

2010 MRTA SPRING LEADERSHIP TRAINING WORKSHOP
MRTA-MRTF Office Facility
3030 DuPont Circle
Jefferson City, MO
573-634-4300

Dates: **March 15-16, 2010 – Regions 1, 2, 3, 6, 7**
 March 16-17, 2010 – Regions 5, 8, 13, 14
 March 17-18, 2010 – Regions 4, 9, 10, 11, 12
 (MRTA Regional Map & Unit Listing Enclosed)

Attendees: MRTA Board, Regional Vice Presidents, Unit Presidents, MRTA Regional Committee Chairpersons and Local Unit Committee Chairpersons (Legislative, Membership, Retirement Planning, Community Service, and Informative & Protective Services committees).

MRTA Executive Committee will attend the full week. (March 15-18)
MRTA State Committee Chairpersons will attend the full week. (March 15-18)
Regional Vice Presidents, Regional Committee Chairpersons, Unit Presidents, and Local Unit Committee Chairpersons will attend on the days with their respective regions (See "Dates" above).

Registration Fee: \$25 per attendee or one new paid MRTA membership (must accompany registration). **Deadline:** meeting registration must be post-marked no later than February 12, 2010.

Lodging: Truman Hotel, 1510 Jefferson Street, Jefferson City, MO; Lodging only will be paid by MRTA and direct billed to MRTA. All other incidental expenses will be the responsibility of the occupant. Breakfast buffet is included at Bingham's Restaurant at Truman Hotel. Please try to double up on rooms as much as possible. **Deadline:** lodging forms must be post-marked no later than February 12, 2010.

- Reservations must be made by sending in the Lodging Request Form to the MRTA Office.
- MRTA will pay lodging for:
 - MRTA Board, Regional Vice Presidents
 - MRTA Regional Committee Chairpersons and Local Unit Committee Chairpersons (Legislative, Membership, Retirement Planning, Community Service, and Informative & Protective Services committees), and
 - Unit Presidents

Parking/Shuttle: Please use the shuttle.

- Shuttle service will be provided at the Truman Hotel to and from the MRTA Office. Parking at the MRTA Office will be limited to vehicles bearing handicapped parking permits only.
- Local attendees must park at Truman Hotel and ride the shuttle.
- Even those commuting must park at Truman Hotel and ride the shuttle.

Meals: Finger foods will be available at the MRTA Office during the noon transition. Evening meal will be catered at the MRTA Office at the close of each Day 1 Session. Lodging Reservation includes Free Breakfast Buffet at Bingham's Restaurant Truman Hotel.

Expense Reimbursement:

- 27.5 cents per mile for approved attendees who bring two (2) or more MRTA Leader/Volunteers per car with them to Jefferson City.
- MRTA will reimburse approved attendees for paid gas receipt for one MRTA Leader/Volunteer per car.

DEADLINES: Lodging Reservations: Post-marked no later than February 12, 2009.
Meeting Registration: Post-marked no later than February 12, 2009.

Reservations cannot be guaranteed after this date.

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Tentative Agenda

DAY 1

- 11:00 a.m. Check in at Truman Hotel – if your room is not ready you may leave your luggage locked in your car or with the Hotel.
- 11:30 – 11:45 Board shuttle to MRTA Office Facility – Parking at Office Facility is for those who have vehicles bearing handicap parking permits only.
- Noon– 12:30 Registration – MRTA Lobby
- 12:30 – 1:00 Gathering Social: Finger foods – MRTA Workroom
- 1:00
- I. General Session – Opening Remarks – Classroom Center
 - A. Meeting Called to Order – MRTA President Walter Cochran
 - 1. Setting the Tone/MRTA is Here to Stay!
 - 2. Pledge of Allegiance, Prayer, Greetings
 - B. Remarks – MRTA Executive Director Jim Kreider
 - C. MRT Foundation 101 – MRTF President Jane Fullerton
- 1:45
- II. MRTA 101...1st Semester
 - A. Introductions (Introduce Staff and MRTA Officers) – MRTA President Walter Cochran
 - B. Orientation – MRTA President Elect Jan Powers
 - 1. Textbook – *RTA Handbook* (Handout)
 - 2. *Extreme Makeover* (Handout)
 - C. MRTA Organization – Mission and Vision – MRTA Vice President Veronica Hambacker
 - 1. Organizational Chart - MRTA President Walter Cochran
 - 2. MRTA Board Composition – MRTA President Walter Cochran (Duties and Responsibilities)
 - a. Elected Board Members – MRTA President Walter Cochran
 - b. Appointed Board Members – MRTA Assistant Treasurer Ron Marsch
 - c. Regional Vice Presidents – Longest Serving Attending Regional Vice President
 - 1. Day 1 – Virginia Robbins
 - 2. Day 2 - Nancy Craig

