



**CITY OF DANIA BEACH
PRE-APPROVED CONFERENCE OR TRAINING AUTHORIZATION/RECONCILIATION**

EMPLOYEE: Louise Stilson DEPARTMENT: City Clerk's Office

LOCATION: Orlando, Florida TRIP/TRAINING DATE: June 9-12, 2013

PURPOSE: 2013 FACC Summer Conference & Academy

Overnight Out of State Air Travel

TRAVEL EXPENSES ESTIMATED: (Policy #2002-10-1)

REGISTRATION (attach conference brochure)	\$ 225.00
LODGING (# of nights <u>3</u>)	<u>387.00</u>
MEALS (per diem)	<u>176.40</u>
OTHER INCIDENTAL EXPENSES:	
AIRFARE	<u>-</u>
GAS/TOLLS (round trip)	<u>270.00</u>
OTHER TRANSPORTATION	<u> </u>
SUPPLIES/MATERIALS	<u> </u>
TOTAL ESTIMATED EXPENSES:	\$ 1,058.40

This seminar is required for: Certification General Training
 License Other

Note any overnight or out of state travel events attended in the last 12 months:
2012 FACC Summer Conference & Academy

Employee Signature: Louise Stilson 4-12-13

TRAVEL AUTHORIZATION:
Louise Stilson 4-12-13 [Signature] 4/12/13 [Signature]
 Department Director Finance Director City Manager

If payment is made through City's credit card, please indicate "credit card" under "Date" Column

Check Payee:			Amount:	Date:	RECONCILIATION	
					Actual	Differences
Registration:	Credit Card - 55.10		\$ 225.00			
Lodging:	Credit Card - 55.10		387.00			
Transportation:	Louise Stilson - 55.10		270.00			
Traveler:	Louise Stilson - 55.10		176.40			
Others:			-			
Account #:			\$ 1,058.40			

Name:
Location:
Purpose:

IRS Pub 1542 **M&IE**
 \$56.00 (obtain from Per diem form on City's Intranet)

	6/9/2013	6/10/2013	6/11/2013	6/12/2013	Total Est Exps
Meal Provided:	Travel day	Lunch		Travel day	
Per Diem	\$ 42.00	\$36.40	\$56.00	\$ 42.00	\$ 176.40
Lodging	129.00	129.00	129.00		387.00
Gas / Tolls					270.00
Conf Fees					225.00
Airfare					-
					<hr/>
					\$ 1,058.40

*** Travel day**

per diem reductions

Breakfast (B) 15% **\$8.40**
Lunch (L) 35% **\$19.60**
Dinner (D) 50% **\$28.00**

Stilson, Louise

From: faccinfo@googlegroups.com on behalf of Lori McWilliams <lmcwilliams@tequesta.org>
Sent: Friday, April 12, 2013 11:26 AM
To: faccinfo@googlegroups.com
Subject: [FACC] FACC Summer Academy

Reminder to register for the FACC Summer Academy

June 9 – 12, 2013

Caribe Royale in Orlando

The Academy schedule has been amended to include a 1.5 to 2 hour session on "Handling Aggressive Public Record Requestors." This NEW SESSION will be held immediately following the FACC Financials at the Monday Conference Session.

Early Registration Deadline: May 3
Hotel Reservation Cut-off: May 18
Late Registration Deadline: May 29

Registration is now open for the Summer Conference & Academy. The 2013 Summer Conference & Academy will be held June 9-12 at the Caribe Royale Resort in Orlando. FACC early member registration fees for this event are \$225. The room rate at the Caribe Royale is \$129 for a standard room. Housing information will be sent once your paid registration is received. The full conference announcement is available for download. Registration is available online or by downloading the registration form.

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You received this message because you are subscribed to the Google Groups "FACC" group.

