



MINUTES CLERK LEADERSHIP ACADEMY

FEB. 17, OKLAHOMA CITY • FEB. 24, TULSA

9 - 9:45 a.m.
The Agenda and Minutes

Preparing the agenda and taking minutes. Sample information and cheat sheets will be provided during this hands on training.

9:45 - 10 a.m.
Break

10 - 10:45 a.m.
Executive Session

What can legally be discussed in executive session and what needs to be recorded following an executive session.

10:45 - 11 a.m.
Break

11 - Noon
The Oklahoma Open Records Act

Complying with requests for records. Practical dos and don'ts related to filling open records requests.

Noon - 1 p.m.
eMeeting User Group Session

Our half-day workshop tackles new subjects selected specially to enhance the critical work of the minutes clerk. Join your peers for lively discussion and information presented by Julie Miller, Deputy Executive Director and General Counsel for OSSBA.

Special Opportunity for eMeeting Subscribers

OSSBA will offer lunch and a special session for clerks whose districts already subscribe to OSSBA's paperless meeting service - eMeeting. This will be an opportunity for a training refresh, to learn about newer features in eMeeting and to chat with other clerks who use the system.



MINUTES CLERK LEADERSHIP ACADEMY

9 a.m. - Noon • Registration Opens 8:30 a.m.

Each attendee must choose one location (we can only guarantee your seat and materials for the registration date you choose):

Fri., Feb. 17 • Francis Tuttle Portland Campus • 3500 NW 150 • OKC, OK 73134

Fri., Feb. 24 • Southern Hills Marriott • 1902 East 71st Street S • Tulsa, OK 74136

To register online, please visit: www.ossba.org/minutesokc17 or www.ossba.org/minutestulsa17

Name of School District: _____

Contact Name: _____

Contact Email Address: _____

Billing Address: _____

Attendee Information:

Name: _____ Title: _____

Attendee Email Address: _____

Special Opportunity for eMeeting Subscribers: One Two Three

Please indicate how many people from your district will attend this special session. This session is FREE for up to three attendees from each district who are also registered to attend the minutes clerk academy. Lunch will be provided for those in attendance, and the training session will be from noon to 1 p.m.

Registration is \$75 for OSSBA members, \$150 for non-members. Registrations for OKC are due by Feb. 9. Registrations for Tulsa are due by Feb. 16. Notice of cancellation must be received in writing by the registration due date for a refund (less a \$25 cancellation fee). No refunds will be offered after the due date. Registrations after the deadline (including on-site) are \$90 (\$180 for non-members).

Payment Contact Name: _____ Email: _____

Method of Payment: Check Purchase Order Number: _____

To pay by credit card, please contact Jennifer Paschal or Martha Stewart at 888-528-3571.

OSSBA will make every effort to accommodate persons with special needs. Please submit your request in writing to Lisa Deaton at lisad@ossba.org or fax your request to Lisa at 405.528.5695.

Please mail or fax this form to:

OSSBA • Lisa Deaton
2801 North Lincoln Blvd., Suite 125
Oklahoma City, OK 73105
Fax 405.528.5695

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