

# Oklahoma Chamber of Commerce Executives' Chamber Management Institute (CMI)

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](http://www.occe.com)

[saras@okstatechamber.com](mailto:saras@okstatechamber.com)

*"CMI is a valuable educational experience. The comprehensive curriculum provides the latest strategies and best-practices for both new chamber professionals and industry veterans. The time spent is an investment well made."*

-Sherri Wilt, President  
Bartlesville Chamber of Commerce

(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.)

\* Note: In case of inclement weather that causes the need for a session to be cancelled, attendees will be notified, and the session will be rescheduled.

\*\*If an attendee needs to miss a session for any reason it is their responsibility to reschedule for that same session during the next Spring/Fall CMI or the attendee cannot graduate. There will be no additional cost to make up the class during the next enrollment period, however after 1 year the attendee will have to pay to make up that class in order to graduate. Fall 2012 fees subject to change.

330 NE 10th Street  
Oklahoma City, OK 73104

OKLAHOMA  
CHAMBER OF  
COMMERCE  
EXECUTIVES



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## Chamber Management Institute (CMI)

### 2012 Schedule

**4 Days, 4 Months=  
Better Chamber  
Management**

Please see registration form on  
reverse to enroll.

330 NE 10th STREET  
OKLAHOMA CITY, OK 73104  
405.235.3669

[www.occe.com](http://www.occe.com)

## Spring 2012

### February 22 | Session 1 | The State Chamber, OKC

|   |   |
|---|---|
| Welcome & Introductions                                       | Danna Fowble, OCCE Executive VP   |
| Defining the Role of a Chamber                                | Roy Williams, IOM, OKC Chamber  |
| Working Lunch/OCCE Overview                                   | Lisa Friden, OCCE President, Grove Chamber, Rich Cantillon, IOM, Ponca City Chamber |
| Creating a Program of Work Break                              | Rich Cantillon  |
| Budgets, Financial Statements & Management of a Chamber Break | Mita Bates, Ardmore Chamber   |
| Communicating Through the Web                                 | Laura Wheeler, The State Chamber  |

### March 14 | Session 2 | The State Chamber, OKC

|  |   |
|--|---|
| Non-Dues Revenue                         | Debra Burch, IOM, Lawton-Ft. Sill Chamber   |
| Internal Controls & Chamber Audits       | Eric Blakeney, CPA, The State Chamber       |
| Lunch                                    |   |
| Recruitment & Retention of Members Break | Ruth Littlefield, IOM, Tulsa Metro Chamber  |
| Developing Coalitions and Nanotechnology | Jim Mason, CCE, Technology Initiatives, LLC |

### April 18 | Session 3 | The State Chamber, OKC

|   |   |
|---|---|
| Non Profit Law  | Ed Kelsay, CAE, Non-Profit Attorney                                     |
| Ethics  | Ed Kelsay   |
| Lunch   |   |
| Strategic Planning & Community Analysis Break   | Ken Moore, CCE, Edmond Area Chamber                                     |
| Developing Legislative Programs, Relationships with Elected Officials & Oklahoma Prosperity Project | Chad Warmington, Gwendolyn Caldwell, & Laura Wheeler; The State Chamber |
| Tourism Management  | Cathy Williams-White, Edmond Convention & Visitors Bureau               |

### May 16 | Session 4 | The State Chamber, OKC

|   |  |
|---|--|
| State Resources   | Vikki Dearing, ODOC                      |
| Lunch   |  |
| Recruitment of Jobs/ Developing Proposals & Regional Partnerships | David Myers, CEcD, Ponca City Dev. Auth. |

## Fall 2012

### August 15 | Session 1 | The State Chamber, OKC

|   |  |
|---|--|
| Welcome & Introductions                                       | Danna Fowble, OCCE Executive VP                    |
| Defining the Role of a Chamber                                | Roy Williams, IOM, OKC Chamber                     |
| Working Lunch/OCCE Overview                                   | Rich Cantillon, IOM, CMI Chair, Ponca City Chamber |
| Creating a Program of Work Break                              | Rich Cantillon                                     |
| Budgets, Financial Statements & Management of a Chamber Break | Mita Bates, Ardmore Chamber                        |
| Communicating Through the Web                                 | Laura Wheeler, The State Chamber                   |

### September 19 | Session 2 | The State Chamber, OKC

|  |   |
|--|---|
| Non-Dues Revenue                         | Debra Burch, IOM Lawton-Ft. Sill Chamber    |
| Internal Controls & Chamber Audits       | Eric Blakeney, CPA, The State Chamber       |
| Lunch                                    |   |
| Recruitment & Retention of Members Break | Ruth Littlefield, IOM, Tulsa Metro Chamber  |
| Developing Coalitions & Nanotechnology   | Jim Mason, CCE, Technology Initiatives, LLC |

### October 17 | Session 3 | The State Chamber, OKC

|   |   |
|---|---|
| Non Profit Law  | Ed Kelsay, CAE, Non-Profit Attorney                                     |
| Ethics  | Ed Kelsay   |
| Lunch   |   |
| Strategic Planning & Community Analysis Break   | Ken Moore, CCE, Edmond Area Chamber                                     |
| Developing Legislative Programs, Relationships with Elected Officials & Oklahoma Prosperity Project | Chad Warmington, Gwendolyn Caldwell, & Laura Wheeler; The State Chamber |
| Tourism Management  | Cathy Williams-White, Edmond Convention & Visitors Bureau               |

### November 7 | Session 4 | The State Chamber, OKC | In Conj. with the Annual Meeting, OKC

|   |  |
|---|--|
| State Resources   | Vikki Dearing, ODOC                      |
| Recruitment of Jobs/ Developing Proposals & Regional Partnerships Working Lunch | David Myers, CEcD, Ponca City Dev. Auth. |

# Chamber Management Institute (CMI) Registration

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Length of time at Chamber: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**\$100 for members**  
**\$125 for non-members**  
**\$45 for an individual class**

**Note:** For the member rate you must be a paid OCCE member, go to [www.occe.com](http://www.occe.com) for the fee schedule, **all additional members in an organization must join at an additional fee.**

Please send this portion along with a check made payable to OCCE to the address below:

**OKLAHOMA  
CHAMBER OF  
COMMERCE  
EXECUTIVES**

330 NE 10th Street,  
Oklahoma City, OK 73104

More information at [www.occe.com](http://www.occe.com)

\*Schedule subject to change due to speaker conflicts and inclement weather. Fall 2012 fees subject to change.