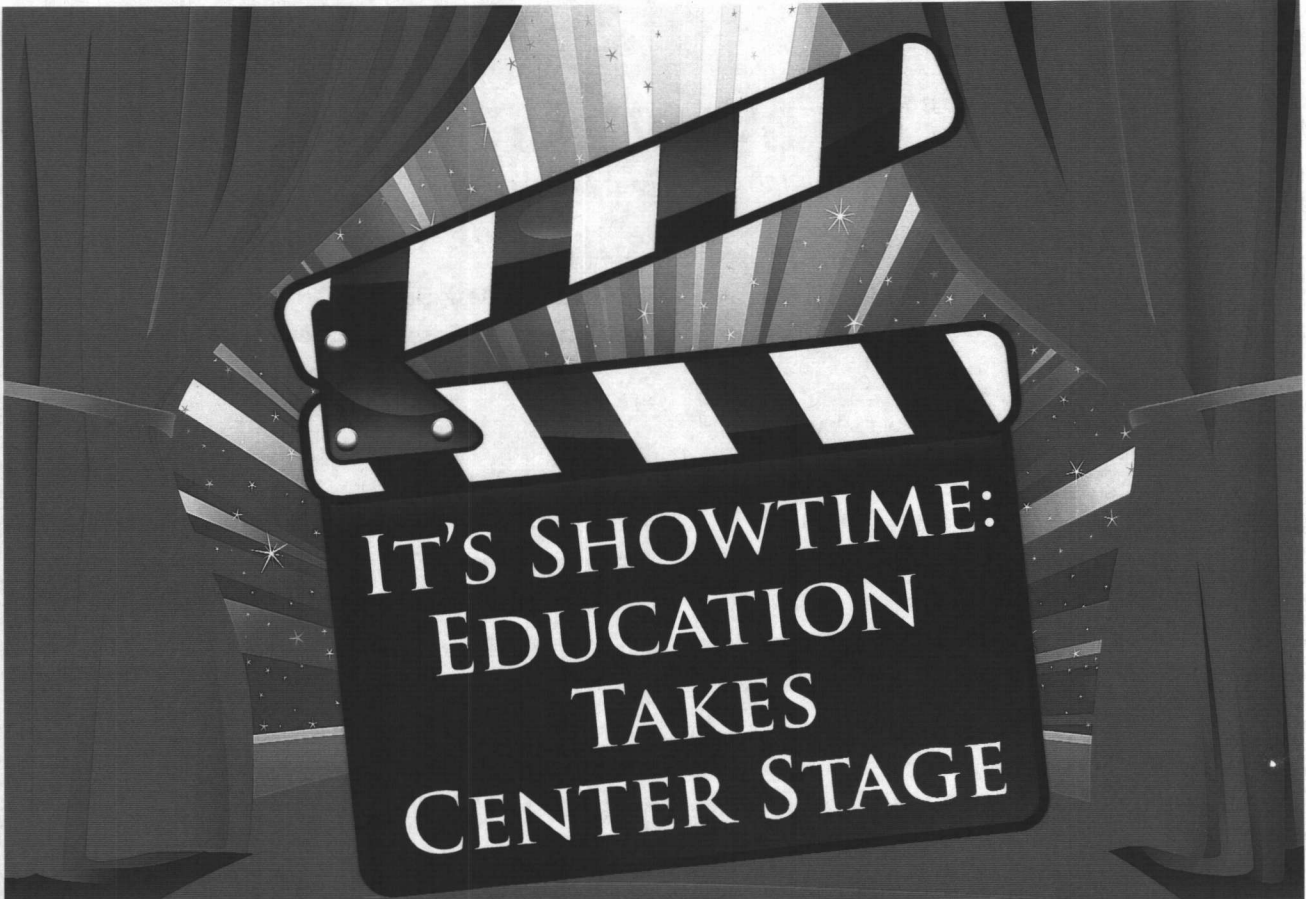
To unsubscribe from this group and stop receiving emails from it, send an email to

faccinfo+unsubscribe@googlegroups.com.

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Visit this group at <http://groups.google.com/group/faccinfo?hl=en>.

For more options, visit https://groups.google.com/groups/opt_out.



IT'S SHOWTIME:
EDUCATION
TAKES
CENTER STAGE

2013 FACC SUMMER CONFERENCE & ACADEMY



FLORIDA ASSOCIATION OF CITY CLERKS JUNE 9-12 | CARIBE ROYALE | ORLANDO

It is with great excitement that I invite you to attend the 2013 Summer Conference & Academy being held June 9-12, at the Caribe Royale in Orlando. This year's theme is *It's Showtime: Education Takes Center Stage*.

The Summer Academy and Professional Education committees have been working very hard to make sure that Education Takes Center Stage this week. Clerks can get started early by attending the Athenian Dialogue on *Leadership: The Eleanor Roosevelt Way*.

After brushing up on your leadership skills, you are invited to bring your talents and join your FACC Board for the **Strategic Planning Session** where FACC will take center stage as you plan for the future.

It is going to be quite a Show with acts such as **The Exhibitors, Networking Clerks, and Certification Classes**. Don't miss your opportunity to come and be part of the Show.

See you backstage!

Kelly S. Kocs, MPA

FACC President

City Clerk, City of Lakeland

TENTATIVE GENERAL SCHEDULE

Updated March 26, 2013

SATURDAY, JUNE 8

- 8:00 a.m. - 4:30 p.m. **Registration Desk Open**
9:00 a.m. - 4:00 p.m. **Pre-Conference Session: Athenian Leadership Society Dialogue**
(pre-registration and additional fee required)

SUNDAY, JUNE 9

- 9:00 a.m. - 6:00 p.m. **Registration Desk Open**
11:00 a.m. - 12:45 p.m. **Board of Directors Meeting**
1:00 p.m. - 3:30 p.m. **Strategic Planning Session**
4:00 p.m. - 5:00 p.m. **First-Time Attendees' Orientation**
5:30 p.m. - 6:30 p.m. **District Meetings**
7:30 p.m. - 10:00 p.m. **Hospitality Suite Open**

