

EDUCATIONAL OFFERINGS 2023



**MAINE MUNICIPAL
ASSOCIATION SINCE 1936**

WWW.MEMUN.ORG

MAINE MUNICIPAL ASSOCIATION is pleased to announce available training offerings for 2023. This year’s calendar includes a wide variety of virtual webinars and in-person workshops from MMA and our Affiliate Associations.

COURSE INFORMATION/COURSE DESCRIPTIONS: Please visit the MMA website or see specific event brochures for full course descriptions and more information, including dates, locations and directions to venues: <https://memun.org/Training-Resources/Workshops-Training>

REGISTRATION: Registration for all MMA and Affiliate Association events will be available online via the website link above. Registrations for MMA workshops/webinars are processed through our eBusiness platform, which allows you to pay by credit card or choose to be invoiced. Multiple employees and/or officials can also be registered on one order. eBusiness will also become available to some Affiliate Groups in 2023. Printable/mail-able registration forms can be available upon request. Registrations by phone are not accepted.

For more information about the MMA eBusiness site, please visit <https://memun.org/About-Us/Do-Business-with-MMA/MMA-eBusiness>.

CANCELLATIONS FOR MMA WORKSHOPS: Cancellation notification must be provided in writing. Cancellations received before [5 business days] will be assessed a \$15 administrative fee for processing. Cancellations received after [5 business days] will be charged 50% of the course fee. Any cancellation received the day of the event will be charged the full registration fee.

CANCELLATIONS FOR MMA WEBINARS: Cancellation notification must be provided in writing. Cancellations received after [3 business days] will be charged a \$15 cancellation fee.

CANCELLATIONS MMA HYBRID IN-PERSON/VIRTUAL EVENTS: Notification of registration changes or cancellations must be received in writing. Cancellations received before [5 business days] and registration changes (switching from in-person to virtual or vice versa) will be assessed a \$15 administrative fee for processing. Cancellations received after [5 business days] will be charged 50% of the course fee. Any cancellation received the day of the event will be charged the full registration fee.

Please visit <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations> or email wsreg@memun.org to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

Special Notice: In light of the ongoing public health pandemic, some in-person events, facilities and/or locations may be subject to change. Please be sure to check the MMA website for regular updates. As we resume in-person trainings, MMA and our Affiliate Groups will strictly adhere to all CDC and State of Maine guidelines and requirements regarding COVID-19, which may include appropriate social distancing, masking, food service/preparation precautions, among others. If you have any questions, please feel free to contact training@memun.org.

STORM POLICY: If there is inclement weather, a decision to postpone will be made the day prior to the event and this information is posted on the MMA website at www.memun.org by 5 p.m. We encourage ALL event participants to check the MMA website before departing for any of these events to ensure that the event schedule has not changed, and we encourage all attendees to travel considering personal safety first.

CERTIFICATION: To discuss the possibility of a particular course counting for valid points/hours of a certification program, please contact the Training & Affiliate Groups Office at 1-800-452-8786 or training@memun.org.

ADA MESSAGE: In order to ensure your complete participation in any of our events, we would appreciate your informing us prior to the event of any special requirements you may have due to a disability.

DISCLAIMER: Educational courses and materials offered by the Maine Municipal Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice. Accessing information does not create an attorney-client relationship. Participants should not act upon any information without seeking legal counsel. Electronic or hard copy links or references are not intended as referrals or endorsements of the identified entities.

PUBLICATIONS: All MMA publications are available for free download at www.memun.org (user ID & Password login required) or copies can be purchased by calling the MMA Publications Office at 1-800-452-8786 or on-line at ebiz.memun.org

DIETARY REQUIREMENTS: We do our best to plan meals according to general dietary guidelines. If you have a specific dietary restriction, please call our office at least 5 business days prior to the start of the event. Please note that we are not able to accommodate onsite requests, as catering planning happens in advance of the event.

SMOKE FREE: Effective Sept. 1, 2015, in accordance with the provisions of the Workplace Smoking Act of 1985, smoking is prohibited anywhere within the MMA building or on MMA property. MMA maintains a smoke free campus.

