Tentative Agenda

8:00 – 8:50   Practical Pre-Conference: Board Secretary 101 for the New or Nearly New Board Secretary and Those That Have Advice to Share

9:00 – 9:10   Welcome

9:10 -10:00   New Laws and Old Laws You Need to Remember - MSBA

10:10 – 11:00  Breakout Sessions
   A. Sunshine Law for Beginners – MSBA
   B. What Is the State Auditor Looking For? – State Auditor’s Office
   C. Conflict of Interest and Nepotism Rules – MEC
   D. Safety and Security in the Central Office – CES

11:10 – 12:00  Breakout Sessions
   A. Roundtable Discussion on Minutes and Agendas – MSBA
   B. What Is the State Auditor Looking For? – State Auditor’s Office
   C. Conflict of Interest and Nepotism Rules – MEC
   D. Parliamentary Procedure for Small Boards – Dr. Young

12:00 – 1:00   Lunch

1:00 – 1:50  Breakout Sessions
   A. Candidate Filing and Elections – MSBA
   B. Tricky Sunshine Law for the Advanced – MSBA
   C. Parliamentary Procedure for Small Boards – Dr. Young
   D. Safety and Security in the Central Office - CES

2:00 – 3:00   Confidentiality – Shellie Guin