MONDAY, JUNE 10

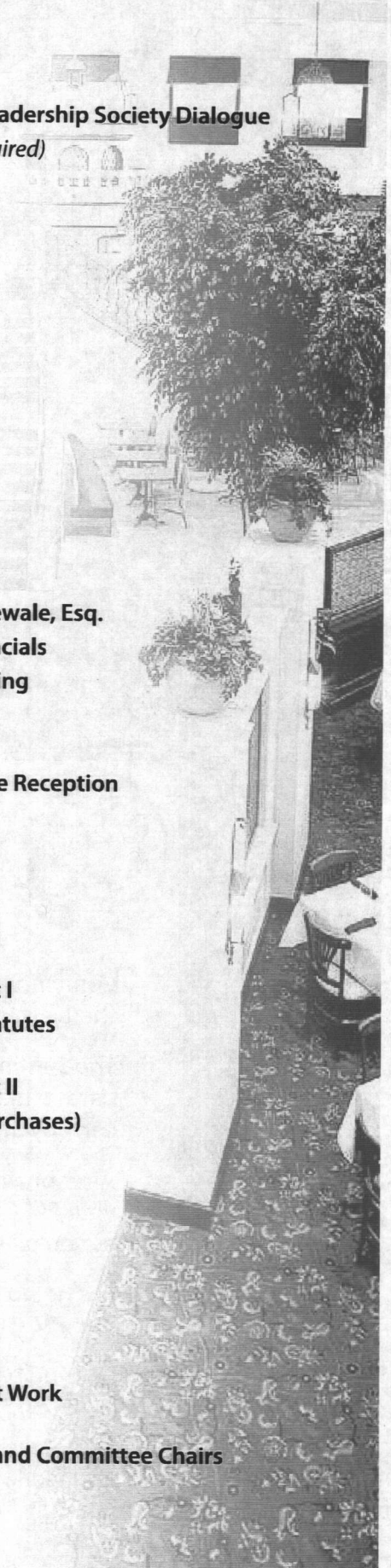
- 7:30 a.m. - 6:30 p.m. **Registration Desk Open**
7:30 a.m. - 8:15 a.m. **Continental Breakfast**
8:30 a.m. - 9:00 a.m. **Opening Ceremonies/
Keynote Presentation: Lindsay N. Oyewale, Esq.**
9:00 a.m. - 12:00 p.m. **Opening General Session: FACC Financials**
12:00 p.m. - 2:00 p.m. **Luncheon and Annual Business Meeting**
2:00 p.m. - 5:00 p.m. **Joint Session: Body Language**
3:30 p.m. - 6:30 p.m. **Exhibit Hall Open**
5:30 p.m. - 6:30 p.m. **President's Presentation and Welcome Reception**

TUESDAY, JUNE 11

- 7:30 a.m. - 5:30 p.m. **Registration Desk Open**
7:30 a.m. - 3:30 p.m. **Exhibit Hall Open**
7:30 a.m. - 8:00 a.m. **Continental Breakfast**
8:00 a.m. - 10:00 a.m. **Session A: Records Preservation - Part I**
8:00 a.m. - 12:00 p.m. **Session B: Researching the Florida Statutes
and Legislative Update**
10:00 a.m. - 12:00 p.m. **Session A: Records Preservation - Part II**
12:00 p.m. - 1:00 p.m. **Sidewalk Café in Exhibit Hall (cash purchases)**
1:00 p.m. - 5:00 p.m. **Session A: Parliamentary Procedures**
1:00 p.m. - 5:00 p.m. **Session B: Employment/Labor Law**
7:30 p.m. - 10:00 p.m. **Hospitality Suite Open**

WEDNESDAY, JUNE 12

- 7:30 a.m. - 12:15 p.m. **Registration Desk Open**
7:30 a.m. - 8:00 a.m. **Continental Breakfast**
8:00 a.m. - 12:00 p.m. **Closing General Session: Happiness at Work**
12:30 p.m. - 2:00 p.m. **Board Meeting/
Orientation for New Board Members and Committee Chairs**



ADVANCE REGISTRATION PROCEDURE

All participants are encouraged to register in advance to avoid any delays at the academy registration desk. Please fill out and return the summer academy registration form along with fees to the FACC, P.O. Box 1757, Tallahassee, FL 32302. Make your check payable to the FACC. We cannot accept purchase orders. MasterCard and Visa are accepted. **Registration forms will not be processed without payment in full.** When your registration is received, a confirmation of registration will be e-mailed to each registrant (please be sure to provide your e-mail address). Your badge, program, tickets and other information relative to the conference can be picked up at the academy registration desk upon your arrival at the hotel.

ONLINE REGISTRATION

You can register online by accessing the Events Page of FACC's website at www.floridaclerks.org. If you register online there are two payment options. You can send your registration fees by check to the Florida Association of City Clerks. (NOTE: You are not registered until we receive your payment and you will not receive your housing information until your registration is paid.) Or, you can pay online with your Visa or MasterCard. Registrations submitted and paid online via credit card will automatically be marked as paid and you will receive your academy confirmation immediately via e-mail. Please check your confirmation carefully to verify that all information is correct. Please inform the FACC immediately of any errors.

ROOM RESERVATIONS

In order to protect our room block for academy registrants, it is our policy that housing information is only released upon payment of registration. Once your registration is paid, you will be sent housing information via e-mail. Please note that the Caribe Royale Resort's reservation cut-off date is May 18, 2013. It is important that you register for the academy early so that you have plenty of time to make your reservations.

REGISTRATION FEES

Registration fees must accompany all academy registration forms. In order to qualify for the early registration fee, academy registration forms must be postmarked on or prior to Friday, May 3, 2013. Registration forms postmarked after May 3, will be processed at the specified late fee. Advance registration forms must be received by May 29. If you are unable to meet this deadline, please register onsite. The registration fees for the FACC Summer Conference & Academy are:

	Early Fee by May 3	Late Fee after May 3
FACC Member	\$225	\$250
FACC Non-Member	\$325	\$350
Guest	\$100	\$125
Corporate	\$395	\$510
Pre-Conference Session: Athenian Dialogue	\$75	\$90
Additional Welcome Reception Tickets	\$40	\$55



REGISTRATION FEES (CONTINUED)

►Members/Non-Members/Corporate Registration

Member, non-member and corporate registration fees cover name badge, admission to all conference and academy sessions and the exhibit hall, refreshment breaks, and Monday's business luncheon and welcome reception. These fees do not cover the pre-conference session, lodging or other meals.

