

10:30	Welcome & Introductions	Lyndsay Jackson, Sections Department Director
10:35	Executive Director's Update	Trey Appfel, Executive Director
10:40	President's Update	Steve Benesh, President
10:45	A Year in the Life of a Section Chair	Toni Nguyen, Section Representative
11:05	The Legal Essentials: Governing Docs, Contracts, Open Records, Membership Lists, Privacy, <i>Keller, McDonald, Boudreaux &amp; Advocacy</i>	Chris Ritter, Chief Legal Counsel
11:25	Legislative Program	KaLyn Laney, Deputy Executive Director
11:30	Archives 101	Trina Purcell, Archives Director
11:40	Eblasts & Newsletters	Jake Stoffle, Sections Meeting & Program Planner
11:50	Robert's Rules & How to Run a Meeting	Kenda Culpepper, Section Representative
12:10	A Look at Your Section Membership Stats	Lyndsay Jackson, Sections Department Director
12:15	Lunch	
12:45	Section Break-Outs Discussion	
1:05	Break-Out Discussion Summaries	
1:25	Partnering with TYLA	Tracy Brown, TYLA Director
1:30	State Bar Annual Meeting & Your FREE <i>TBJ</i> Ad	Caryn Truitt, Marketing and Outreach
1:35	Introduction to Accounting for Sections	Kokila Sundaram, Sections Accounting Manager
1:45	Understanding Budgeting, Financial Statements, and Treasurer Best Practices	Tracy Jarratt, CFO Myo Tin, Controller
2:00	What Things Should Cost	Abigail Harrington, Sections Meeting & Program Planner
2:10	Event Timelines	Amy Torres, Sections Meeting & Program Planner
2:20	Sections Guide to a Successful Year	Lyndsay Jackson, Sections Department Director
2:40	Q&As	
2:45	Adjourn	