



MINUTES CLERK LEADERSHIP ACADEMY

8:30 a.m. - 11:30 a.m. • Registration Opens at 8 a.m.

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

Fri., Sept. 14 • Southern Hills Marriott • 1902 East 71st Street S • Tulsa, OK 74136

Fri., Sept. 21 • Credit Union House • 631 E. Hill St. • OKC, OK 73105

To register online, please visit: www.ossba.org/minutestulsa18 or www.ossba.org/minutesokc18

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.

MINUTES CLERK LEADERSHIP ACADEMY

SEPT. 14, TULSA • SEPT. 21, OKLAHOMA CITY

Special Opportunity for Assemble Paperless Meeting Subscribers

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

Oklahoma Open Meeting Act Update

This session will address changes made to the Oklahoma Open Meeting Act during the 2018 legislative session related to executive sessions. Additional information and guidance will be provided regarding changes made during the 2017 legislative session to make sure your district has appropriately updated policies and practices regarding notification of meetings and posting of agendas.

HOOR 1

Electronic Devices at Board Meetings

This session will focus on the appropriate and inappropriate use of electronic devices at board meetings. Guidance will be provided on ethical and legal issues associated with the use of electronic devices. The session will include a demonstration of an electronic meeting system.

HOOR 2

Lessons Learned

This session will include sample agendas and minutes that led to issues for school districts. Information will be presented on what went wrong, how to fix the issue, and how to make sure that the issue doesn't repeat itself at future meetings.

HOOR 3

Attendee Information:

Name: _____ Title: _____

Attendee Email Address: _____

Special Opportunity for Assemble 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 11:30 a.m. to 12:30 p.m.

Registration is \$75 for OSSBA members, \$150 for non-members. Registrations for Tulsa are due by Sept. 7. Registrations for OKC are due by Sept. 14. 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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