FRAGRANCE FREE: MMA recognizes the potential hazards caused by exposure to scented products and cleaning chemicals. We ask that event participants refrain from using products that contain strong fragrances so that we can maintain a safe and healthy learning environment for all.

**WHO TO CONTACT: 1-800-452-8786 or (207) 623-8428
MMA EDUCATIONAL EVENTS & AFFILIATE TRAINING STAFF:**

- Peter Osborne, Director of Educational Services x2390
- Alicia Stokes Gaudet, Assistant Director of Educational Services & Convention x2304
- Melissa White, Affiliate Services Manager x2299
- Sandra Barry, Education & Member Engagement..... x2212
- Nancy Martin, Education & Affiliate Services Coordinator..... x2297

OR EMAIL: training@memun.org

KEY TO GROUPS/WORKSHOP SPONSOR

MMA	MAINE MUNICIPAL ASSOCIATION
MACA	MAINE ANIMAL CONTROL ASSOCIATION
MAAO	MAINE ASSOCIATION OF ASSESSING OFFICERS
MBOIA	MAINE BUILDING OFFICIALS & INSPECTORS ASSOC
MCAPWA	MAINE CHAPTER OF AMERICAN PUBLIC WORKS ASSOC
MFCA	MAINE FIRE CHIEFS' ASSOCIATION

MEGFOA	MAINE GOVERNMENT FINANCE OFFICERS ASSOC
MLGHRA	MAINE LOCAL GOVERNMENT HUMAN RESOURCES ASSOC
MMTCTA	MAINE MUNICIPAL TAX COLLECTORS' & TREASURERS' ASSOC
MTCCA	MAINE TOWN & CITY CLERKS' ASSOCIATION
MTCMA	MAINE TOWN, CITY AND COUNTY MANAGEMENT ASSOC
MWDA	MAINE WELFARE DIRECTORS ASSOCIATION



**MAINE ANIMAL
CONTROL ASSOCIATION**

The Maine Animal Control Association (MACA) strives to protect the well being of all animals, domestic or wild, to enforce without prejudice, all state and local laws relevant to all animals and to enforce and educate the community, legislative and administrative personnel on the significance and diversities of the Animal Control Officer, to promote and encourage the opportunities for educational standards and requirements by which the performance of our profession may be measured and to participate in the active development of resolutions on the state and federal level concerning Animal Welfare and Animal Control. MACA is committed to keeping a high emphasis on education and training.

For more information about MACA or to become a member, please visit their website at: www.macaine.com.



**MAINE ASSOCIATION
OF ASSESSING OFFICERS**

The Maine Association of Assessing Officers (MAAO) is a nonpolitical and nonpartisan organization promoting the responsible and equitable assessment of real and personal property for the purposes of ad valorem municipal property taxation. The focus of the MAAO is the exchange of education, ideals and information through the united efforts and cooperation of its membership.

For more information about MAAO or to become a member, please visit their website at: www.maineassessors.org.



**MAINE BUILDING
OFFICIALS & INSPECTORS
ASSOCIATION**

On May 3, 1972 the Maine Building Officials and Inspectors Association (MBOIA) was established. The Association goals are to establish, foster and maintain professional and social interests; to collect and disseminate all matters of interest to the membership and allied trades; to encourage uniformity and reciprocity in codes and inspection practiced among communities and to broaden and expand the acquaintance of inspectors throughout the state.

The MBOIA training and certification program for code officials, was established in 1987. It covers items such as Building, Plumbing and Electrical.

The MBOIA is affiliated with the Maine Municipal Association and the International Code Council (ICC), ICC Charter Chapter #16.

For more information about MBOIA or to become a member, please visit their website at: www.mboia.org.



MAINE CHAPTER OF AMERICAN PUBLIC WORKS ASSOCIATION

The American Public Works Association is an international educational and professional association of public agencies, private sector companies and individuals dedicated to providing high quality public works goods and services. Chartered in 1937, APWA is the largest and oldest organization of its kind in the world with over 29,000 members. The association's headquarters is in Kansas City, Missouri with an office in Washington, D.C. and 64 chapters throughout North America.

