



# ATTENDEE INFORMATION CHECKLIST

## 2018 ANNUAL MEETING & EXPO

**Pre-Meeting Education:** February 22 - 25  
**Annual Meeting & Expo:** February 25 - 28



**Use this form to help ensure you have all the information you need before registering each of your attendees.** *NOTE: This is not a registration form. Please register for this event online at [cooperative.com/annual](http://cooperative.com/annual).*

**Name:** \_\_\_\_\_

**Arrival date and time:** \_\_\_\_\_

**Departure date:** \_\_\_\_\_

**What type of attendee will you be?**

- Regular
- Annual Meeting and TechPlus
- Next Generation Leader
- Pre-Director Courses ONLY

**Will you be attending/participating in:**

- Touchstone Energy's Community Service Project (Saturday, February 24) *Spaces are limited*
- Entertainment Night - Trace Adkins (Tuesday, February 27)
- International Lunch (Tuesday, February 27)
- ACRE Breakfast (Wednesday, February 28)

**Will you be bringing a guest/spouse?**

**Guest/Spouse Name** \_\_\_\_\_

**Will your guest/spouse be attending:**

- Entertainment Night - Trace Adkins (Tuesday, February 27)
- International Lunch (Tuesday, February 27)
- ACRE Breakfast (Wednesday, February 28)

**What Director Education courses will you be attending?**

**Thursday, February 22**

- 2600 Director Duties and Liabilities [CCD]
- 2640 Financial Decision Making (1.5 day class, continues on Friday until noon) [CCD]
- 901.1 Rules and Procedures for Effective Board Meetings [BLC]
- 913.1 Cooperative Foundations: Co-op Legacy, Principles & Impact on Communities [BLC]

*(Please see next page for more course listings)*



## Friday, February 23

- 2620 Board Operations and Process [CCD]
- 903.1 The Role of the Board Chair in Conducting Effective Meetings [BLC]
- 914.1 Cooperative Communications and Public Opinion - The Director's Perspective [BLC]
- 918.1 Maximizing Your Grassroots Strategy [BLC]
- 919.1 Cooperative Structure: A Strategic Advantage [BLC]
- 930.1 Ethics and Governance: Implementing the New Accountability [BLC]
- 956.1 Crucial Conversations in the Boardroom [BLC]
- 975.1 Capital Credits Issues and Decisions [BLC]

## Saturday, February 24

- 2610 Understanding the Electric Business [CCD]
- 924.1 When Disaster Strikes - Continuity Management & Emergency Response Planning for Directors [BLC]
- 925.1 Co-op Bylaws: Guiding Principles & Current Issues [BLC]
- 935.1 Appraising and Compensating the CEO [BLC]
- 943.1 Conversation Skills Outside the Boardroom [BLC]
- 944.1 Giving and Receiving Effective Feedback [BLC] **NEW**
- 951.2 Developing Effective Boardroom Decision Making (1.5 days, continues on Sunday until noon) [BLC]
- 955.1 Your Board's Culture: Its Impact on Effectiveness [BLC]
- 961.1 The Evolution of Electric Cooperative Power Supply [BLC]

## Sunday, February 25

- 2630 Strategic Planning [CCD]
- 929.1 Current Governance Issues in Policy Development [BLC]
- 957.1 How to Evaluate and Improve Board Performance [BLC]
- 958.1 Succession Planning: Developing the Purpose-Driven Organization [BLC]
- 963.1 Strategic Technologies and Their Impact on the Cooperative [BLC]
- 964.1 Communicating the New Energy Landscape [BLC]
- 974.1 Rate Making Strategies and Policy Decisions for Electric Cooperative Boards [BLC]
- 977.1 Equity Management and Boardroom Decision Making [BLC] **NEW**

**Do you plan to attend a CFC pre-meeting education course on Sunday, February 25?**

- KRTA 2
- KRTA 3
- Compass