

Woodlands Hotel & Suites
105 Visitor Center Drive
Williamsburg, VA 23185

2023

FALL CLERKS CONFERENCE

NOV | 16th | 2023

In Conjunction with the
VSBA Annual Convention
November 15-17, 2023.



#VSBACLERKS2023



VSBA

Virginia School Boards Association

Leadership • Advocacy • Support



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VSBA Conference For School Board Clerks

Join us at the Woodlands Hotel for the Annual Fall Conference for School Board Clerks! You do not want to miss out on the opportunity to gather with colleagues, in person, and learn about important topics that affect a clerk's duties from day to day.

Session topics this year include; Top Ten Things You Didn't Know About Being a Board Secretary which will be presented by Attorney Micah Schwartz, a presentation on "Roberts Rules of Order" presented by Pakapon Phinyowattanachip, and new this year, attendees will be able to test their knowledge with School Board Jeopardy!

In addition to the Conference, clerks are also invited to attend the Annual Convention General Sessions and network at the Exhibit Hall.

You do not want to miss out on this year's School Board Clerks Conference!

Conference Agenda

Thursday, November 16

Conference Held at Woodlands Hotel and Suites

- 9:30 a.m. Registration
- 10:00 a.m. Greetings & Introductions
Michelle Minor, Database Specialist, VSBA
- 10:15 a.m. Turn Average Into Action
Mr. Joseph Washington, Morning Keynote
- 10:50 a.m. Break
- 11:00 a.m. Top Ten Things You Didn't Know About Being a Board Clerk
Micah Schwartz, Partner, Williams Mullen
- 12:00 p.m. Lunch - New Clerk Introductions & Recognition of Retiring Clerks
- 12:30 p.m. The Importance of Cross Training
Kim Hodges, Moderator, VSBA
- 1:00 p.m. This Meeting Will Come to Order: Robert's Rules of Order from the Legal Perspective
Pakapon Phinyowattanachip, Attorney, Haney Phinyowattanchip PLLC
- 1:30 p.m. School Board Jeopardy
Kim Hodges, Moderator, VSBA
- 2:30 p.m. Closing Remarks and Adjournment

Convention General Sessions

While the Clerks-Only portion is taking place on Thursday of the Convention, you are invited to attend the general sessions that will be held at the Williamsburg Lodge each day.

Wednesday, November 15, 2023

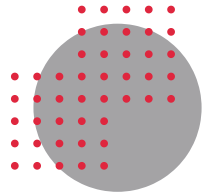
2:00 p.m., Opening General Session: Liz Huntley, Attorney and Author of "More Than a Bird", will be kicking us off for our opening general session.

Thursday, November 16, 2023

8:45 a.m., General Session: Dr. David Jeck, former Superintendent, will be opening up for Thursday's events.

Friday, November 17, 2023

8:45 a.m., Closing General Session: Sarita Maybin is a Communication Expert and international keynote and motivational speaker. She will be our last General Session speaker for the convention on Friday morning.



Hotel Information

In addition to the headquarters hotel, blocks of rooms have been secured at special rates at near-by-hotels. All reservations are on a first-come, first-served basis. The rooms at the main convention headquarters hotel, The Williamsburg Lodge, are reserved for those school divisions now eligible in the rotation list. Please do not call the Lodge for reservations, they will not accept reservations if you are not on the rotation list. Divisions that are on the list have been notified.

Registration Information

Registration for VSBA meetings is only open to VSBA members, clerks, superintendents and affiliate members. If you have any problems in registering for the event, please reach out to Mikaela Coffey at mikaela@vsba.org.

Cost: \$240 per registration

Please mail payment to: VSBA 200 Hansen Road, Suite 2 Charlottesville, VA 22911

2023 VSBA Conference for School Board Clerks Refund and Cancellation Policy

The deadline for cancellations is November 2nd. Cancellations must be received in writing via email to mikaela@vsba.org by November 2nd and will incur a \$50 cancellation fee. Cancellation requests received after November 2nd and no shows will not be refunded. Substitution of an individual may be made at any time. If a meeting or conference is canceled and/or postponed due to inclement weather, registration fees will be automatically transferred to the rescheduled date of the conference. If attendees are unable to attend the rescheduled date, a substitution can be made, or the school division will be credited the registration fee to use for future events.

Questions? Contact Mikaela Coffey at mikaela@vsba.org