

# GOVERNANCE SUPER WEEK

## NOVEMBER 1 -4, 2021

**Nov 1** 4:30-6:00 p.m.

### Basic Representation Training

Representing members in difficult situations is the role of the association representative, which includes officers and building representatives depending on the size and structure of your local. Understanding the duty of fair representation, Weingarten Rights, and taking quality notes are essential when assisting our members during challenging times.

Facilitator: Krista Abbott, UniServ Director

**Nov 1** 6:00-7:00 p.m.

### MEA Financial Services

Many members may not be aware of the MEA benefits available through MEA Financial Services. MEA Financial Services offers a full line of insurance products including home, auto, business and life as well as a special MEA member insurance discount. When you choose MEA Financial Services and our broker-dealer Paradigm Equities, Inc. for your 403(b) and 457 investments you can be assured that you are choosing a company that cares about your specific needs as an education employee. Our programs are designed with the MEA member in mind. Join us to learn the value of membership and what makes us different!

Facilitator: Bruce Reaume, MEA Financial Services Executive Director

**Nov 1** 7:00-8:30 p.m.

### Treasurer Training

This session is for local, coordinating council or region treasurer learning the basics of the job as well as best practices to ensure financial responsibility.

Facilitators: Brett Smith, MEA Secretary-Treasurer & Kelly Cline, Controller

**Nov 2** 5:00-6:00 p.m.

### MESSA Insurance Benefits Overview

This session will highlight some of the unique features and benefits that make MESSA special. This is a great refresher for those that currently have MESSA healthcare or for leaders who are considering moving their association to a MESSA plan.

Facilitator: Matthew Nyquist, Director of Health Plan Operations, MESSA

**Nov 2** 6:00-7:30 p.m.

### Leading Ourselves First

This highly interactive workshop will help you begin to answer a fundamental but not easy question: What do you really want to do with the rest of my life, and why? The process of figuring out requires us to (1) understand and embrace our authentic selves, (2) make a flexible plan for moving forward, and (3) use a practical systems to stay on track.

\*Required for virtual Presidents' Academy participants.

Facilitator: Paul Corona, EdD, Kellogg School of Management, Northwestern University

**Nov 2** 6:15-7:45 p.m.

### MEA Systems for Leaders

Check out the new MEA Member Portal, featuring leader tools for accessing and visualizing membership information via reports and dashboards. Learn about other tools available to leaders, including the Dues Calculator and Event Manager. Walk through the Online Election process, including a demonstration of the voting experience.

Facilitators: Brett Smith, MEA Secretary-Treasurer & Angela Lancyzynski, Director of Membership Information Services

**Nov 3** 6:00-7:30 p.m.

### Preparing to Bargain Your Next Contract

This session will review the basic things that need to be done prior to beginning the negotiation process. We will cover team selection, how to get the critical information needed to prepare for the bargain, and how to use that information to begin preparing your proposals.

Facilitator: Craig Culver, Bargaining Consultant

**Nov 3** 7:00-8:30 p.m.

### Creating Connections: From Aspiring to Retiring

In this session, we will delve into the importance of creating connections for members and discuss numerous opportunities the MEA provides including AEM, MiNE, CLL opportunities, member ambassadors, MEA-R and much more.

Facilitator: Marcy Kamienecki, Associate Director

**Nov 4** 6:00-7:00 p.m.

### Election Best Practices

This session will cover election best practices from nomination notices, to election timelines, and conducting the election. Having an election that is transparent and follows the procedures of your local, coordinating council, or region governance documents is essential to maintain the trust and dignity of our association. The MEA online election system will also be discussed.

Facilitator: Lisa Harrison, General Counsel

**Nov 4** 7:00-8:30 p.m.

### Building Rep Training

Relationships between administrators and staff are essential to not only a healthy work environment, but can have a direct correlation to improved student results or work production. This session focuses on different roles an association representative can have including improved communication, building relationships within buildings, and representation interests of the members on various committees and with administrators.

Facilitator: Krista Abbott, UniServ Director

**Nov 4** 7:15-8:45 p.m.

### How to Run an Effective Meeting/Robert's Rules 101

Running an effective meeting is crucial whether you are in a governance meeting or a school/work committee. Leaders must understand meeting basic requirements such as setting an agenda, taking minutes, basic record keeping, scheduling meetings, and communication with eligible participants or members of the organization/committee.

Facilitator: Chandra Madafferri, MEA Vice President

*Professional Development Reimagined*



REGISTER NOW!  
Online

Contact Julie Dlugos at [jdlugos@mea.org](mailto:jdlugos@mea.org) if you have any questions.