

Board Member Training

East Location

Wednesday, June 10

Holiday Inn Allentown – I-78

7736 Adrienne Drive
Breinigsville, PA 18031
(Fogelsville Exit on I-78)

West Location

Wednesday, June 3

DoubleTree by Hilton

Pittsburgh - Cranberry
910 Sheraton Drive
Mars, PA 16046

Once again PMAA's annual statewide training for both new and current Authority Board Members is set for **three** locations across Pennsylvania for your convenience. Open to both veteran and the newly appointed Board Members, attendees will learn about their responsibilities in properly and effectively establishing policy and direction for the authority. As always, authority managers are encouraged to join board members for support and discussion. Also open to Authority professionals or consultants guiding Boards in their responsibilities.

Schedule: 8:00 – Registration 8:30 – 1:00 – Program 1:00 – Luncheon

These training sessions (BMTs) are specially designed to provide a broad overview of key powers, duties, and responsibilities for Authority Board Members. Session presentations will include:

PMAA Government Relations Update - PMAA Government Relations staff will provide an overview of association government relations activities, including newly enacted state law, tracked legislation currently under consideration in the Pennsylvania House and Senate, upcoming federal and state agency regulatory and policy initiatives, as well as other related areas of interest. **(all 3 locations)**

Accounting / Finance for Authority Board Members

A pair of Authority consultants will address Board responsibility for Financial Reporting including both external (Annual Audits, DCED Reporting, Continuing Disclosure for financings) and internal reports (Monthly reporting to the Board, bill payment, budget status, account balances and financial planning). They will also discuss budgeting, including both Capital (5 year plan) and Annual operating (Preparation, Approval and Monitoring and Adjusting). Other topics will include Revenue Generation (rate increases, full cost pricing and board process involved), Tapping Fees, Acquisitions, Annual revisions to Capital planning policy and closing with how to adopt sound financial, investment and project management policies. **(all 3 locations)**

Keys to Successfully Communicating Strategic Management Initiatives - A local authority Human Resources Manager and Consultant have been paired to deliver guidance on public relations for rate adjustments and overall stakeholder communications and education that will assist in building support and consensus on strategic management initiatives. **(West location only)**

Public Official Ethics Refresher - Attorneys from the **PA State Ethics Commission (PASEC)** will provide a brief review of ethical standards, recent Ethics Commission rulings impacting Municipal Authority officials, and briefly address their required Statement of Financial Interest forms. The Ethics Act requires this form be filed each year the position (board &/or Mgt.) is held and the year following termination of service. **(all 3 locations)**

Municipal Solicitors' Panel - Local solicitors, attorneys, bond counsel and SEC attorneys will address attendees on various issues and topics including the Municipality Authorities Act, ethics, and employment matters and associated laws. Attendees are urged to come prepared with questions for the panel. This segment of the program has been approved for PA CLE and all municipal solicitors are encouraged to attend. **(all 3 locations)**

**See other side for
registration form.**

1000 North Front Street, Suite 401, Wormleysburg, PA 17043
717-737-7655 . 717-737-8431 (f) . info@municipalauthorities.org

REGISTRATION

Please check which location you will be attending:

East – Wednesday, June 10 **West – Wednesday, June 3**

Holiday Inn-Allentown – I-78
7736 Adrienne Drive (Fogelsville Exit I-78)
Breinigsville, PA 18031
Phone: (610) 391-1000

Doubletree by Hilton
910 Sheraton Drive
Mars, PA 16046
Phone: (724) 776-6900

Name: _____

Authority/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Name: _____

Authority/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Name: _____

Authority/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Name: _____

Authority/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

***Solicitor panel suggestions** (i.e., liens, service terminations, compensation, contract negotiations, employee relations, etc.)

Registration pricing:

Member Registration - \$95.00 per person (after May 1, \$125.00 per person)

Prospective-Member Registration - \$150.00 per person (after May 1, \$160.00 per person)

A check, made payable to PMAA, is enclosed; online registration is available through our website; or

Visa MasterCard Discover

Card No.: _____ Exp.: _____ Security code: _____

ALL CANCELLATIONS MUST BE SUBMITTED TO THE OFFICE IN WRITING ONE WEEK PRIOR TO THE MEETING DATE. Due to reservation guarantees, unpaid no-shows will be charged. NO REFUNDS will be made after the cancellation deadline. Contact the hotel at the numbers listed above for accommodations or information.