

Agenda

Section Chairs and Treasurers Orientation

July 24, 2018 ~ Room 101-First Floor, Texas Law Center

For materials, visit:

<http://texasbarsections.com/>

10:30	Introductions, Roll Call and Pledge of Allegiance	Tina Green, Chair Philip Mack Furlow, Vice Chair Council of Chairs Committee
10:35	Welcome and Executive Director Update	Trey Apffel, Executive Director State Bar of Texas
10:45	A Year in the Life of a Section Chair	Tina Green, Chair Council of Chairs Committee
11:15	Annual Meeting 2020 and <i>Texas Bar Journal</i> Advertising	Susan Brennan, Marketing & Outreach Manager, State Bar of Texas
11:25	Legislative and Other Section Positions	KaLyn Laney, Deputy Executive Director State Bar of Texas
11:30	Section Finances and Treasurer Duties	Rhonda Bridges, Sections Accountant State Bar of Texas Sandra Carlson, Controller Accounting Dept. State Bar of Texas
12:00	Break – Lunch Provided	
12:15	Section Records Retention 101	Caitlin Bumford, Director Archives, State Bar of Texas
12:45	Break	
1:00	Parliamentary Procedure and How to Run a Meeting	Hon. Audrey Moorehead, Former Chair Council of Chairs
1:15	State Bar Legal Counsel: Bylaws, Board Policy Manual Contracts, Open Meetings, Open Records & Section Membership Lists	Don Jones, Office of Legal Counsel State Bar of Texas
1:30	Meeting Planning: CLEs, Retreats, Council Meetings	Lyndsay Smith, Meeting & Event Planner Sections Department, State Bar of Texas
1:45	Hit the Ground Running: Working With the Sections Department	Tracy Nuckols, Director Sections Department, State Bar of Texas
2:15	Q&A Panel	
2:30	Adjourn	