



## FACC Webinar Minutes: Best Practices

Florida Association of City Clerks Mini-Institute Webinar Series

Thursday, August 30, 2018

Time: 2:00 p.m. – 4:00 p.m. (EST)

Cost: \$75 FACC members/\$100 non-members

Open Registration: August 2, 2018

Registration Deadline: August 29, 2018

When are they required? Should your minutes be verbatim or summary? Do you provide a draft copy of your minutes? Do all minutes need to be approved? This session will address these questions, provide legal answers and engage the group in a discussion of local practices and procedures. This session will also provide an overview of cases addressing the “minutes” requirement under Florida law and some common pitfalls to avoid. You will leave with a solid understanding of when minutes are required and what they should contain. **Speaker: Christy L. Goddeau, Board Certified City, County and Local Government Attorney, Torcivia, Donlon, Goddeau & Ansay, P.A.**



**Note:** This program has been approved by IIMC for **2 hours** of CMC/MMC credit. A completed Ideas to Action (ITA) form is required to receive education credit. Approximately two days prior to the webinar, the Ideas to Action form and a phone number with the webinar code will be emailed to all paid registrants.

*The education curriculum for both the CMC and MMC session content was developed, reviewed and approved by the Florida Institute of Government at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and Board of Directors.*



### Complete registration form in its entirety.

Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Make check payable to FACC\***

Total due: \$ \_\_\_\_\_

**\*If paying by credit card, please visit <http://facc-members.flcities.com>**

Fax this form to (850) 222-3806; or mail to Florida Association of City Clerks, P.O. Box 1757, Tallahassee, FL 32302-1757; Or via email: [facc@flcities.com](mailto:facc@flcities.com)

Registrations will not be considered complete until payment has been received. If the check is received after the webinar is full, you can take the recorded version and still receive credit after completing the ITA form.