

Home > Training & events > Annual Convention 2018

# 72nd Annual Convention

**November 8-11, 2018**

Portland Marriott Downtown Waterfront - 1401 SW Naito Parkway, Portland OR 97201 - 503-226-7600

[Map/Directions](#)



HONORING OUR *Promise* :  
**OREGON STUDENTS DESERVE  
 REVENUE REFORM IN 2019**

**OSBA ANNUAL CONVENTION ★ NOV. 8-11, 2018**

## Administrative Professionals Workshop



### Administrative Professionals Workshop

Designed for the Administrative Professional to help you with the many demands of your job, plus networking with your peers!

"In this fast-paced exciting world of education, we often 'hope' our trainings are effective and purposeful, and your thoughtful crafting of our workshops is AWESOME!

Last year's OSBA workshop on multi-generation communication in the workplace CHANGED THE WAY I COMMUNICATE WITH MY PEERS!

This year's OSBA workshop with Bethanne CHANGED THE WAY I APPROACH MY DEADLINES!"

- Kelly Douglas, West Linn-Wilsonville SD, board secretary

### Keynote Speaker:

*Bethanne Kronick*

Productivity strategist, author, trainer and speaker Bethanne Kronick is a member of the National Speakers Association (NSA) and has earned the prestigious CSP™ award (Certified Speaking Professional) from the National Speakers Association. Passionate about helping people live with less stress and find more time and energy, Bethanne established



SIMPLIFY! in 2002. Bethanne is a Certified Professional Organizer (CPO) and a member of the National Association of Productivity and Organizing Professionals (NAPO). She offers customized presentations, workshops and one-on-one consulting. In her spare time, Bethanne is a competitive rower and loves to eat ice cream!

Read more about Bethanne's presentation [here](#).

#### Agenda:

Thursday, November 8, 2018

**8:00**

**a.m. -**

**8:45** **Registration** Mt. Hood Room foyer

**a.m.**

**8:45** **"Take Control of Your Time and Get the RIGHT**

**a.m. - Things Done!"** *Bethanne Kronick, SIMPLIFY!*

**10:00**

**a.m.**

**10:00**

**a.m. -**

**10:15** *Break*

**a.m.**

**10:15**

**a.m. -** "Take Control of Your Time and Get the RIGHT Things

**11:00** Done!" cont. *Bethanne Kronick, SIMPLIFY!*

**p.m.**

**11:00** **"Everything you Wanted to Know About Executive**

**a.m. - Sessions but Were Afraid to Ask"** *Steve Kelley, OSBA,*

**12:00** *director of board development and Spencer Lewis,*

**p.m.** *member services attorney*

**12:00**

**p.m. -**

**1:00** *Lunch Salon F*

**p.m.**

**1:00**

**p.m. -** **"Everything you Wanted to Know About Public**

**2:45** **Records"** *Kristopher Stenson, Oregon State Archives,*

**p.m.** *ORMS Administrator*

**2:45**

**p.m. -**

**3:00** *Break*

**p.m.**

**3:00**

**p.m. -**

**4:00** **Hot Topics**

**p.m.**

**4:00** Adjourn and **Opening Reception** \*No Hot Bar and

**p.m.** hors d'oeuvres \* Guest Welcome

[Agenda PDF](#)

# Partners



[Contact us](#) [Feedback](#) [Help](#) [Legal notice / disclaimer](#) [Links](#) [Sitemap](#)

1201 Court Street NE, Suite 400, Salem, Oregon 97301  
(503) 588-2800 1-800-578-OSBA FAX (503) 588-2813  
Call PACE Preloss (503) 485-4800  
© Copyright 2018 Oregon School Boards Association