



330 NE 10th STREET
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www.occe.com

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**OKLAHOMA
CHAMBER OF
COMMERCE
EXECUTIVES**

February 22, 2012 <u>The State Chamber, Oklahoma City</u>			
Session 1	9:30 a.m.	Welcome & Introductions	Danna Fowble, OCCE Executive VP Roy Williams, IOM, OKC Chamber Lisa Friden, OCCE President, Grove Chamber & Rich Cantillon, IOM, Ponca City Chamber
	9:50 a.m.	Defining the Role of a Chamber	
	11:30 a.m.	Working Lunch - OCCE Overview	
	12:00 p.m.	Creating a Program of Work	Rich Cantillon, IOM
	1:30 p.m.	Break	
	1:45 p.m.	Budgets, Financial Statements & Management of a Chamber	Mita Bates, Ardmore Chamber
	3:15 p.m.	Break	
	3:30 p.m.	Communicating Through the Web	Laura Wheeler, The State Chamber
	4:30 p.m.	Closing Comments & Adjournment	
March 14, 2012 <u>The State Chamber, Oklahoma City</u>			
Session 2	9:00 a.m.	Welcome & Announcements	Debra Burch, IOM, Lawton-Ft. Sill Chamber
	9:15 a.m.	Non-Dues Revenue	
	10:45 a.m.	Internal Controls & Chamber Audits	Eric Blakeney, CPA, The State Chamber
	11:45 a.m.	Lunch	
	12:15 p.m.	Recruitment & Retention of Members	Ruth Littlefield, IOM, Tulsa Chamber
	1:45 p.m.	Break	
2:00 p.m.	Developing Coalitions & Nanotechnology	Jim Mason, CCE, Technology Initiatives, LLC	
	3:30 p.m.	Closing Comments & Adjournment	
April 18, 2012 <u>The State Chamber, Oklahoma City</u>			
Session 3	8:30 a.m.	Non Profit Law	Ed Kelsay, CAE, Non-Profit Attorney Ed Kelsay
	10:45 a.m.	Ethics	
	11:30 a.m.	Lunch	Ken Moore, CCE, Edmond Area Chamber
	12:00 p.m.	Strategic Planning and Community Analysis	
	1:15 p.m.	Break	Chad Warmington, Gwendolyn Caldwell, & Laura Wheeler; The State Chamber Cathy Williams-White, Edmond Convention & Visitors Bureau
	1:30 p.m.	Developing Legislative Programs, Relationships with Elected Officials & Oklahoma Prosperity Project	
3:15 p.m.	Tourism Management		
	4:30 p.m.	Closing Comments & Adjournment	
May 16, 2012 <u>The State Chamber, Oklahoma City</u>			
Session 4	10:30 a.m.	Welcome & Introductions	Vikki Dearing, OK Dep. of Commerce
	10:45 a.m.	State Resources	
	11:45 a.m.	Lunch	David Myers, CECD, Ponca City Development Authority
	12:15 p.m.	Recruitment of Jobs/Developing Proposals & Regional Partnerships	
	1:45 p.m.	Closing Comments & Adjournment	

(Enrollment in these courses requires **FULL** commitment to attend **ALL FOUR** courses in their entirety in order to be considered as a graduate. Graduates will be recognized at the OCCE Annual Meeting Awards Banquet on Thursday night, November 8, 2012.)

Chamber Management Institute (CMI) Registration

Name: _____

Title: _____

Organization: _____

Street Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Please send this portion along with a check for \$100 for members, \$125 for non-members, \$45 for an individual class made payable to OCCE to 330 NE 10th Street, OKC, OK 73104, or register online at www.occe.com.

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330 NE 10th Street
Oklahoma City, OK 73104

Oklahoma Chamber of Commerce Executives' Chamber Management Institute (CMI) February 2012 through May 2012

CMI is an investment of only four days over a four month period. This is an opportunity that new chamber professionals will not want to miss!

In addition to the formal classroom instruction, attendees are able to network with each other which increases their learning potential. Graduates of the program will be able to implement new ideas, programs and strategies to improve their own programs and events.

Invest in your future and register today!

For more information:

www.occe.com

saras@okstatechamber.com

**If an attendee needs to miss a session for any reason it is their responsibility to reschedule for that same session during Fall 2012 CMI or the attendee cannot graduate. There will be no additional cost to make up the class during the Fall 2012 CMI, however any other time after Fall 2012 CMI the attendee will have to pay to make up that class in order to graduate. Schedule subject to change due to speaker conflicts and inclement weather. Fall 2012 fees subject to change.