



Board and Clerk Administration and Management Training for Sustainable Fiscal Operations

April 24, 2024

9:00 am CT - 2:00 pm CT

City Hall
122 N. Clarinda St.
Burlington Junction, Missouri 64428

Agenda

9:00 - 9:15 - Workshop Intro, Pre-Test

9:15 - 10 - Administrative Duties

10 -11:30 - Utilities 101 & Funding 101

11:30 - 12:30 LUNCH on your own

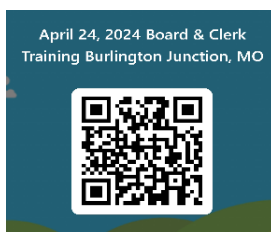
12 - 1 - Meetings & Sunshine Law

1 - 1:45 - Risk & Resiliency Training

1:45 - 2 - Q&A Session, Wrap-up, Post-test, Evaluations

Registration is required. Please register by clicking the "REGISTER" box or scan the QR code using your mobile device.

<https://forms.office.com/r/bkfKPyW8e0>

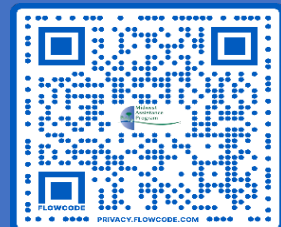


This training is at no cost and is supported by a grant with USDA RD

This training will give you a general overview of board and clerk duties. We will discuss: Regulations & Funding of Water Plants, distribution systems and Wastewater Treatment Facilities. Emergency Planning. Legal meetings and keeping minutes. Obeying the Sunshine Law. Risk assessments and emergency operations planning wraps up our training.

Questions? Contact:
Dave Akins
dakiins@map-inc.org
660-868-1042

www.map-inc.org



Check our website for a list of upcoming events.

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