



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

## ADMINISTRATIVE ASSISTANT WORKSHOP

Co-hosted by Public Employee Retirement System of Idaho

**June 9-12, 2019**

*Location of Workshop and Attendee Hotel:  
The Grove Hotel, 245 S Capitol Blvd, Boise, ID 83702*

**Meet in hotel lobby for tour and dinner departures**

### AGENDA

#### Sunday, June 9, 2019

6:30 pm Welcome Reception and Dinner at hotel

#### Monday, June 10, 2019

8:00 am Group Breakfast (Hotel)

**8:50 – 9:00 am Welcome from the National Council on Teacher Retirement**

*Maureen H. Westgard, Executive Director, NCTR*

*Robyn Wheeler, Assistant Executive Director, NCTR*

**Welcome to Idaho**

*Don Drum, Executive Director, PERSI*

**9:00 – 10:00 am Introductions and General Roundtable Discussions**

*Led by Lena Rupp, Management Assistant, PERSI*

*Jenny Flint, Public Information Officer, PERSI*

10:00 – 10:15 am **Break**

**10:15 – 11:15 am Investment Overview**

*Bob Maynard, CIO, PERSI*

11:15 – 11:30 am **Break**

**11:30 – Noon The Executive Suite – Maneuvering Change in the Executive Landscape**

*Maureen H. Westgard, Executive Director, NCTR*

*Robyn Wheeler, Assistant Executive Director, NCTR*

Noon – 1:00 pm Lunch

**1:00 – 2:00 pm Eye of the Cyber Storm – Managing Cybersecurity Risk in an Uncertain World**

*Anders Erickson, Director of Cybersecurity Services, Eide Bailly*

2:00 – 2:15 pm Break

**2:15 – 3:15 pm Federal Relations Update**

*Leigh Snell, Director of Federal Relations, NCTR*

3:15 – 3:30 pm Break

**National Council on Teacher Retirement ♦ Administrative Assistant Workshop**

9245 Laguna Springs Dr., Suite 200, Elk Grove, CA 95758 ♦ Ph: (916) 509-7260 ♦ [www.nctr.org](http://www.nctr.org)





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#### Monday, June 10, 2019 (continued)

**3:30 – 4:30 pm**      **Code Blue – Communication, Strategy and National Issues**  
*Don Drum, Executive Director, PERSI*

6:00 pm              Group Dinner

#### Tuesday, June 11, 2019

7:30 am              Group Breakfast

**8:30 – 9:30 am**      **NCTR Strategic Plan Update – Review of 2018 Deliverables & Looking Forward to 2019**  
*Maureen H. Westgard, Executive Director, NCTR*

**9:30 – 10:00 am**      **Travel time to Capitol**

**10:00 – 11:15 am**      **Tour of Capitol**

**11:30 – Noon**        **Overview of PERSI**  
*PERSI Management Team*

Noon                 Group Lunch

**1:00 – 2:00 pm**      **Building Company Morale**  
*PERSI Employee Engagement Committee*

2:00 – 2:15 pm      Break

**2:15 – 3:15 pm**      **If Disaster Strikes—Are You Prepared?**  
*Larry Sweat, I.T. Manager, PERSI*

**3:15 – 4:00 pm**      **Group Discussion: Administrative Assistants, Who We Are and What We Do**  
*Moderator: Robyn Wheeler, Assistant Executive Director, NCTR*

4:00 – 4:15 pm      Wrap-up

6:00 pm              Dinner

#### Wednesday, June 12, 2019

Departures