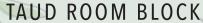
ABOUT CONFERENCE

The Administrative Professionals conference is an opportunity for utility office personnel to learn about valuable skills that benefit today's workplace. Utility administrators work extensively with others during their day-to-day duties, including coworkers, customers, and commissioners. This conference aims to address topics ranging from Open Records, Cyber Security & Updates from the Comptroller's Office.

This conference also hosts the TAUD Administrative
Professionals (TAP) program. This is a certification program
for exceptional administrative personnel who have
completed thirty (30) hours in the following categories: Office
Management, Financial Administration, Personal Development,
Legal & Personnel Issues, and On-Site Systems Operations.

For more information or to register, visit taud.org.

HOTEL INFO



We encourage you to make reservations early, as the host hotel will fill up quickly! Mention TAUD when booking to receive the discounted rate.

COOL SPRINGS MARRIOT

700 Cool Springs Blvd. Franklin, TN 37067 615.261.6100

ROOM RATE: \$15100 s/D

RESERVATION DEADLINE: November 11, 2022



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Administrative Professionals CONFERENCE

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received in writing. A full refund will be issued (less a \$50 processing fee) if cancellation is received at least 15 working days prior 5 & 14 business days prior to the conference are eligible to receive a half refund. No refunds will be issued if cancellation notice is rence. Substitutes are always welcome. TAUD Refund Policy: All cancellations to the conference. Cancellations received I received less than 5 business days prior to SESSION SCHEDULE

Nine (9) hours of TAP, Municipal Utility Official & Commissioner Training credit available. Session schedule/speakers subject to change.

Wednesday, November 30 3:00-5:00PM Registration

Thursday, December 1

8:30AM Opening Comments

8:45AM Let's Talk TAUD [Brian Hazelet; TAUD]

9:45AM Open Records- Public Records, Open Meetings, What **You Must Know**

[Maria Bush; TN's Comptroller's Office]

10:45AM Cyber Security 101 [Melissa O'Dell, Merdian Cooperative]

12:00pm **LUNCH**

1:00PM Competitive Bidding: **Requirements & Issues**

[Don Scholes, TAUD]

2:15PM Rural Water Financing

[Gary Larimore; Rural Water Finance & Nick Roederer; Raymond James]

Friday, December 2

8:30 AM Updates from the Comptroller's Office, UMRB & WWFB, Water Loss Reporting Updates/Changes [Ross Colona; TN Comptroller's Office]

9:30AM Fraud Case Updates & Steps to Prevention

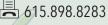
[Ross Colona; TN Comptroller's Office]

10:30AM Frequently Asked Questions/ **Q&A** with TAUD's General Counsel [Don Scholes, TAUD]

11:30 AM Sessions Wrap-Up

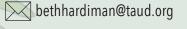
You may register online or send the enclosed form by mail or fax:

www.taud.org 615.898.8283



PO Box 2529, Murfreesboro TN 37133

615.900.1014



Tennessee Association of Utility Districts