The mission of the American Public Works Association is to improve the quality of life by providing a forum for the development and exchange of ideas, information and technology, which enhances the delivery of public services by promoting the personal and professional growth of its members, and by advancing public works issues on the public agenda.

The Maine Chapter of the American Public Works Association (MCAPWA) was formed in 1957 and is one of 64 Chapters that make up the APWA. By joining APWA, you automatically become a Maine Chapter member if you reside/work in Maine.

For more information about MCAPWA or to become a member, please visit their website at: <http://maine.apwa.net/>.



MAINE FIRE CHIEFS' ASSOCIATION

The Maine Fire Chiefs' Association supports fire training and education, is actively represented on various boards and committees relating to fire service, advocates on legislative issues of importance to fire service and offers frequent seminars and trainings to further administrative and technical knowledge.

For more information about MFCA or to become a member, please visit their website at: www.mainechief.com.



MAINE GOVERNMENT FINANCE OFFICERS ASSOCIATION

The Maine Government Finance Officers Association's purpose is to promote and improve professional financial management at all levels of government, within the State of Maine, by providing training opportunities and a clearinghouse for the exchange of information and solutions to common problems. MEGFOA also works to strengthen the quality of government administration through advocating favorable local, state and federal legislation and policy.

For more information about MEGFOA or to become a member, please visit their website at: www.megfoa.org.



MAINE MUNICIPAL TAX COLLECTORS' AND TREASURERS' ASSOCIATION

Maine Municipal Tax Collectors' and Treasurers' Association (MMTCTA) is a voluntary professional membership association whose mission is to provide leadership, education and resources to achieve professionalism, uniformity of processes and networking opportunities.

For more information about MMTCTA or to become a member, please visit their website at: www.mmtcta.org.



MAINE TOWN & CITY CLERKS' ASSOCIATION

The Maine Town and City Clerks' Association (MTCCA) is an organization of municipal clerks, deputy clerks and assistant clerks throughout the state of Maine. An association of over 850 members, the MTCCA is a professional-level affiliate group of the Maine Municipal Association (MMA). MTCCA's principal missions are to motivate the Maine municipal clerks to become leaders in their fields of governance and to provide an educational program for new and veteran clerks to meet the highest standards of professional development. A primary objective of MTCCA is to provide professional development opportunities through education, training and peer interaction.

Online Trainings: The MTCCA also offers "on demand" trainings for New Clerks, Title 30A, Municipal Law and Notary Public.

For more information about MTCCA or to become a member, please visit their website at: www.mtcca.org.



MAINE TOWN, CITY AND COUNTY MANAGEMENT ASSOCIATION

The mission of the Maine Town, City and County Management Association (MTCMA) is to broaden the knowledge and promote values necessary for Maine's local government administrators to better serve their communities.

For more information about MTCMA or to become a member, please visit their website at: www.mtcma.org.



MAINE WELFARE DIRECTORS ASSOCIATION

The Maine Welfare Directors Association (MWDA) is a membership organization whose mission is to establish and promote equitable, efficient and standardized administration of General Assistance, encourage the professional development, growth, and knowledge base of those who administer General Assistance, advocate for the municipalities and the people that we serve and actively promote and present our program needs to the Legislature and public by creating a greater awareness of the importance and the benefits of equitable, efficient and standardized General Assistance administration.

For more information about MWDA or to become a member, please visit their website at: www.mainewelfaredirectors.org.

DATE: **DAY:** **COURSE NAME:** **LOCATION:** **SPONSORED BY:**

JANUARY

1/19	Thurs.	Elected Officials Workshop	Zoom Webinar	MMA
1/25	Wed.	Municipal Summer Internships Information Session	Zoom Meeting	MMA
1/25-26	Wed-Thurs.	Athenian Dialogue: I Am Malala	Zoom Meeting	MTCCA
1/30	Mon.	Education Partnership with Thomas College Info Session	Zoom Meeting	MMA
1/31	Tues.	The Legislative Process A-Z	Zoom Webinar	MMA

