

**50th Annual Municipal Clerks Institute
July 13-17, 2026 Fort Collins Marriott (subject to minor changes)**

		1 st Years	2nd Years	3rd Years and MMC
Start	End			
Monday, July 13, 2026				
7:00 am	8:00 am	Breakfast and Check-in		
8:00 am	9:50 am	Opening General Session: Welcome and the History of the Clerk (Susan Ortiz)		
9:50 am	10:00 am	Break		
10:00 am	11:50pm	Demystifying Elections Karen Goldman	Leading with Emotional Intelligence Deb Wescott	Managing and Organizing Your Electronic Files (MMC) Elesha Johnson
12:00 pm	12:50 pm	Lunch - Sit by regions		
1:00 pm	2:50 pm	Website Accessibility Rachelle Bruno	Leading with Emotional Intelligence (cont) Deb Wescott	Ctrl + Alt + Clerk: Embracing Tech for a Smoother Municipality (MMC) Susan Ortiz
2:50 pm	3:00 pm	Break		
3:00 pm	7:00 pm	General Session: The Great Colorado Clerk Quest And Dinner (Floyd Pierce)		
Tuesday, July 14, 2026				
7:00 am	7:50 am	Breakfast		
8:00 am	9:50 pm	Basics of Records Retention and Records Management Karen Frawley	Count on Me Larry Prochaska	Teams and Collaboration (MMC) Effley Brooks
9:50 am	10:00 am	Break		
10:00 am	11:50 pm	Clerking a Meeting (0715-10) Margy Greer	Count on Me (cont) Larry Prochaska	Teams and Collaboration (MMC) continued Effley Brooks
12:00 pm	12:50 pm	Lunch		
1:00 pm	2:50 pm	Mock Council Meeting (0715-14) Margy Greer	Elections: In-Person or Not Karen Goldman	Diversity and Inclusiveness in our Communities (MMC) Effley Brooks
2:50 pm	3:00 pm	Break		
3:00 pm	5:30 pm	General Session: E Pluribus: The Centennial State in America 250, Jason Hanson – History Colorado Down Memory Lane: a Colorado Elections History - Karen Goldman		
Dinner on your Own				

		1 st Years Salon D	2nd Years Salons B-C	3rd Years and MMC Salons F-G
Wednesday, July 15, 2026				
7:00 am	7:50 am	Breakfast		
8:00 am	9:50 am	Other duties as assigned Judy Egbert	The Cannabis Carnival: Licensing from Ground Zero to Grand Opening Kristen Teague and Tee Gula-Yeast	Petitions, Petitions, Petitions (MMC) Karen Goldman
9:50 am	10:00 am	Break		
10:00 am	11:50 pm	Municipalities Matter Kevin Bomer	The Cannabis Carnival: Licensing from Ground Zero to Grand Opening Kristen Teague and Tee Gula-Yeast	The Social Side of City Hall: Intro to Government and Social Media (MMC) Micki Trost
12:00 pm	12:50 pm	Lunch – Salon E		
1:00 pm	2:50 pm	Law School for Clerks (0716-24) Corey Hoffman, Susan Ortiz, Haley Curtis, Karen Frawley	The Cannabis Carnival: Licensing from Ground Zero to Grand Opening Kristen Teague and Tee Gula-Yeast	Elevate your Effectiveness (MMC) Judy Egbert
2:50 pm	3:00 pm	Break – Registration Lobby		
3:00 pm	5:00 pm	Law School for Clerks (0716-24) Corey Hoffman, Susan Ortiz, Haley Curtis, Karen Frawley	Risk Management Nick Cotton Baez	Change Management (MMC) Farrell Buller
6:00 pm	8:30 pm	General Session: Dinner and a movie night: Selma		
Thursday, July 16, 2026				
7:00 am	7:50 am	Breakfast		
8:00 am	9:50 am	General Session: Building an Effective Multigenerational Workplace - Jeff Butler		
9:50 am	10:00 am	Break		
10:00 am	11:50 am	Liquor Licensing Uncorked: From Basics to Beyond Kristen Teague and Tee Gula-Yeast	CORA: The Law, Application, and Best Practices Casey Rogers	AI Beyond the Hype: Unlocking Opportunities to Multiply Workforce Impact and Drive Productivity, Growth, and Innovation (MMC) Jeff Butler
12:00pm	12:50pm	Lunch and CMCA Business Meeting		
1:00pm	2:50pm	Liquor Licensing Uncorked: From Basics to Beyond (cont) Kristen Teague and Tee Gula- Yeast	Understanding Yourself and Others Using the MBTI Phyllis Lundy (MMC)	Chaos to Clarity: Crafting Policies That Actually Work (MMC) Margy Greer, Susan Ortiz

2:50 pm	3:00 pm	Break		
3:00pm	5:00pm	Liquor Licensing Uncorked: From Basics to Beyond (cont) Kristen Teague and Tee Gula- Yeast	Understanding Yourself and Others Using the MBTI (Cont) Phyllis Lundy (MMC)	Municipal Clerks- The Integrated Leader (MMC) Heidi Leatherwood
6:00pm	9:00 pm	Graduation Banquet and 50 th Anniversary Celebration		
<i>Friday, July 18, 2025</i>				
7:00am	7:50am	Breakfast		
8:00 am	9:50 am	Presenting yourself in all areas Heidi Leatherwood	Speak Up! Improving Your Assertive Communication Skills Phyllis Lundy	Burnout Recovery & Resilience: Finding Balance in Public Service (MMC) Tee Gula-Yeast
9:50 am	10:00 am	Break		
10:00am	12:00 pm	Closing General Session: The Power of Play Styles and Play in the Workplace – Mia Sundstrom		

Institute Concludes