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Cc: [Hogencamp, Kevin](#); [Bartle, Donna](#); [Gabriel, Jason](#); [Askew, Amanda](#); [Jones, Valerie](#); [Thomas, Latrenia](#)
Subject: Board/Committee Member - Mandatory Training Notice
Date: Thursday, June 29, 2023 4:04:30 PM

Good afternoon,

Newly-appointed board/committee members, are required to complete initial board training, provided by or sponsored by the City, and upon completion of the training, shall certify completion and acknowledge understanding of the duties and responsibilities of such membership within 180 days from the date your role began. Thereafter, your training requirement changes to biennially - every odd-numbered year – and due no later than July 1 of the applicable year (Pursuant to [Resolution No. 21-16](#)). July 1 is quickly approaching and we do understand that this is a very short notice. We ask that you complete the following steps below, as soon as possible, *as applicable*.

1. Watch the May 4, 2021 training video:
 1. [5-04-21 Training Video](#)
2. Review the 2021 Board and Committee Training Materials:
 1. [2021 Board and Committee Training Materials - PDF](#)
 2. [2021 Board and Committee Training Materials - HTML](#)
3. Complete the online form to certify completion of training and understanding pursuant to Resolution No. 21-16, on or before the deadline (as soon as possible).
[Online Certification Form](#)

Please do not reply all,
Thank you

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