►Guest Registration

Guest registration fees cover name badge, admission to all conference and academy sessions and the exhibit hall, refreshment breaks and Monday's welcome reception. These fees do not cover the pre-conference session, Monday's business luncheon, lodging or other meals. Guests are defined as spouses, partners or other non-professional relations of delegates. **FACC members and corporate sponsor or exhibitor representatives do not qualify for the guest registration fee.**

►Pre-Conference Session Registration

Pre-conference session registration fees cover admission to the Athenian Dialogue session only. This fee does not include the discussion book or lunch. Pre-registration is required. The pre-conference session is not included in the regular registration fee.

►Additional Event Tickets

Separate tickets for the Monday business luncheon will not be sold. Extra tickets for the welcome reception may be purchased in advance or at the academy registration desk. *Note: Your name badge must be worn to all events and tickets must be presented to enter the events.*

Attire for the Summer Conference and Academy is business professional.
(No shorts, tank tops, flip flops or see-through clothing, please.)

DEADLINES/CANCELLATIONS

Advance registration forms must be postmarked by **Friday, May 3, 2013**. If you are unable to meet this deadline, please register onsite at the academy registration desk. All cancellations must be in writing and either faxed to the FACC office, attention Liane Schrader, (850) 222-3806; e-mailed to lschrader@flcities.com; or mailed to FACC, P.O. Box 1757, Tallahassee, FL 32302.

All cancellations received by **5:00 p.m., Friday, May 24, 2013**, will be entitled to a refund less a \$25 administration fee. Prepaid registrants not canceled by this date will be included in the advance registration guarantee required by the hotel and are not eligible for a refund. Substitutions may be made at any time with advance notification.

REGISTRATION DESK HOURS

Saturday, June 8..... 8:00 a.m. - 4:30 p.m.
Sunday, June 9 9:00 a.m. - 6:00 p.m.
Monday, June 10..... 7:30 a.m. - 6:30 p.m.
Tuesday, June 11..... 7:30 a.m. - 5:30 p.m.
Wednesday, June 12... 7:30 a.m. - 12:15 p.m.

ACADEMY DEADLINES

Early Registration May 3
Hotel Cut-off..... May 18
Cancellation Requests May 24
Academy Registration May 29



CONTINUING PROFESSIONAL EDUCATION CREDIT

Municipal clerks who are working toward **Certified Municipal Clerk (CMC)** or **Master Municipal Clerk (MMC)** designations and wish to receive the maximum points allowable by IIMC will need to: 1) have their name badge scanned after every session and 2) complete and return the Ideas to Action (ITA) form to the academy registration desk before leaving the Summer Conference & Academy. Clerks who are not actively working towards certification may decline scanning and completion of the ITA document. Certificates will be mailed to attendees approximately 60 days after the academy. For more information, contact Amy Brewer with the John Scott Dailey Florida Institute of Government, phone: (850) 487-1870, e-mail: abrewer@iog.fsu.edu.

SPECIAL EVENTS

EXHIBIT HALL

Monday, June 10 – 3:30 p.m. - 6:30 p.m. | Tuesday, June 11 – 7:30 a.m. - 3:30 p.m.
Don't forget to visit our exhibit hall and show your appreciation to the exhibitors who help make this summer conference and academy possible. All refreshment breaks occurring during exhibit hall hours as well as Monday's welcome reception and Tuesday's continental breakfast will be held in the exhibit hall.

PRESIDENT'S PRESENTATION & WELCOME RECEPTION

Monday, June 10 – 5:30 p.m. - 6:30 p.m.

Kick-off the conference by renewing acquaintances, meeting new friends, catching up on what has happened during the past year or just relaxing in a very casual atmosphere. Welcome our exhibitors and sponsors for this year's summer conference and academy, network and make your plans for the rest of the week. Enjoy an early evening of light hors d'oeuvres, beer and wine. Guests are welcome if they are registered. Tickets must be presented to enter. No children, please. Additional tickets are available for purchase.



HOTEL INFORMATION

The Caribe Royale Resort will serve as the host hotel. Housing information will be sent once we receive your paid registration and reservations may be made at that time. Room rates are \$129 per night for a standard room. Self-parking is complimentary. Resort check-in is 3:00 p.m. Check-out time is 11:00 a.m.

All reservations must be made on or before May 18, 2013. Reservations received after May 18 will be accepted on a space- and rate-available basis. A credit card will be required to guarantee your room. **Note:** Even though the cut-off date for making hotel reservations is May 18, we could run out of rooms before the cut-off date so make your reservations as soon as possible.

The Caribe Royale is an all-suites hotel and includes three restaurants as well as two lounges, pool bar and grill. Located on 53 acres, the Caribe has a 250,000-gallon freeform pool with cascading waterfalls and a 75-foot waterslide; two whirlpool spas; lighted tennis and basketball courts; fitness center and two video arcades. In close proximity to many of Orlando's destinations, the Caribe's Orlando Vacation Guide contains information on nearby galleries and museums, sporting events, Walt Disney World Theme Parks (including complimentary shuttle service to the parks), Universal Studios, Worlds of Discovery Park and the Kennedy Space Center. The Guide is available at www.thecaribeorlando.com/orlando-vacation-guide/.

TAX-EXEMPT POLICY

Most hotels follow the policy that all sales, including advance room deposits, made directly to governmental entities are exempt from the Florida sales tax. Payment must be made in the form of the government/agency check or credit card holding that exempt status. When a

government employee pays for the hotel room or other taxable item, he/she is subject to Florida's sales tax, even though his/her employer will reimburse him/her. Such sales are considered by the Florida Department of Revenue to be between the hotel and an individual and are not sales made directly to the government.