FEBRUARY

2/7-8	Tues.-Wed.	MTCCA Title 30A - Town Meeting & Local Election Law	Zoom Webinar	MTCCA
2/9	Thurs.	MEGFOA Winter Training Webinar	Zoom Webinar	MEGFOA
2/14	Tues.	MWDA GA Basics	Zoom Webinar	MWDA
2/15	Wed.	MBOIA Northern Chapter Fuel Fired Equipment and Installation training	Brewer - Brewer Auditorium	MBOIA
2/15	Wed.	Entry-Level Driver Training and New Options for CDL Training Information Session with Maine BMV	Zoom Meeting	MMA
2/16	Thurs.	Planning Board/Boards of Appeal	Zoom Webinar	MMA
2/16	Thurs.	MFCA Legislative Breakfast	Augusta - Senator Inn	MFCA

MARCH

3/1	Wed.	Broadband 101 for Municipalities	Zoom Webinar	MMA
3/7	Tues.	Understanding the Freedom of Access Act	Zoom Webinar	MMA
3/9	Thurs.	MBOIA March Membership Meeting & Training	Portland - Clarion Inn	MBOIA
3/14	Tues.	MWDA Advanced GA	Zoom Webinar	MWDA
3/22	Wed.	MFCA Annual Membership Meeting	Newry - Sunday River Ski Resort	MFCA
3/23-24	Thurs.-Fri.	MFCA Professional Development Conference	Newry - Sunday River Ski Resort	MFCA
3/24	Fri.	MTCMA 43rd Annual Statewide Manager Interchange	Bangor - Hilton Garden Inn	MTCMA
3/28-29	Tues.-Wed.	MTCCA Vital Records	Day 1: Augusta - MMA (full day) Day 2: Zoom Webinar (half day)	MTCCA
3/29	Wed.	Developing Solutions on Hotly Contested Issues	South Portland - DoubleTree by Hilton	MMA
3/30	Thurs.	MMTCTA Preparing for an Audit	Augusta - MMA	MMTCTA

APRIL

4/4	Tues.	Diversity, Equity, and Inclusion Immersion Workshop	Augusta - MMA	MMA
4/6	Thurs.	Mental Health First Aid	Augusta - MMA	MMA
4/6	Thurs.	MCAPWA Annual Spring Meeting	Augusta Civic Center	MCAPWA
4/11	Tues.	MMTCTA Tax Liens Workshop	Augusta -MMA	MMTCTA

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
4/14	Fri.	MACA Spring Training	Augusta - MMA with Zoom Webinar	MACA
4/19	Wed.	MMTCTA Basic Excise Workshop	Augusta -MMA	MMTCTA
4/19-20	Wed.-Thurs.	MTCCA New Clerks Workshop	Day 1: Zoom Webinar (full day) Day 2: Zoom Webinar (half day)	MTCCA
4/21	Fri.	MAAO Northern Maine Spring Training	Caribou - Northern Maine Development Commission & Zoom Webinar	MAAO
4/24-25	Mon.-Tues.	MCAPWA Supervisory Leadership in Public Works Program - Part I	Fairfield - MDOT Training Center	MCAPWA
4/24-25	Mon.-Tues.	MWDA Spring Training Seminar	Bangor - Hilton Garden Inn	MWDA
4/26	Wed.	Elected Officials Workshop	Kittery - Kittery Community Center	MMA
4/27	Thurs.	MTCCA NAMI De-Escalation Training Workshop	Waterville - Waterville Elks & Banquet Center	MTCCA
4/28	Fri.	Basic Municipal Budgeting	Augusta - MMA with Zoom Webinar	MMA
MAY				
5/3	Wed.	Personnel Practices	Augusta - MMA with Zoom webinar	MMA
5/10	Wed.	MAAO Board of Assessment Review	Augusta - MMA with Zoom webinar	MAAO
5/11-12	Thurs.-Fri.	Verbal Judo for the Contact Professional - 2 DAY PROGRAM	Augusta - MMA	MMA
5/16-18	Tues.-Thurs.	MCAPWA Supervisory Leadership in Public Works Program - Part II	Fairfield - MDOT Training Center	MCAPWA
5/18	Thurs.	MMTCTA Annual Conference	Bangor - Hilton Garden Inn	MMTCTA
5/22	Mon.	Customer Service Excellence	Augusta - MMA	MMA
5/22-23	Mon.-Tue.	MBOIA 14th Annual Maine Code Conference	Carrabassett Valley - Sugarloaf Mountain	MBOIA
5/31-6/1	Wed-Thurs.	MTCCA Athenian Dialogue: Finding Me	Zoom Meeting	MTCCA
JUNE				
6/1	Thurs.	MCAPWA Highway Congress	Skowhegan - Skowhegan Fair Grounds	MCAPWA
6/7	Wed.	Planning Board/Boards of Appeal	Lewiston - The Green Ladle	MMA
6/8	Thurs.	MMTCTA Cash Management	Augusta -MMA	MMTCTA
6/21	Wed.	New Managers Workshop	Orono - University of Maine	MMA
6/22	Thurs.	MEGFOA Summer Training Workshop	Freeport - Hilton Garden Inn	MEGFOA
6/22	Thurs.	Municipal Human Resources & Management Conference	Orono - University of Maine	MMA
6/23	Fri.	Municipal Technology & Innovation Conference	Orono - University of Maine	MMA
6/28	Wed.	MTCCA Notary Public	Zoom Webinar	MTCCA
6/29	Thurs.	MFCA Membership Meeting & Networking	Bar Harbor - Harborside Hotel & Marina	MFCA

