



**TSBA Board Chairman Workshop**  
**Friday, October 4, 2019**  
**AGENDA**

8:00 a.m.	Welcome	
8:05 a.m.	The Chairman as a Leader (Tab 1)	Dr. Tammy Grissom, TSBA Executive Director
8:30 a.m.	The Board's Agenda (Tab 2)	Dr. Tammy Grissom
9:15 a.m.	Meeting Management Techniques (Tab 3)	Dr. Tammy Grissom
10:00 a.m.	BREAK	
10:15 a.m.	Managing Your Meetings with BOEconnect (Tab 4)	Ben Torres, TSBA Assistant Executive Director/General Counsel  Jenna Zwan, TSBA Director of Finance and Human Resources
10:30 a.m.	Parliamentary Procedure (Tab 5)	Ben Torres  Garrett Knisley, TSBA Director of Government Relations and Legal Services/Staff Attorney
11:30 a.m.	LUNCH	
12:15 p.m.	The Chairman and the Board Development (Tab 6)	Dr. Tammy Grissom
12:40 p.m.	Legal Responsibilities (Tab 7)	Garrett Knisley
1:25 p.m.	BREAK	
1:40 p.m.	The Chairman and Policy (Tab 8)	Jennifer White, TSBA Director of Policy/Staff Attorney
2:10 p.m.	The Chairman and the Staff (Tab 9)	Ben Torres
3:00 p.m.	The Chairman and Promotion (Tab 10)	Ben Torres
3:30 p.m.	Other Issues/Q&A	
4:00 p.m.	Adjourn	