

NEW OFFICERS' WORKSHOP

Presented by PCPO on Tuesday, May 20, 2008
at the UA Local 290 Training Center, 20220 SW Teton Ave in Tualatin

We encourage incoming board members or potential board members to attend this informative workshop.

- What:** PCPO's annual New Officers' Workshop
When: Tuesday, May 20, 2008
Where: The UA Local 290 Training Center, at 20220 SW Teton Ave in Tualatin
Why: Learn how your co-op board can work together effectively direct from experienced co-op leaders. Learn about your specific job. Network with other co-ops, and gain insights and tips.
How: A registration form, map and schedule are enclosed
Cost: Free!
Questions? Ask past board members who have attended or call PCPO at 503-293-6161

Description: The morning begins with a group session focusing on how to pace the year so your board is most effective and can enjoy their leadership experience. Immediately following are workshops specific to individual jobs: President, Treasurer, Membership/Communications, Fundraising, and Secretary. Cooperative preschool board members, committee chairs and interested members are invited to attend any session.

Registration: The **registration deadline is Tuesday, May 6, 2008.** Please make sure the President or designee is responsible for NOW registration. Inform new board members about the available sessions, find out who is attending, and who is ordering (& paying for) lunch. Some schools offer to pay for their board members' boxed lunches, and other schools ask attendees pay or bring their own lunch. Ordered lunches must be pre-paid (checks payable to PCPO) and included with registration, postmarked by Tuesday, May 6, 2008 in order to guarantee availability. **Mail registration and lunch checks to:**

PCPO NOW Registration, Attn: Cindi Carrell, 1624 SE 31st Ave, Portland, OR 97214-5004.

Please fill out the registration form as accurately and timely as possible so that we can plan accordingly.

However, any and all co-op members are welcome to attend even if not pre-registered.

SCHEDULE - Tuesday, May 20, 2008 - NEW OFFICERS' WORKSHOP

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| 9:00 - 9:30 | Registration, coffee, tea, snacks, resource files available |
| 9:30 - 10:30 | Welcome and Group Session <i>How to pace your school year: Crafting a positive experience for your board and members.</i> Experienced co-op leaders share strategies for effective planning and conflict resolution. |
| 10:45 - 12:30 | Workshops for President, Treasurer, Membership/Communications, Fundraising & Secretary |
| 12:30 - 1:00 | Lunch |
| 1:00 - 2:30 | Presidents and Treasurers continue in their workshops |
| 1:00 - 2:30 | Teachers' Workshop <i>Yoga for the Classroom</i> followed by a roundtable on health insurance for teachers |
| 2:30 - 3:00 | Networking, Resources, and Questions & Answer, as needed |

Directions to the UA Local 290 Training Center From I-5:

- Take Exit # 289, the Nyberg Rd Exit, toward Tualatin/Sherwood. Go west on Nyberg Rd.
- Turn slight left to stay on Tualatin Sherwood Rd, and go a little over a mile.
- Turn left on SW Teton. The Training Center is less than a quarter mile ahead at 20220 SW Teton Ave.
- The main parking lot is on the north side of the building – look for the PCPO signs.

Presidents: Bring the purple Presidents' Handbook! There is a charge of \$5 for another handbook if you do not have yours from last year.

Help us reduce waste – bring your own mug or cup for beverages.