

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!