

**RESOLUTION NO. 2024-2**

**A RESOLUTION AUTHORIZING MONTANA MUNICIPAL CLERKS, TREASURERS & FINANCIAL OFFICERS ASSOCIATION SCHOLARSHIP APPLICATION FOR DRUMMOND CLERK-TREASURER FOR ATTENDANCE OF THE MAY 2024 LOCAL GOVERNMENT SERVICES INSTITUTE.**

**WHEREAS**, Montana Municipal Clerks, Treasurers & Financial Officers Association offers a limited number of scholarships each year to first- and second-year Clerk and/or Treasurer attendees, of the Local Government Services Institute Program; and

**WHEREAS**, the Town of Drummond maintains active membership with Montana Municipal Clerks, Treasurers & Financial Officers Association; and

**WHEREAS**, April 2024 Drummond Clerk-Treasurer Wight will be beginning her third-year with the Town of Drummond in the position of Town Clerk-Treasurer; and

**WHEREAS**, May 2024 Local Government Services Institute will be the second-year attended by Drummond Clerk-Treasurer Wight; and

**WHEREAS**, the Town of Drummond was unable to apply for the MMCT & FOA scholarship on her behalf for the May 2023 Local Governmental Services Institute; and

**WHEREAS**, the Town of Drummond has limited funding available, for use in furthering her education; and

**WHEREAS**, Clerk-Treasurer Wight has a strong desire to further her knowledge and education; of governmental duties and responsibilities that is required of her, in this governmental role; and

**WHEREAS**, application for said scholarship requires an approved resolution passed by the Town Council of the Town the applicant is applying from; and

**WHEREAS**, Town Clerk-Treasurer Wight has completed application for the May 2024 Local Government Institute Scholarship through MMCT & FOA Scholarship Application; a copy of said application is attached hereto as Exhibit A.

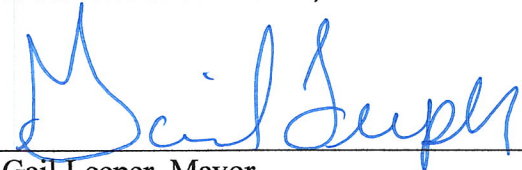
**WHEREAS**, Town Clerk-Treasurer Wight is in good standing with Montana Municipal Clerks, Treasurers & Financial Officers Association; a copy of said certificate is attached hereto as Exhibit B.


**WHEREAS**, Montana Municipal Clerks, Treasurers & Financial Officers Association has provided notice of applications being accepted for May 2024 Local Government Services Institute through the registration Information – Local Government Center | Montana State University registration link; a copy of email link is attached hereto as Exhibit C.

**WHEREAS**, Montana Municipal Clerks, Treasurers & Financial Officers Association requires submission of letter from applicant's immediate supervisor; a copy of said letter is attached hereto as Exhibit D.

**NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DRUMMOND, MONTANA**, that the Town approves application for scholarship through Montana Municipal Clerks, Treasurers & Financial Officers Association for Clerk-Treasurer Wight to further her education by applying for May 2024 Local Government Services institute, as evidenced by the Attached exhibits.

**PASSED AND ADOPTED** by the Town Council of the Town of Drummond, Montana on the 20th of February 2024.

By:   
Gail Leeper, Mayor

Attest:   
Robin Wight, Town Clerk-Treasurer



RESOLUTION 2024-2  
MMCT & FOA SCHOLARSHIP APPLICATION  
EXHIBIT A

**MMCT & FOA  
SCHOLARSHIP APPLICATION**

NAME Robin Wight TITLE Town Clerk-Treasurer

CITY/TOWN Drummond PHONE 406-288-3231 FAX 406-288-3104

ADDRESS 114 A Street, PO Box 195, Drummond, MT 59832

Check One:  Institute  National Conference  Regional Conference  other

Check One:  1st year applicant  2nd year applicant  3rd year applicant

Conducted by: Local Government Center

Location: Fairmont Hot Springs Resort, Butte, MT

Dates: May 5-9, 2024

Cost: 4-Day Registration: \$415

Check One:  including registration, travel, accommodations, etc.  Registration only

*I am a current member of the Montana Municipal Clerks, Treasurers & Finance Officers Association and request scholarship funding available from the Montana Municipal Clerks, Treasurers & Finance Officers Association. I understand applications will be evaluated by the Education Committee based on criteria established by MMCT&FOA. I further understand that scholarships will be awarded until appropriated funds are expended. Should I find that I am not able to attend the Institute/Conference/Training, I will immediately notify the MMCT&FOA Education Committee Chair and reimburse the Association for any funds received..*

