



## 2024 MUNICIPAL CLERKS ADVANCED ACADEMY (MCAA)

September 19-20, 2024  
Staples, MN



Sponsored by the:  
Minnesota Municipal Clerks & Finance Officers Association (MCFOA)  
and  
Professional & Continuing Education (PACE) at St. Cloud State University

### Ethics and Leadership with Mary Jepperson and Public Speaking with Matt Vorell

Date & Location	Time	Description
<b>Wednesday, Sep 18, 2024</b>  <b>Timberlake Hotel:</b> 1212 2 <sup>nd</sup> Ave NE, Staples, MN 56479	Check In: 3:00 PM	Check in to Timberlake Hotel
<b>Thursday, Sep 19, 2024</b>  <b>Sourcewell:</b> 202 12 <sup>th</sup> St NE, Staples, MN 56479	7:30-8:00 AM	Registration
	8:00 AM-12:00 PM	Ethics with Mary Jepperson
	10:00-10:15 AM	AM Break
	12:00-12:30 PM	Lunch
	12:30-5:00 PM	Leadership with Mary Jepperson
	2:30-2:45 PM	PM Break
	4:30-5:00 PM	Time at end of class to ask questions and complete assessment
5:00-6:00 PM	Network!	
<b>Friday, Sep 20, 2024</b>  <b>Sourcewell:</b> 202 12 <sup>th</sup> St NE, Staples, MN 56479	7:30-8:00 AM	Registration
	8:00-11:00 AM	Public Speaking with Matt Vorell
	10:00-10:15 AM	AM Break
	10:30-11:00 AM	Time at end of class to ask questions and complete assessment

#### ACADEMY MCFOA BOARD POLICY

The Advanced Academy consists of a 1 ½ day, 12-hour curriculum of programming. Each participant is eligible to receive a maximum of 6 education points with a completed learning assessment and a passing score of 70% or greater. **ALL CURRICULUM HOURS ARE MANDATORY.** There is a strict adherence to punctuality in each session and no cell phone calls or texting are allowed in the classroom. Attendance will be tracked. In rare instances related to emergencies, excused absences are allowed if approved by the Institute Director. These excused absences will require a "makeup assignment" that is provided by the Institute Director (who will collaborate with the instructor prior to the end of the programming). **PARTICIPANTS WHO FAIL TO COMPLY WITH ATTENDANCE AND PUNCTUALITY REQUIREMENTS WILL NOT RECEIVE A CERTIFICATE OF COMPLETION.**