

MINUTES CLERK LEADERSHIP ACADEMY

FEB. 16, OKLAHOMA CITY • FEB. 23, TULSA



8:30 - 9:15
Agenda Preparation and Complying with the Open Meeting Act

Who is involved?

What is the timeline for creation?

Includes a checklist!

9:15 - 9:30
Break

9:30 - 10:15
The Role of the Public at a Board Meeting

10:15 - 10:30
Break

10:30 - 11:30
Open Records Requests

What records are protected?

Our half-day workshop tackles 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.

IMPORTANT NOTE FOR EMEETING SUBSCRIBERS

Changes are coming to OSSBA's paperless meeting service, and we are excited to share them with you during this free session (*lunch is provided*). Be among the first to learn about Assemble Meetings - OSSBA's new paperless meeting service. Offering an updated interface and expanded functionality, OSSBA is committed to improving your paperless meeting experience with Assemble!



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., Feb. 16 • **NEW LOCATION!** Credit Union House • 631 E. Hill St. • OKC, OK 73105
- Fri., Feb. 23 • Southern Hills Marriott • 1902 East 71st Street S • Tulsa, OK 74136

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

Name of School District: _____

Contact Name: _____

Contact Email Address: _____

Billing Address: _____

Attendee Information:

Name: _____ Title: _____

Attendee Email Address: _____

eMeeting Subscriber Session: 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 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 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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