



National Council on Teacher Retirement
Administrative Assistant Workshop

Co-hosted by Minnesota Teachers Retirement Association

June 11–13, 2017

Location of Workshop: Minnesota TRA, 60 Empire Drive, Suite 400, St. Paul, MN 55103

Hotel: The Saint Paul Hotel, 350 Market Street, St. Paul, MN 55102 (651) 292-9292

Meet in Hotel Lobby for workshop and dinner departures

AGENDA

Sunday, June 11

6:30 pm Welcome Reception and Dinner at hotel

Monday, June 12

8:00 am Breakfast on your own at hotel

9:00 Meet in lobby to shuttle to Minnesota TRA

9:15 Welcome from the National Council on Teacher Retirement

Meredith Williams, Executive Director, NCTR

Robyn Wheeler, Assistant Executive Director, NCTR

9:30 Welcome to St. Paul

Laurie Hacking, Executive Director, Minnesota TRA

9:45 Introductions and General Roundtable Discussion

10:30–10:45 Break

10:45 Introductions and General Roundtable Discussion, continued

11:30 Tour of Minnesota TRA

12:30 pm Group Lunch

1:00 Record Keeping/Retention Procedures

2:15 Leave for Team-Building Exercise

2:30–4:30 Team-Building Exercise

5:30 Meet in lobby to shuttle to dinner

9:00 Shuttle back to hotel





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Tuesday, June 13

- 8:30 am Breakfast on your own at hotel
- 9:30 Shuttles depart for Minnesota TRA
- 10:00 Emails: Love 'em & Hate 'em!**
- 11:00 Managing Multiple Calendars**
- Noon Group Lunch
- 1:00 pm Board Member Orientation**
- 2:30 Wrap-Up**
- 2:45** Shuttle from Minnesota TRA to Minnesota State Capitol
- 3:00** Tour the State Capitol
- 4:00** Shuttle from Capitol to hotel
- 6:00 Meet in lobby to for short walk to dinner

Wednesday, June 14

Departures

