m.

**Continental Breakfast**

8:00 a.m. - 12:00 p.m.

**First-Year Track: Municipal Elections 101**

The session will focus on the administering and conducting of elections. The presentation will be most timely for newer Clerks preparing to conduct their first municipal elections or experienced Clerks wanting a refresher. The session will look at the

Florida Election Code and how it applies to the municipal charter and municipal codes, the latest changes to the laws, discussions of calendar/budget preparation and turnout projections, the relationship between the City Clerk and County Supervisor of Elections, preparation for and management of candidates, the petition and qualifying processes, the preparation needed for the three methods of voting (Election Day, Early Voting and Vote by Mail), canvassing board duties and responsibilities, post-election requirements, differences with special elections, municipal recall elections and retention of election records. This session will be highly interactive, with opportunities to share experiences.

***Presented by: Bill Cowles, Orange County Supervisor of Elections (Retired)***

8:00 a.m. - 12:00 p.m.

**Second- and Third-Year Track: Effective Business Writing**

It is not just professional face-to-face interactions that we must get right the first time. The same can be said of written correspondence, especially when submitting a proposal, an agenda, an executive summary or an email. Your communications have the power to establish rapport, clarify work intent and solve problems. Whether you need a business writing refresher or a solid introductory course, this session will sharpen your knowledge and skills on current best practices of effective business writing.

***Presented by: Anne Schroeder, President, Schroeder Management Consultants***

8:00 a.m. - 12:00 p.m.

**MMC/Advanced Track: The Clerk as Historian (Whether You Know It or Not)**

You may not consider yourself a historian, but as Clerk of Record, the value of your role in

researching and preserving your municipalities' historical documents and unique records cannot be overstated. Whether it's maintaining and ensuring the preservation of city business records, old charters and historical photos, or searching for liens, property agreements and probate documents, this session will inspire you to embrace your role as your municipalities' historian and lead researcher. Learn nifty tips and tricks for finding unique ways to research municipal records at all levels (town, city, county, community, state, federal) and embrace your role as historian with competence and knowledge – as history is happening now!

***Presented by: Deborah Bauer, Ph.D., President, Society for Historic Casselberry; Donna G. Gardner, CMC, City Clerk, City of Casselberry; Kelly S. Koos, MMC, FACC Past President, City Clerk, City of Lakeland; Grant Maloy, Seminole County Clerk of the Circuit Court and Comptroller; Lisa Morris, MMC, CRA, Deputy City Clerk, City of Brooksville***

10:00 a.m. - 10:15 a.m.

### **Refreshment Break**

12:00 p.m. - 1:30 p.m.

### **Lunch On Your Own**

1:30 p.m. - 5:30 p.m.

### **First Year Track: Structure and Function of Local Government in Florida**

A historical overview of the creation, powers, structures and functions of all of Florida's local governments. Detailed information will be given on municipal government, including governance forms, services and challenges faced by cities, towns and villages across the Sunshine State. Attendees will also gain an appreciation of the intergovernmental dynamics within Florida.

***Presented by: Chevelle D. Hall, MMC, Village Clerk, Village of Wellington, and Lynn Tipton, Director, FLC University, Florida League of Cities***

1:30 p.m. - 5:30 p.m.

### **Second- and Third-Year Track: Emotional Intelligence and Strategic Communication**

This session will introduce emotional intelligence as a communication tool. It will examine how emotional intelligence can be employed to combat burnout, maintain emotional balance and enhance leadership skills. Attendees will learn how to build self-awareness, engage in self-regulating behaviors in complex communication climates, become more socially aware and regulate the work environment through proactive and reactive communicative behaviors. Attendees will explore how emotional intelligence blends communicative hard and soft skills to build productive and rewarding interactions.

***Presented by: Michelle Dusseau, Ph.D., Associate Lecturer, University of Central Florida, Nicholson School of Communication and Media***

1:30 p.m. - 5:30 p.m.

### **MMC/Advanced Track: Succession Planning in Real Life: Replacing Yourself!**

At this session, a panel of your peers will share their unique experiences about preparing for retirement. How does the hub of a municipality put together a successful succession planning program? What are some of the pitfalls to avoid, challenges to overcome and lessons learned? This session will address these topics and more, including real-life wisdom and experience from master municipal clerks who are going through the process or have already been there and are happily retired while their cities are still going strong.

*Presented by: Tammy K. Bursick, MMC, FACC Past President, Retired City Clerk, City of Vero Beach; Kelly S. Koos, MMC, FACC Past President, City Clerk, City of Lakeland; Lori Stelzer, MMC, FACC Past President, Retired City Clerk, City of Venice*

3:00 p.m. - 3:15 p.m.  
**Refreshment Break**

5:45 p.m. - 6:45 p.m.  
**FACC Board Dinner**

6:45 p.m. - 8:45 p.m.  
**FACC Board Meeting**





# FACC Make-Up Mini Fall Academy (MMFA) Registration Form

- Complete registration form and email to [mmontgomery@flcities.com](mailto:mmontgomery@flcities.com) or mail to FACC, P.O. Box 1757, Tallahassee, FL 32302-1757. Make checks payable to FACC. You may also register at [floridaclerks.org](http://floridaclerks.org). We accept Visa, Mastercard, American Express, Discover or checks as payment for registration fees.
- If you have any accommodations requests (dietary or physical), please attach a written description to your registration form. For more information, contact Meredith Montgomery at [mmontgomery@flcities.com](mailto:mmontgomery@flcities.com).
- FACC MMFA registration includes two continental breakfasts and refreshment breaks. Guest registrations are not available.

**One Registrant Per Form • Please use additional registration forms as needed.**

## REGISTRANT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
(As you wish it to appear on your badge.)

Title \_\_\_\_\_ Affiliation \_\_\_\_\_  
(City, Town, Village of)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_

Email Address (for confirmations) \_\_\_\_\_

Current Certification  MMC  CMC  None



# FACC Make-Up Mini Fall Academy (MMFA) Registration Form (page 2)

## REGISTRATION FEES

PAYMENT MUST ACCOMPANY EACH REGISTRATION

### FACC MAKE-UP MINI FALL ACADEMY – JANUARY 6-7, 2025

| Type of Registration | Price | Fee Paid | Track            | Select one:              |                    |
|----------------------|-------|----------|------------------|--------------------------|--------------------|
| FACC Member          | \$175 | _____    | First-Year Track | Second-/Third-Year Track | MMC/Advanced Track |
| Nonmember            | \$225 | _____    | First-Year Track | Second-/Third-Year Track | MMC/Advanced Track |

## PAYMENT INFORMATION

Method of Payment:  Check (payable to FACC)

Total Enclosed: \$ \_\_\_\_\_

Visa, Mastercard, American Express and Discover accepted via online registration only.