2/7/2024

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to: Brenda Schneider, MMC/CPFA  
Town of Superior  
PO Box 729  
Superior, MT 59872  
Phone 406-822-4672 FAX 406-822-3594  
Email: [townofsuperior@blackfoot.net](mailto:townofsuperior@blackfoot.net)

Received: \_\_\_\_\_

Awarded: \_\_\_\_\_

Notified: \_\_\_\_\_

**HAVE YOU INCLUDED? PLEASE CHECK! MAKE SURE YOU INCLUDE THE FOLLOWING!!**

- Requested funding from your Governing Body and been denied (include minutes)
- Applicant must submit a letter from their immediate supervisor that:
- Indicates that the city/town cannot fully fund the cost of the program;
- Expresses support for the application; and
- Indicates a commitment to grant time to attend the conference or educational program
- Include evidence of attendance at prior institutes, conferences, etc (2nd and 3rd year applicants)
- Paid member of MMCT&FOA

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**SCHOLARSHIP APPLICATION DEADLINE IS MARCH 1 FOR IIMC, APT, GFOA**

**SCHOLARSHIP APPLICATION DEADLINE IS MARCH 1 FOR MMCTFOA INSTITUTE**

## MMCT&FOA SCHOLARSHIP POLICY

### STATEMENT OF PURPOSE

The purpose of the Montana Municipal Clerks, Treasurers & Finance Officers Association (MMCT&FOA) Scholarship Program is to encourage the pursuit of professional development through attendance at annual institute, national conferences, regional conferences and state training workshops.

### CRITERIA:

1. Applicant must be a paid member of the MMCT&FOA.
2. Applicant must be a City Clerk, Clerk/Treasurer, Deputy Clerk, Deputy Clerk/Treasurer, Finance Officer, or a related title.
3. Applicant must have requested his/her government agency to financially underwrite costs and been denied funding due to budget constraints.
4. Applicant must submit a letter from their immediate supervisor that:
  - Indicates that the city/town cannot fully fund the cost of the program;
  - Expresses support for the application; and
  - Indicates a commitment to grant time to attend the conference or educational program
5. Scholarships will be limited to a maximum of three lifetime scholarships per person. First time attendee scholarships will be a full scholarship, including registration, travel and lodging. Second and third scholarships will be for registration only.
6. Applications are considered by need, commitment to attend, and by order or date received. Scholarships are non-transferable.
7. Preference in selection will be shown to those applicants seeking their first scholarship. Evidence of attendance at earlier professional development seminars, institutes and conferences from applicants seeking scholarship support for second and third year seminars must be submitted with application.
8. Scholarship awards will be made within the limitation of scholarship funds available.
9. Applications must be complete when submitted, including letter from immediate supervisor.
10. Applications for IIMC, GFOA, AND APT must be submitted to the Education Committee Chair by March 1. Recommendation to the Executive Board will be made by March 10. The Executive Board will give final approval/ notification of award by March 25.
11. Application for Montana Annual Institute must be submitted to the Education Committee Chair by March 1. Recommendation to the Executive Board will be made by March 10. The Executive Board will give final approval/notification of award by March 25.
12. If the Recipient of a MMCTFOA Scholarship is unable to attend the conference they must reimburse MMCTFOA the full amount of the scholarship.

# Certificate of Membership

THIS IS TO CERTIFY THAT

*Robin Wight*

*Clerk/Treasurer – Town of Drummond*

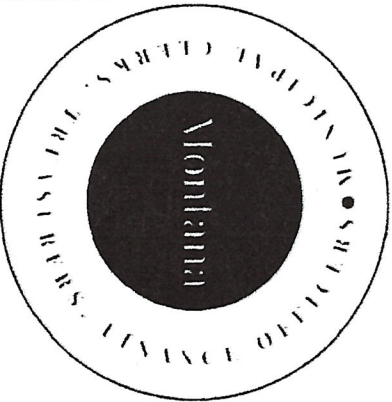
Is a member in good standing with the

MONTANA MUNICIPAL

CLERKS – TREASURERS – FINANCE OFFICERS ASSOCIATION

A non-union, non-political organization formed to improve local government administration through the exchange of ideas and information.

2023-2024



CERTIFIED: July 24, 2023

*Jedie Campbell*

PRESIDENT  
MONTANA MUNICIPAL  
CLERKS – TREASURERS – FINANCE OFFICERS  
ASSOCIATION

JOIN US AT FAIRMONT HOT SPRINGS FOR THE 2024 MONTANA MUNICIPAL INSTITUTE!

