

# Boards & Commissions Training Agenda

---

February 15, 2018

## Date and Time

Friday, January 19, from 9:30 AM to 10:45 AM

- Setup: 9:00 AM to 9:30 AM
- Cleanup: 10:45 AM to 11:15 AM

## Venue

David Gebhard Public Meeting Room

## Attendees

All Boards & Commissions posting staff and backup staff

## Agenda

<b>Introduction – Sarah</b> .....	9:30 AM
Policies and Procedures – Sarah .....	9:35 AM
Brown Act – Sarah .....	9:40 AM
<b>January Updates – Scott</b> .....	9:45 AM
Confirm Staff	
Review Pages	
Internet Posting Folder Conventions	
Archiving	
MySB Notifications	
Calendar Events	
Written Instructions	
Deadline for Updates	
<b>Proper PDF Creation – Scott</b> .....	10:20 AM
<b>Granicus Video – Tony</b> .....	10:30 AM
<b>Questions &amp; Answers</b> .....	10:40 AM
<b>Close</b> .....	10:45 AM