


**CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.**  
**WORKSHOP AGENDA**  
**JUNE 6, 2009**

**PLEASE NOTE THIS IS A WORKSHOP FOR TRAINING PURPOSES –  
NO BUSINESS WILL BE CONDUCTED AT THIS WORKSHOP**

- 9:00 AM            Introductions
- 9:05 AM            What does the Management Staff do? Setting Expectations and  
Understanding Boundaries – Presenter: Leslie Alvarez
- 9:30 AM            Media Relations and our Association -- Presenter: Leslie Alvarez
- 10:00 AM           Parliamentary Procedure – Speaker: Lucy Hicks Henderson
- Professional Parliamentarian, Trainer in Parliamentary Procedure,  
Professional Presider, Bylaws Analyst and Developer, Opinion Writer on  
Parliamentary Issues, Diplomatic Leader, Budgeting Specialist and  
Financial Analyst, Sales Negotiator, Outstanding Organizer and Project  
Manager
- 11:30 AM           Review of Open Meetings Act  
Note if you have not already completed your Open Meetings Act online  
training, please do so and provide the certificate to the office ASAP. –  
Presenter: Leslie Alvarez
- 12:30 AM           Question and Answer Session
- 1:00 PM            Dismissal

*Lunch will be served around 11 and will be a "working lunch."*

  
General Manager