

# MSBA 2017 Board Secretary Workshop

*Sponsored by eBOARDsolutions*

October 5, 2017

## Practical Pre-Conference

**8:00 – 8:50 New and Nearly New Board Secretaries** **Room: 60/61**

Moderator: *Susan Goldammer, MSBA Senior Director*

*Sheila Patton, Louisiana R-II*

*Pam Steele, Raymore-Peculiar R-II*

*Julie Bell, Washington*

**8:00 – 8:50 Coffee Talk: Sharing Best Practices for Board Secretaries** **Room: 62/63**

*Hosted by eBOARDsolutions, led by Charlie Rigby & Mark Willis*

## Workshop

**9:00 – 9:10 Welcome** **Room: Salon B**

*Susan Goldammer, MSBA Senior Director*

**9:10 – 10:00 Networking Roundtable**

*Moderator: Susan Goldammer, MSBA Senior Director*

**10:10 – 11:00 Breakout Sessions**

**Effectively Managing Your Board's Governing Documents** **Room: Salon B**

*Moderators: Mark Willis & Charlie Rigby, eBOARDsolutions*

**Sunshine Law** **Room: 60/61**

*Elliott Usher, MSBA Staff Attorney*

**What You Need to Know About Conflict of Interest, Nepotism, and Financial Disclosure** **Room: 62/63**

*Betsy Byers, Director of Business Services, Missouri Ethics Commission*

**Dealing with Difficult People** **Room: 64**

*Janet Tilley, MSBA Director of Board Development*

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## Workshop Continued

**11:10 – 12:00      Breakout Sessions**

**Google Forms and Sheets**

*Bob Martin, Tech Integration Specialist, MOREnet*

**Room: Salon B**

**Sunshine Law**

*Elliott Usher, MSBA Staff Attorney*

**Room: 60/61**

**Public Comment, Public Participation and  
Unruly Public Meetings**

*Emily Omohundro, EdCounsel LLC*

**Room: 62/63**

**Procedures Districts Need to Survive**

*Kelli Hopkins, MSBA Associate Executive Director*

**Room: 64**

**12:00 – 1:00      LUNCH**

**Room: Salon B**

**1:00 – 1:50      Breakout Sessions**

**How to Set Up a Videoconference with Zoom**

*Bob Martin, Tech Integration Specialist, MOREnet*

**Room: Salon B**

**Going Paperless in Central Office**

*Zac Rantz, Nixa Chief Communications Officer*

*Brenda Rantz, Nixa Board Treasurer*

**Room: 60/61**

**Confidentiality for the Central Office**

*Steve Book, General Counsel, North Kansas City School District*

**Room: 62/63**

**Parliamentary Procedure**

*Leonard Young, MSBA Parliamentarian*

**Room: 64**

**2:00 - 3:00      New Laws and Old Ones You Need to Remember**

*Susan Goldammer, MSBA Senior Director*

**Room: Salon B**

**eBOARDsolutions Giveaway!**