



NATIONAL COUNCIL *on*
TEACHER RETIREMENT
*Supporting Retirement Security
for America's Teachers*

ADMINISTRATIVE ASSISTANT WORKSHOP

Co-hosted by Teachers Retirement System of Georgia

June 11 – 12, 2018

*Location of Workshop and Attendee Hotel:
Renaissance Hotel, 866 W. Peachtree Street, NW, Atlanta, GA 30308*

Agenda

Sunday, June 10, 2018

6:30 pm Welcome Reception and Dinner at hotel

Monday, June 11, 2018

8:00 am Group Breakfast (Hotel)

8:50 – 9:00 am **Welcome from the National Council on Teacher Retirement**
Maureen Westgard, Executive Director, NCTR
Robyn Wheeler, Assistant Executive Director, NCTR

Welcome to Atlanta, Georgia
L.C. (Buster) Evans, Executive Director, Georgia TRS

9:00 – 10:00 am **Introductions and General Roundtable Discussions**
Maureen Westgard, Executive Director, NCTR
Vonnie Stewart, Executive Assistant, Georgia TRS

10:00 – 10:30 am **Stakeholder Engagement**
Danielle Fong, Executive Office Manager, CalSTRS
Maureen Westgard, Executive Director, NCTR

- Communications
- Administrative Assistant Role

10:30 – 10:45 am Break

10:45 – 11:45 am **Cyber Security**
Travis Kettering, Information Security Architect, Georgia TRS

11:45 – 12:45 pm Lunch

12:45 – 1:40 pm Travel

1:40 – 2:40 pm **CNN Tour**

2:40 – 3:30 pm Travel to Georgia TRS



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Monday, June 11, 2018 (continued)

- 3:30 – 4:30 pm** **Tour of Georgia TRS**
- 6:00 pm Meet in Lobby, Walk to Group Dinner

Tuesday, June 12, 2018

- 8:30 am Group Breakfast (Hotel)
- 9:30 – 10:30 am** **Federal Relations Update**
Leigh Snell, Federal Relations Director, NCTR
- Divestment/Engagement/Update on Federal Issues
- 10:30 – 10:45 am Break
- 10:45 – 11:45 am** **Event Planning/Large Offsite Meetings**
Robyn Wheeler, Assistant Executive Director, NCTR
- Noon Group Lunch
- 1:00 – 2:00 pm** **CRASE: Citizens Response to Active Shooter Events**
William O'Brien, Homeland Security Operations Manager, GEMA
- 2:00 – 3:00 pm** **Actuarial 101**
Todd Green, Principal and Consulting Actuary, Cavanaugh Macdonald
- 3:00 – 3:15 pm Break
- 3:15 – 4:00 pm** **Crisis Management and You - "Your Role"**
LC "Buster" Evans, Executive Director, Georgia TRS
Maureen H. Westgard, Executive Director, NCTR
- 4:00 – 4:30 pm Wrap-up
- 6:00 pm Meet in Lobby, Walk to Group Dinner

Wednesday, June 13, 2018

Departures