

2009 NABE ADMIN & FINANCE WORKSHOP

Best Practices for A&F Professionals

Conference Agenda

Track	Event	Location
Track 1	Finance component track	Dartmouth
Track 2	HR component track	Exeter
Plenary	Total Work Day Control	Berkeley/Clarendon
Meals	Breakfast/Lunch	Arlington

TUESDAY, February 10, 2009 – Boston, MA

7:30 a m – 8:15 a m	Continental Breakfast – Welcome by Chair	
8:15 a m – 9:45 a m	Generating Non-dues Revenue: How to encourage, develop and evaluate new opportunities. <i>Presenters: Rick Bannister & Whitney von Haam</i>	Professional Development: From receptionists to ED – how to plan for career development & advancement including evaluating organizational roles/structure to meet changing demands in the workplace. <i>Presenters: Janis Jerman, Allen Kimbrough & Colleen McManus</i>
9:45 a m – 9:55 a m	Break	
9:55 a m – 11:25 a m	Understanding Fiscal Responsibility: From Staff to Board Members – how to establish and encourage accountability for financial budgeting, reporting and results. <i>Presenters: Thomas Johnson, David Leonard & David Bohm</i>	Running Effective Meetings: Learn how to prepare for a meeting, prevent digression, handle conflicts and many more tips to make your meeting more effective. <i>Presenters: George Brown & Nancy Roberson</i>
11:30 a m – 12:30 p m	Lunch Break	
12:30 p m – 2:00 p m	Bar Conventions: Explore national trends, how to capture true costs, promotional tactics, content development and message to your members. <i>Presenter: Doug Lattimer</i>	A&F Policies every Bar should have: Development techniques to avoid cumbersome, time consuming and ineffective policies; creating buy-in to aid implementation. <i>Presenters: Loretta Larsen, Teresa Schmid & Madonna Vandeventer</i>
2:00 p m – 2:10 p m	Afternoon Break	
2:10 p m – 4:00 p m	Plenary Session: Total Work Day Control – Presented by Michael Linenberger , the author of the number-one best-selling Outlook book, this workshop shows you how to gain complete control of your out-of-control workday using Microsoft Outlook. Michael shows how to tackle large volumes of e-mail by focusing on the action components of e-mail and managing them in Outlook's task management system.	

Presenters	Rick Bannister – Assistant Executive Director, Ohio State Bar Association David Bohm – Assistant Executive Director, North Carolina Bar Association George Brown – Executive Director, State Bar of Wisconsin Janis Jerman – Associate Executive Director, Connecticut Bar Association Thomas Johnson – Chief Financial Officer, State Bar of Arizona Allen Kimbrough – Executive Director, Maricopa County Bar Association Loretta Larsen – Executive Director, Louisiana State Bar Association Doug Lattimer – Director, Finance & Administration, Kansas Bar Association David Leonard – CPA/Senior Director of Finance, Allegheny County Bar Association Colleen McManus – Chief Administrative Officer, State Bar of Arizona Nancy Roberson – Executive Director, Mecklenburg County Bar Teresa Schmid – Executive Director, Oregon State Bar Madonna Vandeventer – Director of Administration/HR, State Bar of New Mexico Whitney von Haam – Director of Membership, North Carolina Bar Association
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