DATE: DAY: COURSE NAME: LOCATION: SPONSORED BY:

JULY

7/12	Wed.	MTCCA Licensing Workshop	Augusta - MMA	MTCCA
7/13	Thurs.	MBOIA July Membership Meeting & Training	Augusta - MMA	MBOIA
7/18	Tues.	MMTCTA I've Got The Job - Now What? Workshop	Augusta -MMA	MMTCTA
7/19	Wed.	Elected Officials Workshop	East Millinocket Town Office	MMA
7/26	Wed.	MTCCA Municipal Law for Clerks	Augusta - MMA with Zoom Webinar	MTCCA

AUGUST

8/2	Wed.	Understanding the Freedom of Access Act	Zoom Webinar	MMA
8/9-11	Wed.-Fri.	MTCMA 77th New England Management Institute	Carrabassett Valley - Sugarloaf Mountain	MTCMA
8/15	Tues.	Planning Board/Boards of Appeal	Presque Isle - The Northeastland Hotel	MMA
8/16 & 17	Wed. -Thurs.	MTCCA New Clerks Workshop	Day 1: Augusta - MMA (full day) Day 2: Zoom Webinar (half day)	MMA MTCCA
8/17 - 18	Thur.-Fri.	MMTCTA Governmental Accounting	Orono - Black Bear Inn	MMTCTA
8/23	Wed.	Becoming an Empowered Leader of DEI (this 25-person max co-hort group will meet 4 times, on 8/23, 9/19, 10/18 and 11/13; those that register must commit to the full program).	Augusta - MMA	MMA
8/30 & 8/31	Wed-Thurs.	Athenian Dialogue: Destiny of the Republic	Zoom Meeting	MTCCA

SEPTEMBER

Sept. TBD	Fri.	MCAPWA Golf Tournament	Cumberland - Val Halla	MCAPWA
9/6	Wed.	Elected Officials Workshop	Bar Harbor - Atlantic Oceanside Hotel	MMA
9/7	Thurs.	MMTCTA Payroll Law	Waterville - Elk's Lodge	MMTCTA
9/10-13	Sun.-Wed.	NESGFOA 76th Annual Fall Conference	Rockport - Samoset Resort	MEGFOA
9/12	Tues.	MTCCA 28th Networking Day & Annual Business Meeting	Augusta Civic Center	MTCCA
9/13	Wed.	Mental Health First Aid	Augusta - Maine Municipal Association	MMA
9/14	Thurs.	Verbal Judo for the Contact Professional - 1 DAY	Bangor - Hilton Garden Inn	MMA
9/19	Tues.	Becoming an Empowered Leader of DEI (this 25-person max co-hort group will meet 4 times, on 8/23, 9/19, 10/18 and 11/13; those that register must commit to the full program).	Lewiston - TBA	MMA
9/19	Tues.	MTCCA Title 21A - State Election Law	Presque Isle - Northern Maine Community College	MTCCA
9/19-9/21	Tues.-Fri	MCAPWA Supervisory Leadership in Public Works Program - Part II	Fairfield - MDOT Training Center	MCAPWA

