

ABOUT *the* 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



TAUD ROOM BLOCK

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 MARRIOTT

700 Cool Springs Blvd.
Franklin, TN 37067
615.261.6100

ROOM RATE: \$151⁰⁰ s/d

RESERVATION DEADLINE: November 11, 2022



Tennessee Association
of Utility Districts

Vital for Tennessee's future

P.O. Box 2529
Murfreesboro, TN 37133

2022

DEC 1-2



Administrative Professionals



CONFERENCE

Administrative Professionals Conference

DECEMBER 1 & 2, 2022

Cool Springs Marriott | 700 Cool Springs Blvd. | Franklin, TN 37067



Early
Registration
Deadline:
Nov. 18

Utility/Company: _____

Registrant 1: _____

Registrant 2: _____

Registrant 3: _____

Registrant 4: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business E-mail: _____

Business Phone: (____) _____

REGISTRATION FEES

TAUD Member	AFTER NOV 18: \$230	BEFORE NOV 18: \$255
Non-Member	\$415	\$440
One Day Only	\$125	\$125

Please make checks payable to TAUD. If preferred, you may use a Master Card, Visa, American Express, or Discover card. Only provide credit card information on forms that are to be **direct mailed or faxed**. We **cannot** accept credit card information via e-mail, including attachments.

Card Number: _____ Expires: _____ Amount: _____

Card Holder Name: _____ Signature: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

E-mail (for receipt): _____

Submit completed form to:

TAUD

P.O. Box 2529
Murfreesboro, TN 37133

Fax: (615) 898-8283

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

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, Meridian 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

8:30AM 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]

11:30AM Sessions Wrap-Up

TO REGISTER

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

QUESTIONS?

615.900.1014

bethhardiman@taud.org

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