

# 2017 Public Boards REGISTRATION FORM

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

City, St Zip \_\_\_\_\_

PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

\$55 per person includes meals & materials

Training Location \_\_\_\_\_

Make check payable to:

Putnam County Extension

Courthouse Room 104

Unionville, MO 63565

660-947-2705

**Registration due by Nov. 6, 2017**

UNIVERSITY OF MISSOURI  
**MU** Extension

*An equal opportunity/access/affirmative /pro-disabled and veteran*

*If you have emergency medical information to share with me,  
or if you need special arrangements in case the building  
must be evacuated, please inform me immediately.*

Putnam Co Extension  
1601 Main Street  
Courthouse Room 104  
Unionville, MO 63565

**M** UNIVERSITY OF MISSOURI  
Extension

# 2017 PUBLIC BOARDS TRAINING



**2 SESSIONS**  
**THURSDAY NOV. 9 AND**  
**THURSDAY NOV. 16, 2017**  
**FROM 6-9 PM**

**LOCATIONS**  
**UNIONVILLE, KAHOKA,**  
**TRENTON, BROOKFIELD,**  
**EDINA & PALMYRA**

**\$55 PER PERSON**  
**WHICH INCLUDES**  
**TWO SESSIONS,**  
**TRAINING MATERIALS**  
**AND TWO LIGHT MEALS**

# Serving on Public Boards Training



Sponsored by:  
UNIVERSITY OF MISSOURI  
 Extension



## Nov. 9, 2017 Agenda

6-6:15 PM - Meal

### Introduction and Issues Related to Missouri's Sunshine Law

Presented by Tony DeLong

- What does Open Meetings really mean?
- Can we hold a meeting? (phone meeting, notices, quorums)
- Closed sessions (reasons to close, how to go into closed session)
- Everything about the "Sunshine Law" you want to know
- Specific Questions and Issues addressed
- How to take minutes during closed session
- Conflict of interest & nepotism – how to avoid problems

### Fiscal Responsibilities

Presented by Joe Koenen

You are Handling the Public's Money!

- Begin with a budget
- Normal every meeting financial responsibilities
- Bid procedures
- Annual financial statements and audits
- What records we need to keep and for how long

9 PM Program Ends

**\$55 per person**  
which includes 2 sessions,  
Training materials and 2 meals

**6-9 PM each evening**  
**6 Locations to serve you**

**Unionville**  
Putnam County High School  
801 South 20th  
Unionville, MO 63565

**Edina**  
Knox County High School  
55701 State Hwy 6  
Edina, MO 63537

**Trenton**  
North Central Missouri College  
Geyer Hall, Room 208  
1301 Main Street  
Trenton, MO 64683

**Brookfield**  
Brookfield Area Career Center  
122 Pershing Road  
Brookfield, MO 64628

**Kahoka**  
Clark County Extension Office  
111 East Court Street  
Kahoka, MO 663445

**Palmyra**  
Marion County Extension Center  
100 S Main, Suite 201  
Palmyra, MO 63461

## Nov. 16, 2017 Agenda

6-6:15 PM - Meal

### Board Procedures and Personnel Policies

Presented by Joe Koenen

Get It in Writing

- Why would we need board procedures
- What should we include in procedures
- Personnel policies – does every board need one
- What to include in a personnel policy
- Fair Labor Standards & FMLA
- Sample board procedures and personnel policies

### University Extension Resources for Boards

Presented by Chris Kempke

- The "John Ballard" board series
- Parliamentary procedure & Robert's Rules of Order
- Additional University resources (OSEDA, CPAC, CARES)
- Online Board Training
- University's local government group

### Dealing with individuals and the Media on Sunshine Law Requests

Presented by Joe Koenen & Darla Campbell

It is the Public's Business

- Legal Requirements—when, how, etc.
- Handling the Media when they contact you
- Do we have to respond to everyone?

9 PM Program Ends