

TSBA BOARD SECRETARIES' WORKSHOP

TSBA Headquarters

May 10, 2019

AGENDA

8:30 – 8:45 a.m.	Welcome and Overview of Day	Carol Riordan <i>Franklin Special, TABS President</i>
8:45 – 9:45 a.m.	Legislative Overview	Ben Torres, <i>TSBA Deputy General Counsel</i>
9:45 – 10:45 a.m.	This Meeting will Come to Order: <ul style="list-style-type: none">▪ Robert's Rules of Order▪ Minutes▪ Records Custodian	Randall Bennett <i>TSBA Deputy Executive Director</i> <i>& General Counsel</i>
10:45- 11:30 a.m.	Overview of School Board Academy Program, Boardsmanship Program, TSBA Meetings: Registration Process & Room Reservations, TSBA Awards Program, & TABS Certification Program	Dr. Tammy Grissom, <i>TSBA Executive Director</i>
11:30- 12:15 p.m.	LUNCH	
12:15- 12:30 p.m.	TABS Business Meeting	Carol Riordan
12:30-1:30 p.m.	Legal Issues Q&A	Randall Bennett
1:30 – 1:45 p.m.	BREAK	
1:45-2:15 p.m.	How to Be the Best Secretary (each participant share at least one idea)	Carol Riordan, Facilitator
2:15-2:45 p.m.	A Live Look At eMeeting	Jenna Zwan, Director of Finance and Human Resources
2:45- 3:00 p.m.	Wrap-up and Evaluations	Carol Riordan
3:00 p.m.	Adjourn	