

# Secretaries Workshop



Interested in paperless meetings?

Need a refresher on Alabama's  
open meetings and public  
records laws?

Want tips on how to prepare an  
agenda packet?

Then don't miss the

**Alabama Association of School Boards Secretaries Workshop—  
Wednesday, June 17, 2009 at the Wynfrey Hotel in  
Birmingham for only \$90!**

## The Agenda

- 9:00 a.m. Registration
- 9:30 a.m. The Role of the  
Board Secretary
- 10:00 a.m. Paperless Board Meetings
- 10:50 a.m. Break
- 11:00 a.m. Sunshine Laws  
(Open Meetings and Public Records)
- 12:00 p.m. Lunch
- 1:00 p.m. Preparing the Agenda Packet
- 1:50 p.m. Break
- 2:00 p.m. Minutes and Note Taking
- 3:00 p.m. Dealing with Difficult People
- 3:30 p.m. Adjourn

Register online at

[www.AlabamaSchoolBoards.org](http://www.AlabamaSchoolBoards.org)

(click on "Event Information").

Or, complete the registration form  
and fax it to AASB at 334/270-0000.



School board secretaries juggle important tasks each day, such as dealing with difficult people, taking efficient minutes and notifying the public about meetings. AASB's Secretaries Workshop will help guide you on the path to success. Call us with any questions you have at 800/562-0601.