



# COMMUNITY BANKERS ASSOCIATION OF ILLINOIS

## Webinar – On-Demand Web Link

### Board Secretary Training: Documenting Minutes, Corrections & Disagreements

Tuesday, January 9, 2018

2 - 3:30 p.m.

In a dynamic industry involving corporate governance, compliance, and director liability, the role of the board secretary is integral to efficient board meetings. The minutes the secretary scribes are a key part of documenting discussions and decisions. Examiners (and potentially legal counsel) scrutinize recordkeeping, the secretary's communication with directors/management, and the administration of corporate governance. What are the dos and don'ts of this important role? How can the board secretary be more effective? What constitutes complete recordation? What if corrections are needed for past meetings? This webinar provides the answers to these and other questions, best practices, and sample language.

#### HIGHLIGHTS

- Sample meeting agenda and sample language/format for minutes
- List of annual policies, officer designations, and other items that need to go to the board
- Communication with directors and management before and after the meeting
- Coverage of board and committee meetings — how the secretary's role changes
- Crafting the minutes and supporting documentation, including corrections
- Record-retention requirements
- Obtaining and maintaining annual documentation requirements (e.g., insider records, board training schedules, etc.)
- E-package delivery — including privacy and IT issues and sample procedures

#### TAKE-AWAY TOOLKIT

- Excel spreadsheet for policies and training that is reported to the board
- Electronic media board package considerations and sample procedures
- Employee training log
- Quiz you can administer to measure staff learning and a separate answer key

**Attendance verification for CE credits provided upon request.**

#### WHO SHOULD ATTEND?

This informative session is designed for board secretaries, senior management, and directors.

#### ABOUT THE PRESENTER

**Ann Brode-Harner, Brode Consulting Services, Inc.**, began her career in 1973 and has continued her service as a consultant to regional and community financial institutions through a wide range of areas including strategic planning, lending, deposits, marketing, training, compliance, and management. Brode-Harner is a well-respected presenter and has spoken to audiences across the country for more than 30 years. She has presented sessions for numerous state associations and has taught at the School of Banking Administration at the University of Wisconsin, Madison, as well as many other state banking schools. Brode-Harner is the author of *The Bank Deposit Documentation Manual for Front-Line Personnel* published by Bankers Publishing Company, and is well represented in numerous industry publications.

#### THREE REGISTRATION OPTIONS

##### 1. LIVE WEBINAR

The live webinar option allows you to have one telephone connection for the audio portion and one Internet connection (from a single computer terminal) to view online visuals as the presentation is delivered. You may have as many people as you like listen from your office speaker phone. Registrants receive a toll-free number and pass code that allow entrance to the seminar. The session is approximately 90 minutes, including question and answer sessions. Seminar materials, including instructions, PIN number, and handouts are emailed to you prior to the broadcast. You need the most-current version of Adobe Reader available free at [www.adobe.com](http://www.adobe.com).

##### 2. ON-DEMAND WEB LINK\*\*

Can't attend the live webinar? The ON-DEMAND WEB LINK\*\* is a recording of the live event including audio, visuals, and handouts. We even provide the presenter's email address so you may ask follow-up questions. Within five business days following the webinar, you are provided with a web link that can be viewed anytime for the next six months. This link expires six months after the live program date.

##### 3. BOTH LIVE WEBINAR AND ON-DEMAND WEB LINK\*\*

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**AFFORDABLE TRAINING, WHEN AND WHERE YOU CHOOSE.**

# REGISTRATION FORM

**Board Secretary Training: Documenting Minutes, Corrections & Disagreements Telephone/Webcast**  
**Tuesday, January 9, 2018 2 - 3:30 p.m.**

**Choose Your Training Option:**

Purchase (Check one)	Training Options <i>(Registration includes one location hook-up)</i>	CBAI Member	Prospective-Member*
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