

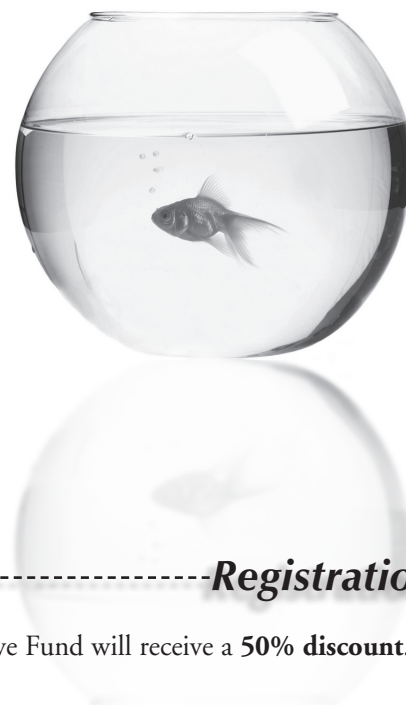
# Making Meetings Work

Tuesday, March 10 • Mandan Fire Hall, 110 Collins Ave, Mandan, ND

If you participate on a board (council, commission, park, school, etc.) you know it is far more than simply showing up. Join the League and the city of Mandan for a Host City Seminar designed to make your meetings more effective.

## Agenda

- 2:00 p.m. Registration**
- 2:30 p.m. Managing Difficult Situations** (*Randy Upgren, Bridge Building Consulting*) Difficult situations are inevitable, but it doesn't have to ruin your day. Learn how to manage situations so you can smell the roses despite the thorns.
- 3:30 p.m. Back to the Basics** (*Lynette Flage, NDSU Extension Service*) This session will break down the basics of an effective meeting. Effective agendas, basic meeting ground rules and parliamentary procedures are just a few areas that will be covered.
- 5:00 p.m. Conducting Business in a Fish Bowl** (*Mary Kae Kelsh, Attorney General's Office*) The state's open meetings and record laws must be obeyed. Join Mary Kae as she examines the rules as well as common misunderstandings.
- 6:00 p.m. Dinner** (provided)
- \*\* Special session for public officials \*\***
- 6:30 p.m. Budgeting Basics** (*Keith Hunke, City of Bismarck*) If you could accomplish only one thing as a public official, a sound financial plan would likely top the list. Learn how to create a budget that moves your community forward.
- 7:30 p.m. Wrap-up and Evaluation**



■ HOST CITY SEMINAR ■



## Registration

Registration Fee: \$75. Attendees from entities insured with the North Dakota Insurance Reserve Fund will receive a **50% discount**.

NDIRF Member

Please reserve \_\_\_\_\_ places for \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

*Three-day cancellation notice required for refund. Participants will be billed after the seminar.*

Names \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Register online ([www.ndlc.org](http://www.ndlc.org)) or fax this form to the League (701-223-5174).  
 Questions? Call the League office at 800-472-2692 or email [nicole@ndlc.org](mailto:nicole@ndlc.org).  
 MGA Leadership Training Program participants will earn 4.5 credits.  
 For more information on the Host City Seminar program or about the League's Leadership Training Program, contact Nicole at 800-472-2692 or visit [www.ndlc.org](http://www.ndlc.org).