

# Effective Governance Workshop for Concord 's Committee and Board Volunteers

Sunday, October 15, 2023

1:00pm – 3:00pm

Location: Goodwin Forum of the Concord Free Public Library  
(Sudbury Rd entrance opens at 12:50pm)

## PROGRAM

1:00 pm Welcome from Henry Dane, Select Board Chair

1:10 pm Workshop Overview

1:15 – 2:00 SESSION 1 – Cautionary Tales

Presenters: Kaari Mai Tari, Town Clerk and Jason Bulger, CIO

- Walking the ethics line
- Open Meeting Law tangles
- Public Records and private emails (or not)
- Don't click that link! Cybersecurity basics
- Questions

2:00 – 2:10 SESSION 2 – Your Important Role in Town Meeting

Presenter: Carmin Reiss, Town Moderator

2:10 – 2:50 SESSION 3 –Conversation Cafe

Table Topics

1. Running and keeping control of your meetings, Codes of Conduct, and Zoom
2. Agendas, Minutes and Records Management
3. Living with the Open Meeting Law

2:50 – 3:00 Closing

- Where to turn with questions
  - Facilitators and Mentors