



Conference in Keystone October 5, 6, 7



October 5 – Inn at Keystone

- 4:00 pm Welcome Reception
Intro with *Lou Swanson, Vice President for Engagement and Director of Extension*

October 6 – Keystone Lodge

- 7:00 am Breakfast Buffet – Inn at Keystone
7:45 am Board Shuttle for Keystone Lodge
8:00 am Essential Conversations & Conflict Management - *Marsha Benedetti, Associate Director, Training and Organizational Development*
10:00 am Break
10:30 am Essential Conversations & Conflict Management (Cont'd)
12:00 pm Lunch
1:00 pm CYA (When to Call Your Administrator) – *Bill Nobles, Regional Director and Judy Barth, Director Operations/Human Resources*
2:00 pm Break
2:30 pm Time Management Tips – *Marsha Benedetti, Associate Director Training and Organizational Development*
3:00 pm Break-Out Sessions (30 Minutes Each)
 3:00 pm – Risk Management or Using Social Media
 3:30 pm – Fiscal/Travel Leave or Webpages
 4:00 pm - Risk Management or Fiscal/Travel Leave
 4:30 pm – Webpages or Using Social Media
5:00 pm Adjourn
 Board Shuttle for Inn at Keystone
6:00 pm Group Dinner – Dos Locos Mexican Restaurant



October 7 – Keystone Lodge

- 7:00 am Breakfast Buffet – Inn at Keystone
7:45 am Board shuttle for Keystone Lodge
8:00 am *4-H Chartering
8:30 am *4-H Online
9:00 am Managing Volunteers
9:30 am Background Checks
10:00 am Break
10:30 am Round Table Discussion – Role of Support Staff and Agents
Noon Adjourn
 Board Shuttle for Inn at Keystone

*If the 4-H portions do not apply to you, options are to sleep in, take shuttle later to Keystone Lodge, Go on nature hike of Keystone.