DIRECTIONS

The Caribe Royale is located 15.5 miles southwest of Orlando International Airport and 1.5 miles from Walt Disney World Resort. From the airport, travel south on State Road 417 and take Exit #6. Traveling westbound or eastbound on Interstate 4, take Exit #68. Travel southeast on 535 to World Center Drive and turn left.





the John Scott Dailey
**FLORIDA
 INSTITUTE OF
 GOVERNMENT**

The education curriculum for both the CMC and MMC session content was developed, reviewed and approved by the Florida Institute of Government at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and Board of Directors.



SUMMER CONFERENCE & ACADEMY PROGRAM

PRE-CONFERENCE

(Note: Except for the Athenian Dialogue, conference hours are approved by IIMC as earning 1 CMC Experience or 1 MMC Professional & Social point per 4 hours or day.)

Saturday, June 8, 2013

9:00 a.m. - 4:00 p.m.

Pre-Conference Workshop: Athenian Dialogue

Leadership: The Eleanor Roosevelt Way facilitated discussion with Mike Abels, ICMA - CM, Instructor, University of Central Florida. This six-hour Athenian Dialogue is approved by IIMC as earning 2 CMC/MMC education points. Participants are required to purchase and read the book prior to the session. Due to the pre-work involved (reading the book), on-site registrations are not allowed. See page 12 for additional Dialogue registration information.

(Separate registration form and fee required.)

Sunday, June 9, 2013

9:00 a.m. - 6:00 p.m.

Registration Desk Open

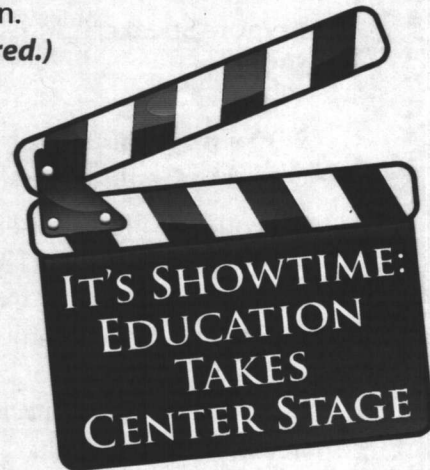
11:00 a.m. - 12:45 p.m.

FACC Board of Directors Meeting

1:00 p.m. - 3:30 p.m.

FACC Strategic Planning Session

Strategic planning is a process of looking to the future in a purposeful way to move an organization closer to its vision and help it carry out its mission. This 3-hour strategic planning workshop is designed for the Florida Association of City Clerks (FACC) Board of Directors, committee chairs and other stakeholders to develop an implementable strategic plan for the organization. Built on the goals that have been established in the past, participants will identify the strengths, weaknesses and opportunities of FACC, confirm or modify the goals, develop objectives for each goal, and select priorities for action. Marilyn Crotty, Director of the Florida Institute of Government at the University of Central Florida will facilitate this highly interactive session.



Sunday, June 9, 2013 (continued)

4:00 p.m. - 5:00 p.m.

First-Time Attendees' Orientation

This is an informal session for new attendees to meet your FACC Board, including both the current and incoming FACC Presidents, as well as the FACC Executive Director, FLC Staff, and staff from the Institute of Government. Please join us for a brief but informative session to learn how your association can assist you in your professional goals and challenges while also letting us get to know you as well!

5:30 p.m. - 6:30 p.m.

District Meetings

7:30 p.m. - 10:00 p.m.

Hospitality Suite Open

CONFERENCE

(Note: Conference hours are approved by IIMC as earning 1 CMC Experience or 1 MMC Professional & Social point per 4 hours or day.)

Monday, June 10, 2013

8:30 a.m. - 9:00 a.m.

Opening Ceremonies

Keynote Speaker: **Lindsay N. Oyewale, Esq., de Beaubien, Knight, Simmons, Mantzaris & Neal, LLP**

9:00 a.m. - 12:00 p.m.

Opening General Session – FACC Financials: Where does the Money Go?

Do you ever find yourself asking that question? Have you ever wondered about FACC's money? This class will layout the budgeting process for the Florida Association of City Clerks. Presenters will explain how membership dues and conference registrations are spent, why the academies are held in conference hotels, and why the Exhibit Hall is so important to our association. Come to this class ready to learn how the FACC Board uses your funds to provide educational opportunities throughout the year. Bring your questions, too.

Panel Presentation: **FACC Board and Barbara Solis, Executive Director, FACC**

12:00 p.m. - 2:00 p.m.

FACC Luncheon & Annual Business Meeting

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Monday, June 10, 2013 (continued)

MMC ACADEMY

(Note: The following MMC sessions are approved by IIMC as earning 1 Education Point for every 2 hours.)

2:00 p.m. - 5:00 p.m.

Joint Session: Body Language

Body language is the magic (notice the absence of the word science!) of communicating without speaking. This is a mental and physical human phenomenon. We send messages using body posture, gestures, facial expressions and eye movements. Sometimes this is purposeful and sometimes it's not. In any case, these cues provide clues to interpret a state of mind which certainly adds to any verbal message given. This fun and exciting session provides a guide to reading (and telling) the whole story.

"If language was given to men to conceal their thoughts, then gesture's purpose was to disclose them." John Napier

Speaker: **Trina Pulliam**, Trainnovations, Inc.

Tuesday, June 11, 2013

8:00 a.m. - 10:00 a.m.

