

■ About Miller Management & Consulting Group

Miller Management & Consulting Group is dedicated to the growth and development of individuals and organizations. Practiced in facilitating adult education, the organization's Principal, Pamela Miller, incorporates over 40 years of private, non-profit, and public sector leadership experience into her human and organizational development work. Miller Management & Consulting Group is the approved California Institute providing quality Master Municipal Clerk and Clerk of the Board credentialing-level education and development for 15 years through the MMCA.

■ About the Academy

The Academy is designed specifically for those working on attaining the Master Municipal Clerk or Certified Clerk of the Board of Supervisors designation. Courses are designed and content is created with the more tenured and experienced municipal and county clerk in mind. Recognizing that these needs are unique, the Academy is designed specifically with those needs in mind. The content is applicable and value-added for County Clerks to the Board of Supervisors, Special District clerks, and City and Deputy Clerks. All gather with the common bond of a desire for lifelong learning, as these professionals continue to lead in their respective fields. The content of the sessions in this Academy are designed at an advanced level and trained by Master Municipal Clerks, Certified Clerks of the Board, and professionals in the field of local government and leader development.

■ MMCA Refund Policy

All cancellation requests must be made in writing by Wednesday, September 13, 2023 at 5 p.m. These cancellations are subject to a \$300 administrative fee and the credit card fee is non-refundable. Any cancellation requests received after this date will not be eligible for a refund. There are no credits issued under any circumstance.

Special MMCA

September 27 - 29, 2023

Kellogg West Conference Center & Hotel

We begin at 11 a.m. on the 27th
and end at 3 p.m. on the 29th

Registration Fee: \$1,650
Early Bird Registration Fee: \$1,575

Registration is all-inclusive and includes 2 nights hotel accommodation (Wed & Thu), all meals and snacks (starting with Wed lunch and ending with Fri lunch), parking, in-room wifi and all Academy materials.

Early bird cutoff date is Monday, July 31, 2023

Registration and payment must be received by this date.

**No exceptions. Registration cutoff date is
September 8, 2023 at 5:00 p.m.**

Commuter Fee: \$1,350
Commuter Early Bird Fee: \$1,275

Register today at millermcg.com

**ONLINE REGISTRATION AND
CREDIT CARD* PAYMENTS ARE ACCEPTED.**



■ Trainers include:

- Britt Avrit, MMC
- Michelle Bigelow, MMC
- Joelle Fockler, MMC
- Pamela Miller, Institute Director
- Stephanie Mizuno, MMC, Retired
- Patrice Olds, MMC
- Wandzia Rose, CIC
- Stephanie Smith, MMC, Retired
- Jennifer Woodworth, MMC

■ Special Guest Trainers:

- Diane Gladwell, Gladwell Government Services
- Colleen Nicol, MMC, Retired
- Dawn Abrahamson, MMC

■ Session topics are scheduled to include:

(subject to change)

- Communication styles (1st year)
- Essentials of leadership (1st year)
- Leadership strengths (2nd year)
- Values (2nd year)
- Owning your presence (Adv)
- Effective time management
- Maximizing generational diversity
- Political astuteness
- Parallel team thinking
- Beyond SMART goals
- The art of possibility
- Contract management
- ADV Records management

University extension credits are available through UC Riverside. The Academy is approved by IIMC for 20 MMC/CMC educational hours or 10 MMC/CMC points. The curriculum is subject to change.

* There is a 4.5% service charge for all credit card transactions. This fee is non-refundable.

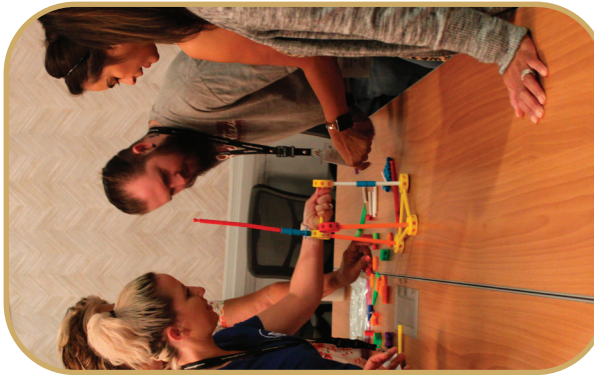


Join us in the celebration of the September 2023 Academy!

September 2023 will be your last opportunity to experience the unique and amazing experience that is the Master Municipal Clerk and Clerk of the Board Academy as an official Institute. Join us for one last Academy and an enriching three days with your colleagues. As always, you will experience opportunities for profound professional and personal growth, supported by a nurturing and caring environment and team of professional trainers.

As Institute Director, I am proud to once again have a strong team of core trainers join me, including experienced clerks and local government professionals. To help us celebrate this last Academy, I am also pleased to announce the return of several guest trainers and subject matter experts who have trained at the Academy over the past 15 years.

There will be a **special Celebratory dinner** Thursday followed by a reception and evening of fun and great networking. Join us for a lively and fun Academy team trivia, other fun games, and the chance to win some great team prizes. We will close the Academy Friday afternoon with something very special befitting the final Academy and a way to celebrate all of you and those who've attended over the last 15 years.



Miller Management & Consulting Group
P. O. Box 1431 • West Sacramento, CA 95691
Email: PMiller@millermcg.com
Phone: 916-850-9271
www.MillerMCG.com



presents

The **Final** Master Municipal Clerk and Clerk of the Board Academy



Don't miss
this unique and
amazing opportunity!!

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Kellogg West Conference Center
Pomona, CA