



**National Council on Teacher Retirement**  
**Administrative Assistant Workshop**

Co-hosted by Minnesota Teachers Retirement Association

**June 11–13, 2017**

*Location of Workshop: Minnesota TRA, 60 Empire Drive, Suite 400, St. Paul, MN 55103*

*Hotel: The Saint Paul Hotel, 350 Market Street, St. Paul, MN 55102 (651) 292-9292*

**Meet in Hotel Lobby for workshop and dinner departures**

**AGENDA**

**Sunday, June 11**

6:30 pm Welcome Reception and Dinner at hotel

**Monday, June 12**

8:00 am Breakfast on your own at hotel

9:00 Meet in lobby to shuttle to Minnesota TRA

**9:15 Welcome from the National Council on Teacher Retirement**

*Meredith Williams, Executive Director, NCTR*

*Robyn Wheeler, Assistant Executive Director, NCTR*

**9:30 Welcome to St. Paul**

*Laurie Hacking, Executive Director, Minnesota TRA*

**9:45 Introductions and General Roundtable Discussion**

10:30–10:45 Break

**10:45 Introductions and General Roundtable Discussion**, continued

**11:30 Tour of Minnesota TRA**

Noon Group Lunch

**1:00 Record Keeping/Retention Procedures**

2:15 Leave for Team-Building Exercise

**2:30–4:30 Team-Building Exercise**

6:00 Meet in lobby to shuttle to dinner

9:00 Shuttle back to hotel





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#### **Tuesday, June 13**

- 8:30 am Breakfast on your own at hotel
- 9:30 Shuttles depart for Minnesota TRA
- 10:00 Emails: Love 'em & Hate 'em!**
- 11:00 Managing Multiple Calendars**
- Noon Group Lunch
- 1:00 pm Board Member Orientation**
- 2:30 Wrap-Up**
- 6:00 Meet in lobby for short walk to dinner

#### **Wednesday, June 14**

Departures