Session A: Records Preservation Part I

Participants in the workshop will gain valuable insight into the elements which comprise a solid records preservation approach for all three forms of media; paper, microfilm and digital. They will hear the leading experts from the National Archives and the Library of Congress explain how manufacturers of CDs are constantly changing materials for various reasons and how this has a direct effect on the life of the CD and the media it contains. The workshop will differentiate between analog and digital forms and show how important it is to understand the difference between the two. Lastly, participants will be armed with the facts they need to make an effective presentation before the city council to begin the process of saving their irreplaceable records. Major topics covered in this session include: analog vs. digital; L.E. (life expectancy) of various media forms used by city clerks, i.e., paper/microfilm/digital; temptation: why not "just shred em'?"; a look inside the Library of Congress and the National Archives; the storage environment; the development of new media forms... "prepare to be surprised!"; the "Four Killer Apps" necessary in order to secure funding; and the power of words.

Speaker: **Dennis Curran**, Kofile Preservation

8:00 a.m. - 12:00 p.m.

Session B: Researching the Florida Statutes & Legislative Update

Think you know the Florida Statutes? Got the Administrative Code under your belt? Think again! Researching and interpreting statutes and rules is hard enough; but, what do you do when they change? What do you do when they delegate authority to rulemaking bodies? What are some of the specific statutes and rules that municipal clerks need to know about? This session will answer these questions as well as help to

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Tuesday, June 11, 2013 (continued)

translate legal jargon into plain language and otherwise clarify ambiguous language. Equally important, but frequently overlooked, is case law, which will also be covered in this session. This session will provide you with a "Go-To Guide" for all of your researching needs!

Speakers: **Christy Goddeau**, Law Office of Glen J. Torcivia and **Scott Dudley**, Legislative Director, Florida League of Cities

10:00 a.m. - 12:00 p.m.

Session A: Records Preservation Part II

This follow-up session will be an opportunity for city clerks to explore what exists in their current environment and relate that to the opportunities there might be in the preservation environment. Attendees will have the opportunity to bring problematic issues they currently have, based on personal experience as well as successes and/or concerns they have. The speaker will lead the group in a discussion to explore options or have group members share, so that the attendees will be better prepared for the management of all types of issues related to the long term storage of any records medium.

Speaker: **JoAnn Constantini**, Constantini & Associates

12:00 p.m. - 1:00 p.m.

Lunch on Own – Sidewalk Café in Exhibit Hall

1:00 p.m. - 5:00 p.m.

Session A: Parliamentary Procedures

This is not your everyday session on parliamentary procedure! While most clerks understand the basic fundamentals of the parliamentary process, this hands-on advanced session will demonstrate how the basic principles of parliamentary law can be applied to achieve a desired result no matter the complexity of a problem – even in today's ever-evolving technological world. Through informal work sessions, participants will analyze how to more effectively make decisions in a fair, consistent manner – and make better use of time. At the end of this interactive course, clerks will be better prepared to participate in any type of meeting through better communications and strategic planning whether presiding, whether as a voting member, or whether advising others on meeting procedures. The objective is to give the participant an advanced understanding of effective and democratic meeting procedures and how rules of order accomplish this purpose so that they may participate more effectively in any organization.

Speaker: **Patricia McDougle**, Professional Registered Parliamentarian

1:00 p.m. - 5:00 p.m.

Session B: Employment/Labor Law

Employment law is not just for Human Resources anymore! As managers, it is crucial that we know and work within the constraints of federal, state and local laws. Confused by Title VII, ADA, ADEA, GINA, EEO, FMLA and FLSA? This session will demystify these acronyms and cover what our obligations are for the staff we manage. This session will cover what a personnel file is (it's so much more than you think!), retention and



Tuesday, June 11, 2013 (continued)

organization of such files, the major employment laws and their relationships to required recordkeeping, employee job classification issues (beware the "and any other related duties" clause!), Department of Labor audits, I-9 audits and storage considerations, the little known New Hire Reporting Act, and "you've been sued – now what?"

Speaker: **Lara Donlon**, Law Office of Glen J. Torcivia

7:30 p.m. - 10:00 p.m.
Hospitality Suite Open

Wednesday, June 12, 2013

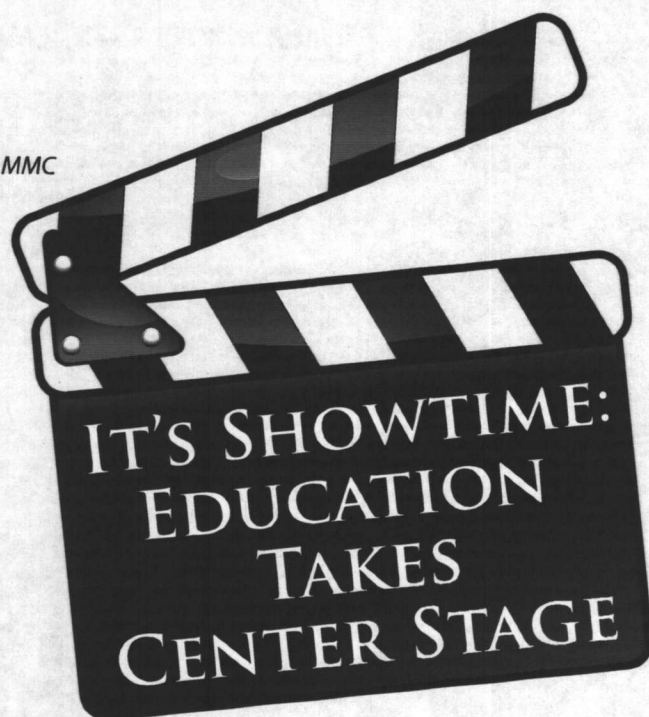
8:00 a.m. - 12:00 p.m.
Closing General Session: Happiness at Work