This annual professional development training for clerks, treasurers, and finance officers is designed to support you in your important and varied roles within your town or city through:

- Timely workshops, information, and tools you need to effectively meet the responsibilities and challenges of your office
- Sessions offered by experts from Montana State University, the Montana Municipal Interlocal Authority, the Montana League of Cities and Towns, practicing experts in municipal government, and knowledgeable trainers from the public sector who work directly with local government
- Networking opportunities with your colleagues in an atmosphere of professional growth and support
- Professional development—work towards [state MMCT&FOA certification](#) and national [IIMC clerk](#) and [APT treasurer/finance officer](#) certification

The Clerks, Treasurers, & Finance Officers program is held in conjunction with the [Elected Officials Workshop](#) and the [Jim Tillotson Service Program](#) for city attorneys. Participants will have the opportunity to attend combined sessions with the elected officials to learn about topics that have an impact on everyone's duties.

<b>Date:</b>	Sunday, May 5th - Thursday, May 9th, 2024
<b>Time:</b>	Sunday, 4:00 pm - 6:00 pm; Monday - Thursday, 8:00 am - 5:00 pm
<b>Meals:</b>	Breakfast, lunch, and refreshment breaks included
<b>Location:</b>	Fairmont Hot Springs Resort, Butte, MT
<b>Fees:</b>	<p>→ 4-Day Registration: \$415; \$515 for non-members ←</p> <p>2.5-Day Registration: \$275; \$375 for non-members</p> <p>1-Day Registration: \$105; \$205 for non-members</p> <p>Hotel accommodations are <b>not</b> included in registration. See hotel information below for details.</p> <p>Registration, payment, and additional information for the <a href="#">Athenian Dialogue can be found here</a>.</p>
<b>Athenian Dialogue:</b>	Stay tuned for information on the book selection!

**Please note:**

- Hotel accommodations are **not** included in registration. See hotel information below for details.
- If you are not yet a member of MMCTFOA and would like to become one, please contact Tammy Comer, the MMCTFOA treasurer, at [financeofficer@fairfieldmt.gov](mailto:financeofficer@fairfieldmt.gov) for membership payment.

2024 Draft Agenda Coming Soon!

**REGISTRATION:**

Clerks, Treasurers, & Finance Officers can register for the 2024 Montana Municipal Institute by completing the three steps below.

- Your registration will **not** be complete until all three steps are complete.
- When you fill out the registration form in Step 2, you will be asked if you have read and understand the [MMCT&FOA Code of Ethics](#). Regardless of whether you're a member of MMCT&FOA, please take a moment to read the Code and familiarize yourself with the Association's expectations and standards of professionalism.

**STEP 1:**

**Create your eXtension Account.**

*If you already have an account but don't remember your login information, follow the Create eXtension Account link below for help.*

*Once you have an eXtension account, you can access the eXtension education portal at [2024 Montana Municipal Institute Education Portal](#).*

You can access the sample practice quiz and certification track options and information, and we will update the education portal with agenda information and session handouts as they become available.

Please make sure you can access this site and are comfortable navigating it on whatever device you will use before the start of Institute.

[CREATE EXtENSION ACCOUNT](#)

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EXHIBIT C

STEP 2:

**Complete the registration form.**

[4-Day Registration Click Here](#)

[2.5-Day Registration Click Here](#)

[1-Day Registration Click Here](#)

**REGISTRATION DEADLINE: 5:00 pm, Monday April 22, 2024**

STEP 3:

**Submit registration payment.**

**Our payment portal has been updated.**

- When you navigate to the Registration Payment site, you will find several payment options to choose from.
- Please read the choices carefully and select the appropriate amount based on how many days you plan to attend and whether you are a member of MMCT&FOA.
- If you are not yet a member of MMCTFOA and would like to become one, please contact Tammy Comer, the MMCTFOA treasurer, at [financeofficer@fairfieldmt.gov](mailto:financeofficer@fairfieldmt.gov) for membership payment.

[Registration Payment](#)

If you would like to attend but your municipality is unable to support the cost, please consider applying for an Education Scholarship offered through the Montana Municipal Clerks, Treasurers, and Finance Officers Association. Please find the [application information for the education scholarships at MMCTFOA's website linked here](#).

