

# Leadership Matters 2010 Registration Form

*(Please make photocopies for multiple registrants)*

**Leadership Matters Seminar fee is \$305 each.** Lodges paying for 3 or more attendees are entitled to a discount of \$25 per attendee. **The registration fee increases by \$50 after January 13, 2010.** No refunds after that date.

**Select a training track :**

- Executive     Administrative     Financial

**I am arriving early Thursday for the OPTIONAL workshops and will attend (please check one so we can plan space):**

- Basic Membership System Training  
 Creating a Lodge Newsletter

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Lodge: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Method of Payment:** (please circle one)

Visa             MasterCard         Check

Credit card #: \_\_\_\_\_

Expiration date: \_\_\_\_\_

**Send registrations to:**

**NATIONAL FRATERNAL ORDER OF POLICE**

**Attention: Joyce Jackson**

701 Marriott Drive

Nashville, TN 37214

Phone: (800) 451-2711 Fax: (615) 399-0400

E-mail: seminars@fop.net

*Registration confirmation will be sent upon receipt of payment*

**Dated Material!**  
Leadership Matters Registration  
information inside!



Grand Lodge Fraternal Order of Police  
701 Marriott Drive  
Nashville TN 37214

# Leadership Matters



## A Seminar for FOP Local and State Lodge Leaders



**February 4-6, 2010**

**Nashville Airport-  
Marriott Hotel**

NON-PROFIT  
U.S. Postage  
PAID  
Nashville, TN  
Permit No. 2418

## Welcome to Leadership Matters!

Leadership Matters continues to be one of the most popular training seminars for the FOP. Designed specifically to aid lodge officers to conduct the business of the lodge more efficiently, we strive every year to make this seminar one that state and local lodges will make sure their officers attend.

*Arriving on Thursday? Check out:*

- An optional workshop for *Creating a Lodge Newsletter*
- Expanded training in membership procedures for lodge secretaries, with hands-on applications
- Open house and tours of the National FOP Headquarters, located just one block from the Marriott

### Plus -

Every seminar attendee will receive a quality portfolio with the FOP logo embossed on it, as well as a copy of the *Robert's Rules of Order Handbook!*

Free shuttle service to downtown Nashville on Friday evening will be available!



### Hotel Information Nashville Airport Marriott

Room rate: \$118

Reservations: 615-889-9300

You must tell the hotel you are attending the FOP seminar to receive the group rate.

Deadline for booking rooms at the group rate:

**January 13, 2010**

The Marriott fills up quickly so send in your conference registration and get your rooms booked so you won't miss a thing!

## Seminar Schedule

### Thursday, February 4, 2010

12:00 p.m.-5:00 p.m. Registration

#### Optional Workshops

1:30 p.m.-4:30 p.m. Creating a Lodge Newsletter  
*Jay McDonald, Ohio State Lodge*

1:30 p.m.-3:30 p.m. Basic Membership System Training  
*Membership Services Representatives*

5:30 p.m.-10:30 p.m. Hospitality Room

### Friday, February 5, 2010

7:30 a.m.-8:00 a.m. Registration

8:00 a.m.-8:15 a.m. Presentation of Colors

8:15 a.m.-9:00 a.m. Welcome & Opening Remarks  
*Chuck Canterbury, National President*

9:00 a.m.-9:15 a.m. Break

9:15 a.m.-10:30 a.m. Success by Design  
*Pat Yoes, National Secretary*

10:30 a.m.-10:45 a.m. Break

#### Breakout Sessions

#### Financial Training

10:45 a.m.-12:30 p.m. Bookkeeping & Fiduciary Responsibility  
*Tom Penozza, National Treasurer*

#### Administrative Training

10:45 a.m.-12:30 p.m. Secretarial Responsibilities  
*Pat Yoes, National Secretary and Andrew Bittner, Webmaster*

#### Executive Training

10:45 a.m.-12:30 p.m. Survival Tips for Robert's Rules of Order  
*Chuck Canterbury, National President*

12:30 p.m.-1:30 p.m. Lunch Provided

#### Breakout Sessions

#### Financial Training

1:30 p.m.-3:15 p.m. Tax Affairs  
*Bob Krone, Frank L. Sassetti and Co.*



**TREASURERS:** For the financial training track, members are encouraged to bring laptops with QuickBooks for hands-on training.

3:15 p.m.-3:30 p.m. Break

3:30 p.m.-5:30 p.m. Basic Bookkeeping & Quickbooks  
*Tom Penozza, National Treasurer*

3:30 p.m.-5:30 p.m. Advanced Bookkeeping & Quickbooks  
*Jim Robbs, Frank L. Sassetti and Co.*

#### Executive Training

1:30 p.m.-2:30 p.m. Grievance Procedures within a Lodge  
*Mark Donahue, Chair, Grievance Committee*

1:30 p.m.-2:30 p.m. Lodge Compliance Procedures  
*John Buczek, Chair, Compliance & Audit Comm.*

#### Administrative Training

1:30 p.m.-3:30 p.m. Membership Procedures, Basic & Advanced  
*Ruth Sprouse & Roxie Hollis, Membership*

3:30 p.m.-3:45 p.m. Break

#### Executive & Administrative Training

3:45 p.m.-5:30 p.m. Survival Tips for Robert's Rules of Order  
*Chuck Canterbury, National President*

5:30 p.m.-10:30 p.m. Hospitality Room

6:30 p.m. - midnight Shuttle service to downtown Nashville

### Saturday, February 6, 2010

8:30 a.m.-9:30 a.m. Fiduciary Responsibilities of Non-Profit Board Members  
*Tom Penozza, National Treasurer*

9:30 a.m.-10:30 a.m. Political Activity: Lodge Leaders Running for Office  
*Dewey Stokes, Past President*

10:30 a.m.-10:45 a.m. Break

10:45 a.m.-12:00 p.m. GUEST SPEAKER

12:00 p.m.-1:00 p.m. Lunch Provided

1:00 p.m.-2:00 p.m. How Can the FOP Improve?  
*National Executive Board*

5:30 p.m.-10:30 p.m. Hospitality Room