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
9/21	Thurs.	MTCCA Title 21A - State Election Law	Augusta Civic Center	MTCCA
9/21	Thurs.	MBOIA September Membership Meeting & Training	Portland - Clarion Inn	MBOIA
9/22	Fri.	MWDA GA Basics	Augusta - MMA	MWDA
9/27-9/29	Wed-Fri.	MAAO Fall Conference	Sebasco - Sebasco Harbor Resort	MAAO
OCTOBER				
10/4-5	Wed.-Thurs.	87th Annual MMA Convention	Augusta Civic Center	MMA
10/12	Thurs.	Planning Board/Boards of Appeal	Augusta - MMA	MMA
10/17-18	Tues.-Wed.	MCAPWA Supervisory Leadership in Public Works Program - Part I	Fairfield - MDOT Training Center	MCAPWA
10/18	Wed.	Becoming an Empowered Leader of DEI (this 25-person max co-hort group will meet 4 times, on 8/23, 9/19, 10/18 and 11/13; those that register must commit to the full program).	Zoom Webinar	MMA
10/19	Thurs.	MMTCTA Municipal Law for Tax Collectors & Treasurers	Augusta -MMA	MMTCTA
10/20	Fri.	MWDA Advanced GA	Augusta - MMA	MWDA
10/24	Tues.	Labor & Employment Law	Augusta - MMA with Zoom Webinar	MMA
10/24	Tues.	MBOIA MUBEC Training	Portland - Clarion Inn	MBOIA
10/25	Wed.	MBOIA MUBEC Training	Brewer - Jeff's Catering	MBOIA
10/26	Thurs.	MBOIA MUBEC Training	Waterville - Waterville Elks Lodge	MBOIA
10/27	Fri.	MBOIA MUBEC Training	Waterville - Waterville Elks Lodge	MBOIA
NOVEMBER				
11/6	Mon.	Advanced Excel Training	Augusta - MMA	MAAO
11/9	Thurs.	MMTCTA Municipal Law for Tax Collectors & Treasurers	Zoom Webinar	MMTCTA
11/13	Mon.	Becoming an Empowered Leader of DEI (this 25-person max co-hort group will meet 4 times, on 8/23, 9/19, 10/18 and 11/13; those that register must commit to the full program).	Augusta - MMA	MMA
11/16	Thurs.	The ABCs of Assessing - for Non Assessors	Zoom Webinar	MMA
11/28	Tues.	Elected Officials Workshop	Zoom Webinar	MMA
DECEMBER				
	TBD	MMTCTA Small Claims workshop	Augusta -MMA	MMTCTA
12/1	Fri.	MTCMA/MMANH Joint Workshop - Leadership Exchange	Freeport - The Harraseeket Inn	MTCMA
12/6	Wed.	Planning Board/Boards of Appeal	Zoom Webinar	MMA
12/6 & 7	Wed.-Thurs.	MTCCA Vital Records	Day 1: Zoom Webinar (full day) Day 2: Zoom Webinar (half day)	MTCCA

DATE:	DAY:	COURSE NAME:	LOCATION:	SPONSORED BY:
12/7	Thurs.	MBOIA Annual Membership Meeting & Training	Lewiston - The Green Ladle	MBOIA
12/8	Fri.	MWDA Winter Issues Training	Augusta - MMA	MWDA
12/13 & 14	Wed-Thurs.	Athenian Dialogue: My Fight/Your Fight	Zoom Meeting	MTCCA
12/13	Wed.	MMA Issues in Cannabis Compliance and Enforcement Webinar	Zoom	MMA
12/18	Mon.	Understanding the Freedom of Access Act	Zoom Webinar	MMA