Happiness, motivation and productivity are intrinsically linked together, but finding happiness at work isn't always easy. In today's constantly changing world, the difficulty of the challenges we face in our professional and personal lives is unprecedented. But the weight of these challenges doesn't have to define us, and as tough as they are, they don't have to dictate the level of happiness we have in our lives – at work or at home! It takes more than a Google search to find your way to happiness at work. In this session, nationally recognized leadership and organizational development expert **Dr. Tippy Amick** will help you learn how to develop your own roadmap to workplace happiness. This exciting session will present effective strategies and simple tips to manage the stresses and setbacks we encounter and will focus on healthy paths to happiness – even when feeling our most overwhelmed.

Speaker: **Dr. Sarah "Tippy" Amick**, Florida Institute of Government

12:30 p.m. - 2:00 p.m.
FACC Board Meeting/Orientation for New Board Members and Committee Chairs

The education curriculum for both the CMC and MMC session content was developed, reviewed and approved by the Florida Institute of Government at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and Board of Directors.



PRE-CONFERENCE SESSION

ATHENIAN LEADERSHIP SOCIETY DIALOGUE

Saturday, June 8, 2013 | 9:00 a.m. - 4:00 p.m.

Fee: \$75 prior to May 3; \$90 after May 3 – plus purchase of book; lunch on your own

About the Session

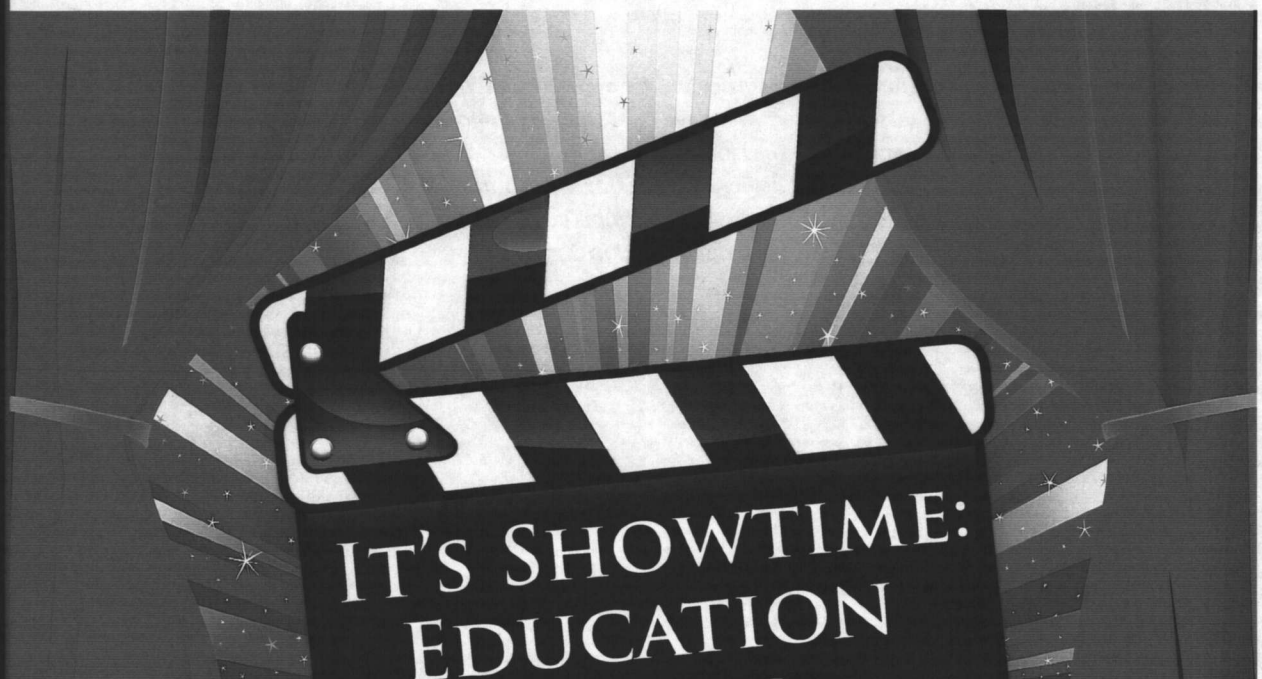
Athenian Leadership Society Dialogues are limited to a minimum of 10 participants and a maximum of 18 participants per session on a first-come, first-served basis. Each Dialogue is worth two CMC or two MMC education points with the completion of a knowledge assessment. Participants are required to purchase and read the book prior to the session. Due to the pre-work involved (reading the book), on-site registrations are not allowed. Please indicate on the academy registration form on pages 13-14 if you would like to register for the pre-conference session and include the session registration fee in your total.

Leadership: The Eleanor Roosevelt Way

Dialogue is an ancient form of conversational exchange dating back to ancient Greek society in the West and Sumerian society in the East. These early roots were lost in the 19th century, when dialogue became primarily a literary device. In contemporary times, dialogue has risen again in popularity as a way to connect with others and grow a sense of community and shared learning.

