



# Minutes Clerk LEADERSHIP ACADEMY

*Sept. 20, Tulsa · Sept. 27, OKC · 8:30 a.m. – Noon*

## **Keeping Meetings “Open” in Accordance with the Oklahoma Open Meeting Act**

This session will discuss the legal requirements set forth in the Oklahoma Open Meeting Act. Information will be presented on best practices and how to ensure that your meetings are being conducted in accordance with Oklahoma law.

## **Oklahoma Open Records Act and School Board Minutes**

This session will focus on the legal obligations of the school district in following the Oklahoma Open Records Act. Included in the discussion will be best practices for maintaining minutes of school board meetings.

## **Records for School Board Members**

This session will include information on the documentation that the minutes clerk or board clerk should be maintaining with regard to each school board member to meet Oklahoma legal requirements.

## **Change the Way Your Board Does Business with Assemble Paperless Meetings**

Are you tired of paper board packets? Find out how you can build, edit and distribute meeting agendas and attachments in minutes! Create an easy, automated minutes report by recording discussion, motions and votes in the system. Password-protected, user-level customizable permissions protect information and prevent inadvertent changes. Automatic publishing (optional) to your public page makes adding agendas and/or minutes to your website effortless!

### **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.

**REGISTER ONLINE AT [WWW.OSSBA.ORG/MINUTESTULSA](http://WWW.OSSBA.ORG/MINUTESTULSA) OR [WWW.OSSBA.ORG/MINUTESOKC](http://WWW.OSSBA.ORG/MINUTESOKC)**

# MINUTES CLERK LEADERSHIP ACADEMY

8:30 a.m. - Noon • 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. 20 • DoubleTree Warren Place • 6110 S. Yale Ave. • Tulsa, OK 74136

Fri., Sept. 27 • Waterford Renaissance • 6300 Waterford Blvd. • Oklahoma City, OK 73118

Special hotel rates for Oklahoma City and Tulsa are available for attendees of both the Treasurer/Encumbrance Clerk Academy and the Minutes Clerk Leadership Academy. Get more details at [www.ossba.org/minutestulsa](http://www.ossba.org/minutestulsa) or [www.ossba.org/minutesokc](http://www.ossba.org/minutesokc).

**To register online, please visit: [www.ossba.org/minutestulsa](http://www.ossba.org/minutestulsa) or [www.ossba.org/minutesokc](http://www.ossba.org/minutesokc)**

Name of School District: \_\_\_\_\_

Attendee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
**ONLY ONE NAME PER FORM PLEASE**

Attendee Email Address: \_\_\_\_\_

**Special Opportunity for Assemble Subscribers:**  I will attend the Assemble subscriber lunch.  
 I will not attend the Assemble subscriber lunch.

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 begins at noon.

Registration is \$75 for OSSBA members, \$150 for non-members. Registrations for Tulsa are due by Sept. 13. Registrations for OKC are due by Sept. 20. 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). **Separate registration is required for those who wish to attend the Treasurer/Encumbrance Clerk Academy.**

Payment Contact Name: \_\_\_\_\_

Payment Contact Email Address: \_\_\_\_\_

Method of Payment:  Bill my district Purchase Order Number: \_\_\_\_\_

To pay by credit card, please contact the OSSBA office at 888.528.3571 or register and pay online through OSSBA's member portal.

OSSBA will make every effort to accommodate persons with special needs. Please submit your request in writing to Lisa Deaton at [lisad@ossba.org](mailto: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

**To register online, please visit:**

**[www.ossba.org/minutestulsa](http://www.ossba.org/minutestulsa) or [www.ossba.org/minutesokc](http://www.ossba.org/minutesokc)**