## HOTEL ACCOMMODATIONS:

**\*\*Participants are responsible for booking and paying for their own hotel rooms.\*\***

A block of state rate rooms is reserved at Fairmont Hot Springs Resort under the block name *MT Municipal Clerks, Treasurers, & Finance Officers*. Reservations can be made by calling 406-797-3241.

Any remaining unreserved rooms at Fairmont will be released at noon on Friday, April 5th, 2024.

There is an additional block of rooms reserved at state rates at The Forge in Anaconda under the block name **MMCTFOA**. [Reservations can be made online](#) or by calling the hotel at 406-797-4100.

Any remaining unreserved rooms at Fairmont will be released on Friday, March 22nd, 2024.

## CONFERENCE CANCELLATION & REFUND POLICY:

Written notice of cancellation must be received by the Local Government Center no later than **Friday, April 26, 2024** to receive a full refund of registration fees. **No refund will be made for cancellations received after April 26, 2024.** Substitution of a participant is encouraged over cancellation and may be made at any time. To cancel registration or send a substitute, please send notification to Schuyler Germann, 406.994.4186, [schuyler.germann@montana.edu](mailto:schuyler.germann@montana.edu) or to her attention at Montana State University Local Government Center, P.O. Box 170535, Bozeman, MT 59717-0535.

Questions? Contact Schuyler Germann, 406.994.4186, [schuyler.germann@montana.edu](mailto:schuyler.germann@montana.edu) or Lydia Maunz at 406.994.6694, [lydia.maunz@montana.edu](mailto:lydia.maunz@montana.edu).

**We look forward to seeing you in May!**

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### Local Government Center

Montana State University  
P.O. Box 170535  
Bozeman, MT 59717-0535

Tel: (406) 994-6694  
Location: 235 Culbertson Hall



**Council Members:**

Cary McLure, Earl Clute,  
Ray Powell, Carla Stuart

**Mayor:**

Gail Leeper

**Clerk/Treasurer:**

Robin Wight

**MMCT & FOA**

Brenda Schneider, MMC/CPFA  
Town of Superior  
PO Box 729  
Superior, MT 59872

February 20, 2024

RE: MMCT & FOA Scholarship Application

Dear Montana Municipal Clerks, Treasures & Financial Officers Association and Brenda Schneider, MMCT & FOA Treasurer:

I am writing in support of Robin Wight, Drummond's Clerk-Treasurer, MMCT & FOA 2024 Scholarship Application.

Town of Drummond has been utilizing the consulting services of MT League, to assist in training Robin; helping her to bring our Town into proper reporting compliance.

Robin will have been with the Town of Drummond, in her position, for two years come April 2024. She has worked diligently to learn her responsibilities; seeking out training and assistance where needed. With the utilization MT Leagues consulting services; this minimizes resources for Robin to continue her education in attending the 2024 Local Government Services Institute. The Town of Drummond asks for assistance in the payment for the registration fees, associated with 2024 Local Government Institute; on her behalf.

Robin has strived to continue her education in attending previous educational opportunities, by attending 2023 Local Government Institute in Bozeman; as well as attending 2022 Annual League Conference in Kalispell and the 2023 Annual League Conference in Helena.

I am confident Robin will attend her sessions of 2024 Local Government Institute; should she be awarded the MMCT & FOA Scholarship.

114 A Street, P.O. Box 195, Drummond, MT 59832

Phone: 406-288-3231, Fax: 406-288-3104

[townhall@townofdrummondmt.gov](mailto:townhall@townofdrummondmt.gov), [www.drummond.municipalimpact.com](http://www.drummond.municipalimpact.com)



**Council Members:**

Cary McLure, Earl Clute,  
Ray Powell, Carla Stuart

**Mayor:**

Gail Leeper

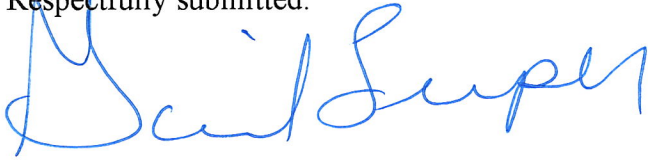
**Clerk/Treasurer:**

Robin Wight

Robin is a current paid member of MMCT&FOA; with certification of this membership, dated July 24, 2023.

Please see Resolution 2024-2 in support of Robin's 2024 MMCT & FOA Scholarship application passed by the Town of Drummond, February 20, 2024; as well as February 20, 2024 draft minutes stating the need of this scholarship for her to attend this year's institute.

Respectfully submitted.



Gail Leeper, Mayor  
Town of Drummond