



WAMCAT SPRING VIRTUAL SESSIONS

MARCH 7, 14, 20, AND 21, 2024

TO REGISTER FOR FULL SERIES

Member: \$369
Nonmember: \$479

Thursday, March 7, 2024

9-11 a.m.

THE ANNUAL CALENDAR: RESPONSIBILITIES AND DUE DATES

Penny Robbins and Angie Johnson
APT — 1 Point, IIMC — 1 Point

This calendar was developed with our new clerks and treasurers in mind and is also an efficient time management tool for experienced clerks and treasurers. This session will cover the important dates for processing reports, publication notification deadlines, and the state filing dates. This resource can help keep you on track for the work involved in completing these mandatory reports and filings. The calendar will also help you understand your responsibilities and give you a guideline for what tasks may be delegated.

Member: \$69
Nonmember: \$89

1-3 p.m.

MUNICIPAL BUDGETING

Charri Lara and Julie Silbernagel
APT — 1 Point, IIMC — 1 Point

This session will start with an introduction to the Wyoming Municipal Budgeting and Reporting System with emphasis on the preparation, implementation, and monitoring of the municipal budget. You will learn the basic concepts of municipal budgeting, plus gain a deeper understanding of state statute requirements and how it pertains to town population, first-class cities, and town and city manager forms of government. We will cover the budgetary process of preparation, adoption, and execution and explain when and how to amend the budget.

Member: \$69
Nonmember: \$89

Thursday, March 14, 2024

9-11 a.m.

THE WAMCAT HANDBOOK, YOUR NEW BEST FRIEND

Tiffany Brando and Kelley Millar
APT — 1 Point, IIMC — 1 Point

This panel-style conversations will highlight how vastly different municipalities across the state can be, even when the day-to-day tasks seem the same. We will discuss roles and responsibilities, staff relations, public relations, and have time to take questions from the participants. We'll share our tips, tricks, and lessons learned and welcome your input so we can all know how the job of a clerk or clerk/treasurer can be done professionally, effectively, and efficiently.

Member: \$69
Nonmember: \$89

1-3 p.m.

GASB UPDATES

Abbey Hagerman
APT — 1 Point, IIMC — 1 Point

Join us for an introduction to the Government Accounting Standards Board. We will cover GASB's role in oversight of municipal management and provide an explanation of the most recent standards. We will include GASB statements numbers 94, 96 and 101.

Member: \$69
Nonmember: \$89

Wednesday, March 20, 2024

1-3 p.m.

2024 INVESTMENT UPDATES

Jason Williams
APT — 1 Point, IIMC — 1 Point

An update on economic conditions and interest rates that have led to the highest short term interest rates since 2006. This presentation will also discuss portfolio strategies in this higher rate environment and explore possible outcomes to consider for this coming year. We'll also take a brief look at investment pools/vehicles offered in Wyoming. We'll follow up with a review of best practices that are much like sorting laundry. Separating different funds for different purposes, which can lead to better results as opposed to keeping the whole thing in one basket.

Member: \$69
Nonmember: \$89

Thursday, March 21, 2024

9-11 a.m.

MEETING MANAGEMENT: THE CLERK'S ROLE, AGENDAS, AND BEST PRACTICES

Angie Johnson and Candy Wright
APT — 0 Point, IIMC — 1 Point

Managing your municipal meetings is one of the clerk's most crucial roles. Not only are there statutes and rules for the conducting of official meetings, this is also your "face" to the community. Keeping order, staying organized, and remaining on schedule while making sure everyone feels heard is a daunting task at times. Let us help you navigate this crucial responsibility.

Member: \$69
Nonmember: \$89

SAVE THE DATE
FALL INSTITUTE
Tuesday-Friday,
September 10-13, 2024

Questions? Contact Sarah Schneider, sarah.schneider@caspercollege.edu, 307-268-3847.

Casper College