



330 NE 10th STREET
OKLAHOMA CITY, OK 73104
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www.occe.com

**OKLAHOMA
CHAMBER OF
COMMERCE
EXECUTIVES**

Please see registration form on reverse to enroll.

February 10, 2010			
<u>The State Chamber, Oklahoma City</u>			
Session 1	9:30 a.m.	Welcome & Introductions	Matt Pivarnik, OCCE President Roy Williams, OCCE
	9:50 a.m.	Defining the Role of a Chamber	
	11:30 a.m.	Lunch	
	12:00 p.m.	Creating a Program of Work	Rich Cantillon, IOM, CMI Chair
	1:30 p.m.	Break	
	1:45 p.m.	Budgets, Financial Statements & Management of a Chamber	Jack Wesenberg, CCE, C-MAP
	3:00 p.m.	Break	
3:15 p.m.	Internal Controls & Chamber Audits	Eric Blakeney, CPA, The State Chamber	
4:30 p.m.	Closing Comments & Adjournment		
March 10, 2010			
<u>The State Chamber, Oklahoma City</u>			
Session 2	9:00 a.m.	Welcome & Announcements	
	9:15 a.m.	Developing Coalitions, Nanotechnology	Jim Mason, CCE, The State Chamber Laura Wheeler, The State Chamber
	10:45 a.m.	Communicating Through the Web	
	11:45 a.m.	Lunch	
	12:15 p.m.	Recruitment & Retention of Members	Ruth Littlefield, Tulsa Metro Chamber
	1:45 p.m.	Break	
	2:00 p.m.	Non-Dues Revenue	Shelia Lee, CCE, Lawton-Ft. Sill Chamber
3:30 p.m.	Closing Comments & Adjournment		
April 21, 2010			
<u>The State Chamber, Oklahoma City</u>			
Session 3	9:30 a.m.	Welcome & Announcements	
	9:45 a.m.	Non Profit Law	Ed Kelsay, CAE, Non-Profit Attorney Ed Kelsay
	11:15 a.m.	Ethics	
	12:00 p.m.	Lunch	
	12:30 p.m.	Strategic Planning and Community Analysis	Ken Moore, CCE, Edmond Area Chamber
	1:45 p.m.	Break	
	2:00 p.m.	Developing Legislative Programs, Relationships with Elected Officials & Oklahoma Prosperity Project	Ronn Cupp, The State Chamber
3:45 p.m.	Closing Comments & Adjournment		
May 19, 2010			
<u>The State Chamber, Oklahoma City</u>			
Session 4	10:30 a.m.	Welcome & Introductions	
	10:45 a.m.	Recruitment of Jobs/Developing Proposals & Regional Partnerships	Jim Fram, CCE, CEcD, Tulsa Metro Chamber
	12:30 p.m.	Networking Lunch	
	1:00 p.m.	State Resources	Rob Gragg, OK Department of Commerce
	2:00 p.m.	Tourism Management	Sue Harris, Greater Muskogee Area Chamber
	3:30 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.)

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 73104-3220.



330 NE 10th Street
Oklahoma City, OK 73104

Oklahoma Chamber of Commerce Executives' Chamber Management Institute (CMI) February 10, 2010 through May 19, 2010

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
lpeterman@okstatechamber.com