

# Michigan Municipal Treasurers Association



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September 8, 2020

To: All Basic Institute Attendees

Thank you for registering to attend Basic Institute, and for your patience as we continue to work through pandemic-related challenges to ensure that MMTA provides safe, high quality training and networking opportunities.

The Board of Directors has watchfully waited, hoping that the pandemic would ease enough for us to have our traditional Basic Institute this December. However, with the continued mandate limiting indoor conferences to ten people and the growing financial challenges of many municipalities, **the Board has decided we need to postpone Basic Institute until Spring.** We apologize for this delay, especially for those of you who are poised to graduate.

In spite of the postponement, we want to provide some training before April, so Basic Institute will shift to a hybrid program that will include a mix of online and in-person instruction for 2020-2021. This also means that **Basic Institute will transition to a 3 day in-person schedule, starting on Monday, April 26, 2021 at 1:00 pm and ending on Thursday, April 29, 2021 at noon** instead of our traditional 4½ day schedule of Sunday afternoon through noon on Friday. We will celebrate our graduates at a banquet on Wednesday evening. Our intent is to decrease your travel and lodging expense as well as decrease your time out of the office in order to help municipalities with potential budget shortfalls.

For the online portion of instruction, we anticipate having five required on-line sessions over the upcoming Fall/Winter months, most of which will be one to two hours long. A short, comprehensive quiz will ensure everyone's attendance. We also plan on having orientation for first year attendees online, as well as a networking project in smaller groups for all attendees. Our management team will help you work through any scheduling conflicts.

If you are interested, there will be additional online courses not required for Basic Institute that you are welcome to register for separately and attend for added training. **The details of our Fall/Winter Online Training program are being finalized and will be shared in the next few weeks.** Please note this will include transitioning January's Winter Workshop event to online training as well.

www.MMTA-MI.org

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We would be remiss if we didn't recognize our host hotels: The Comfort Inn, the H Hotel in Midland, and the Crowne Plaza in Lansing have been incredibly supportive of MMTA through these challenges. We appreciate their help to ensure the health and safety of our members and the financial stability of the Association.

**Your Basic Institute registration will automatically transition to the hybrid 2020-21 Basic Institute program that will include online and in-person training sessions.** If you decide you would prefer not to transition to the new schedule, you may cancel for a full refund. If you had reservations at the Comfort Inn or Fairfield Inn in Mt. Pleasant, the hotels are automatically transferring the reservations to the week of April 25-29, 2021; the hotel will send you an email confirmation. Make sure to confirm the nights you have reserved still fit your needs for the new schedule.

Please give our leadership team a few weeks to work out all the final details, including topics, speakers, and schedule before reaching out with questions. **We will send you more information as it becomes available.**

We remain dedicated to providing you with the best education and training options possible. If you have any questions, contact us at [info@MMTA-MI.org](mailto:info@MMTA-MI.org) or 989.820.8389.

*Thank you for your continued membership and support!*

Rande Listerman, MMTA President