In this session, we will use the dialogic techniques of ancient Greek philosophers and of contemporary scholars to explore the novel *Leadership: The Eleanor Roosevelt Way*. In this novel, author and scholar Robin Gerber examines the values, tactics and beliefs that enabled Eleanor Roosevelt to bring about tremendous change – in herself and in the world. Examining the former first lady's rise from a difficult childhood to her enormously productive and politically involved years in the White House, as a UN delegate and an honorary ambassador, an author, and more, Gerber offers women an inspiring road map to heroic living and an unparalleled model for personal achievement.

Facilitator: Mike Abels, ICMA - CM, Instructor, University of Central Florida





REGISTRATION FORM – PAGE 1

2013 FACC Summer Conference & Academy

June 9-12 | Caribe Royale Resort | Orlando

Florida Association of City Clerks • P.O. Box 1757 • Tallahassee, FL 32302 • (850) 222-9684 • Fax (850) 222-3806

Return completed form with registration fees to: **FACC, P.O. Box 1757, Tallahassee, FL 32302**. Make checks payable to FACC. Please type or print information requested. Complete a separate form for each registrant. Advance registration will only be processed if full payment accompanies this form. If paying by credit card, only MasterCard and Visa will be accepted. This form is for conference registration only and not for hotel reservations.

Please type or print clearly.

Full Name: _____ First Name or Nickname: _____

(As you wish it to appear on your badge.)

Title: _____ Affiliation: _____

(City, County, Government or Company)

Mailing Address: _____

City: _____ State: _____ Zip: _____ FACC District: _____

Work Phone: _____ Fax Number: _____

E-mail Address: _____

Current Certification (i.e. CMC/MMC): _____ First-Time Attendee?: Yes No

Guest Information

Spouse/Guest Full Name: _____ First Name or Nickname: _____
(if attending)

Spouse/Guest Full Name: _____ First Name or Nickname: _____
(if attending)

Payment and class roster (next page) must accompany each registration.

► Use one registration form per registrant.

Registration fees cover admission to all sessions, refreshment breaks, welcome reception and Monday's business luncheon. Spouse/guest registration fees cover all of the above with the exception of Monday's business luncheon. Pre-conference session requires an additional registration fee and pre-registration.

► Special Needs

If you are physically challenged and require special services, or if you have special dietary needs, please attach a written description to your advance registration form.

► Cancellations

Cancellations must be received and confirmed in writing by 5:00 p.m., May 24, 2013, in order to be eligible for a refund of the registration fees. All cancellations are charged an administration fee of \$25, which will be deducted from the refund. No refunds will be given after the May 24 deadline.



REGISTRATION FORM – PAGE 2

2013 FACC Summer Conference & Academy June 9-12 | Caribe Royale Resort | Orlando

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Registration Type	Quantity	By 5/3/13	After 5/3/13	=	Fee Paid
FACC Member	_____ @	\$ 225.00	\$ 250.00	=	\$ _____
FACC Non-Member	_____ @	\$ 325.00	\$ 350.00	=	\$ _____
Guest	_____ @	\$ 100.00	\$ 125.00	=	\$ _____
Corporate	_____ @	\$ 395.00	\$ 510.00	=	\$ _____
Other Fees					
Pre-Conference Session: Athenian Dialogue	_____ @	\$ 75.00	\$ 90.00	=	\$ _____
Extra Welcome Reception Ticket	_____ @	\$ 40.00	\$ 55.00	=	\$ _____
Total Amount Due					\$ _____

Payment Information

Check (payable to FACC) Visa MasterCard

Credit Card Number: _____ Expiration Date: _____

Card Holder's Name: _____ Card Holder's Phone: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Program Schedule

Please indicate your preference of concurrent sessions by placing an "X" before the program title and indicate your attendance at the social functions.

Saturday, June 8, 2013

9:00 a.m. - 4:00 p.m.

Pre-Conference Session: Athenian Leadership Society Dialogue

(Additional fee and pre-registration required.)

Sunday, June 9, 2013

11:00 a.m. - 12:45 p.m.

Board Meeting

(Perimeter seating available for anyone who would like to sit and listen in.)

1:00 p.m. - 3:30 p.m.

Strategic Planning Session

4:00 p.m. - 5:00 p.m.

First-Time Attendees' Orientation

5:30 p.m. - 6:30 p.m.

District Meetings *(please indicate your district)*

Northwest Northeast

Central West Central East

Southwest Southeast

Monday, June 10, 2013

8:30 a.m. - 9:00 a.m.

Opening Ceremonies/
Keynote Presentation

9:00 a.m. - 12:00 p.m.

Opening General Session:
FACC Financials

12:00 p.m. - 2:00 p.m.

Luncheon and
Annual Business Meeting

2:00 p.m. - 5:00 p.m.

Joint Session: Body Language

5:30 p.m. - 6:30 p.m.

President's Presentation and
Welcome Reception

Tuesday, June 11, 2013

8:00 a.m. - 10:00 a.m.

Session A: Records Preservation
Part I

8:00 a.m. - 12:00 p.m.

Session B: Researching the Florida
Statutes & Legislative Update

10:00 a.m. - 12:00 p.m.

Session A: Records Preservation
Part II

1:00 p.m. - 5:00 p.m.

Session A:
Parliamentary Procedures
 Session B: Employment/Labor Law

Wednesday, June 12, 2013

8:00 a.m. - 12:00 p.m.

Closing General Session:
Happiness at Work

12:30 p.m. - 2:00 p.m.

Board Meeting/Orientation
for New Board Members and
Committee Chairs

(Perimeter seating available for anyone who would like to sit and listen in.)