

school board

administrative professionals

workshop

Thursday, September 12, 2019

SCSBA Training Center | Columbia, SC

Co-sponsored by | Boykin & Davis, LLC | Duff Freeman Lyon, L.L.C. | Geiger Carolinas |  
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## Back to the basics

- 9 - 9:30 a.m.            **Registration and continental breakfast**
- 9:30 - 9:40 a.m.        **Welcome**  
Scott T. Price, *SCSBA Executive Director*
- 9:40 - 10:20 a.m.      **Behind the scenes at SCSBA**  
You're invited to take a behind the scenes tour of the SCSBA database systems with Communications and Leadership Development staff! We'll start with an overview of the many ways we put your board members' data to work before diving deeper into conference registrations. Whether you're new to the job or a veteran administrative professional, you'll leave this session with a better understanding of the association's inner workings while picking up helpful tips to avoid common pitfalls.  
Erin Hughes, *Administrative Assistant for Communications and Governmental Relations, SCSBA*  
Stacy Ruff, *Administrative Assistant for Leadership Development, SCSBA*
- 10:20 - 11:20 a.m.     **Who's in the room?**  
Let's start the day by getting to know each other and sharing tips and ideas about tasks and processes we all manage regularly. We'll use the power of the experts in the room — our counterparts — to learn new, efficient ways to accomplish our growing duties and to-do lists. Come ready to share a new idea or ask for tips.  
Becky Bean, *Communications Manager, SCSBA*
- 11:20 - 11:30 a.m.     **Break**
- 11:30 a.m. - 12 p.m.    **Weathering the storms of school board meetings**  
What has equal potential for disaster? Hurricanes, tropical storms, and . . . school board meetings! This session will assist you in weathering the storm with the do's and don'ts of meeting management and FOIA. Can an agenda be changed at the last minute? Do you have to allow public comment at board meetings? What exactly should the minutes include? Should you tape your board meetings? Learn the answers to these and many more questions. Bring your toughest questions...we have an answer!  
Dr. Tiffany N. Richardson, *General Counsel and Director of Policy and Legal Services, SCSBA*

12 - 12:45 p.m.

**Lunch** (*included in registration*) and door prizes

12:45 - 1:45 p.m.

**Parliamentary Procedure: How well do you know the rules?**

In this session we will review the basics of parliamentary procedure. What do you need to know to assist your board?

Dr. Tiffany N. Richardson, *General Counsel and Director of Policy and Legal Services, SCSBA*

1:45 - 2 p.m.

**Break**

2 - 3:15 p.m.

**#ConnectedConversations**

“What we have here is a failure to communicate.” Sound familiar? People frequently complain about a lack of communication on the job or in relationships and the inability of others to communicate. We have found that there is rarely a lack of communication, however the many factors influencing communication are what is rarely understood. Through interactive discussions, you will learn how to communicate effectively with a variety of individuals in even the most challenging situations. This session will focus on strategies for transforming dysfunctional communication styles into effective and productive interactions with others.

Anita M. Garrett, *Chief Strategy Officer, The Weathers Group*

3:30 p.m.

**Workshop closing**

Gwen J. Hampton, MSW, CMP, *Director of Leadership Development, SCSBA*



**Anita M. Garrett**



**Becky Bean**



**Erin Hughes**



**Stacy Ruff**



**Dr. Tiffany N. Richardson**