



# 2020 Basic Institute

Sunday, December 13 - Friday, December 18

Comfort Inn & Suites, Mt. Pleasant

## Basic Institute is an incredible opportunity to:

- 1) Learn more about your job and responsibilities
- 2) Meet and build relationships with others in your field
- 3) Earn professional credentials by becoming a Michigan Certified Professional Treasurer (MiCPT)

Basic Institute is a three year program with a defined curriculum to ensure that no matter when you start, you'll receive the full slate of topics by the time you graduate in your third year.

## This year's education includes the following topics:

- Principles of Public Finance
- Counterfeit Currency
- RFQ/RFP for Banking Services
- Bank Statement Analysis (bring your statement for roundtable discussion)
- Investing in Public Funds: the Hows & Whys of Investing
- Debt Management: Debt Policy, Capital Improvement Plan, Municipal Finance Issues
- Records Retention
- What Every Treasurer Should Know About Budgeting
- Future of Technology
- Bringing Technology to Your Community
- Presenting to Your Board
- Dealing with the Media
- HR Hot Topics
- Leadership & Teamwork
- Cultural Diversity in the Workplace

## Cost & Registration

Basic Institute costs \$550, which covers all sessions, materials, and most meals (see schedule below for details). Attendees must be MMTA members. Scholarships are available for registration fee - see website for details. Register online at [www.MMTA-MI.org](http://www.MMTA-MI.org) to pay with a credit card or by check; registrations received after Monday, November 23 will be subject to a \$50 late fee. Cancellations must be received in writing by Monday, November 23; refunds are subject to board review. Make lodging reservations directly with the hotel (see more information below).

CHALLENGE  
THE CHAMPION IN YOU





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Comfort Inn & Suites, Mt. Pleasant

## Sunday

3:00 - 7:00 pm

Registration

3:00 pm

Hotel Check In

5:30 - 7:00 pm

First Year Students Only

Orientation & Dinner

## Monday

7:30 - 9:00 am

Registration & Breakfast

9:00 am - 5:00 pm

Sessions, Lunch & Breaks

5:30 - 7:00 pm

Dinner & Networking

## Tuesday

8:00 am - 5:00 pm

Breakfast, Sessions, Lunch & Breaks

5:30 - 7:00 pm

Dinner & Networking

## Wednesday

8:00 am - 4:00 pm

Breakfast, Sessions, Lunch & Breaks

Dinner On Your Own

## Thursday

8:00 am - 5:00 pm

Breakfast, Sessions, Lunch & Breaks

5:30 - 6:30 pm

Reception

6:30 - 8:30 pm

Dinner & Award Ceremony

## Friday

8:00 - Noon

Breakfast, Sessions & Breaks

Lunch On Your Own

*Note: all class sessions are mandatory.*

*Schedule may change.*

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## Location & Accommodations

Basic Institute is held at the **Comfort Inn & Suites** in Mt. Pleasant near Central Michigan University, (2424 South Mission Street). A block of rooms is reserved for Institute participants starting at \$85/night. Reference MMTA by November 25 to get this low rate. **Call the Comfort Inn directly for your reservations at 989-772-4000.** Rooms are also available for \$85/night at the Fairfield Inn, which is right next door to the Comfort Inn (call the Fairfield at 989-775-5000 for reservations). For tax-exempt billing, provide your agency's tax-exempt number to the hotel; cancellation for rooms must be made 24 hours prior to scheduled arrival.

Contact MMTA at [info@mmta-mi.org](mailto:info@mmta-mi.org) or 989.820.8389 for more information.







Class of 2020



Class of 2021

## What Your Peers Think About Basic Institute ...

*"I have attended dozens and dozens of conferences in my career, and this was one of the very best I have ever attended."*

*"The classes were great and informative, but even more so, the networking was priceless!"*

*"Great networking, relevant material to my job, interesting topics with really impressive speakers!"*

*"This education is so necessary for people without any previous instruction from predecessors, especially those who are elected."*

*"I learned many things relevant to a Treasurer's job that I wasn't aware of, didn't know, or didn't understand fully. Thank you!"*

*"I learned several things I will use to do my job better, now and in the future. I enjoyed the opportunity to talk to and learn from others."*

*"Good planning, good education and an excellent, inclusive culture for all who attended... thanks for a very good and affordable conference."*

*"This will help me in many, many ways in my job as Treasurer."*

*"Basic Institute is such a great tool to put in our 'toolboxes.' The lessons learned both in and out of our sessions are invaluable. It gives us all so many resources that would otherwise be unavailable to us."*

*"MMTA is a wonderful organization which I am proud to be a member of. I loved Basic Institute and will definitely recommend it!"*

*"I learned so much and made some great friends, too!"*

*~ Comments are from the 2019 Basic Institute ~*