3. Day 3 – Anna Branson

- 2:45 BREAK
- 3:15 MRTA 101 continued...2nd Semester
- D. MRTA Regional Map – MRTA Vice President Veronica Hambacker
 - 1. Regional Vice Presidents Introduced
 - 2. Regional Vice Presidents Introduce their Units in Attendance
 - E. MRTA State Committees – MRTA Legislative Committee Chair Ron Schlimme
 - 1. State Committees – Purpose, Duties, Function, Importance Of
 - a. Legislative Committee: Committee Chairperson Ron Schlimme
 - b. Membership Committee: Committee Chairperson Fred Price
 - c. IPS Committee: Committee Chairperson Karen Earnest
 - d. Community Service Committee: Committee Chairperson Marlin Kinman
 - e. Retirement Planning Committee: Committee Chairperson Larry Beal
 - F. Local Units – MRTA Past President Maggie Elder
 - 1. Organizational Structure should be similar to MRTA State
 - G. Confidentiality Agreements/Financial Reports – Member Information – MRTA Executive Director Jim Kreider
- 4:15 TEAM BUILDING – ICE BREAKER (Jane Fullerton and Mary Lynne Grimes)
- 4:30 BREAK
- 4:45 MRTA 101 continued...Summer School
- H. Technology and Resources for the 21st Century
 - 1. Computer Availability/Accessibility/Assistance
 - a. Public Library
 - b. Grandchildren
 - 2. Accessing the Internet
 - 3. Setting Up E-Mail
 - 4. Website Tour
 - 5. Local Unit Officer's Report
 - 6. E-Mail Address "Call to Action" – MRTA Executive Director Jim Kreider
- 5:30 ADJOURN
- 5:45 DINNER- MRTF Classroom Center

- 7:00 Board Shuttle to Hotel
- 8:00 BINGO – Truman Hotel - MRTA Recording Secretary Mary Lynne Grimes, MRTA President Elect Jan Powers & Attending MRTA Regional Vice Presidents

DAY 2

6:00a.m. -8:00 Breakfast/Checkout –breakfast served at Bingham’s Restaurant at Truman Hotel

8:00 - 8:15 Board Shuttle to MRTA Office Facility

8:30 COFFEE & DOUGHNUTS – Classroom Center

8:45 WELCOME – MRTA President Walter Cochran

- 9:00 I. MRTA 201 – BREAKOUT SESSIONS
- A. Committee Breakout Sessions – Chaired by State Committee Chairpersons
1. Duties , Functions, Importance Of
 - a. Committee Responsibilities
 - b. Committee Projects
 - c. Committee Reports
 - d. Develop Lines of Communication
 - 1) E-Mail
 - 2) Phone Trees
 - Legislative Committee: Lobby - Committee Chairperson Ron Schlimme
 - Membership Committee: MRTA Board Room – Committee Chairperson Fred Price
 - IPS Committee: Foundation Office - Committee Chairperson Karen Earnest
 - Community Service Committee: Executive Director’s Office – Committee Chairperson Marlin Kinman
 - Retirement Planning Committee: Classroom Center A – Committee Chairperson Larry Beal
- B. Unit Presidents and Regional Vice Presidents Breakout Session – Chaired by Region 6 Vice President Jane Fullerton & MRTA Executive Director Jim Kreider
1. MRTF Classroom Center B
 - a. Unit of Excellence program 2010
 - b. Unit Meeting Structure
 - c. Sample Agenda/Program
 - d. Call Meeting to Order

- 10:00 BREAK
- 10:15 D. Regional Breakout Planning Sessions – Chaired by Regional Vice-Presidents with their Respective Regions and Unit Leaders
Rooms to be assigned later:
- Classroom Center A
 - Classroom Center B
 - MRTA Board Room
 - Patti’s Office
 - Jim’s Office
1. Building the Regional MRTA Team
 - a. Set Date and Location for Regional Meeting
 - b. Determine Hosting Unit
 - c. Meal, Program, Invitations, etc
 2. Agree on dates for Regional VPs to attend Local Unit Meetings in 2010. *MRTA Bylaws state: Regional Vice Presidents shall visit each unit in their respective regions at least twice during their term of office (a Regional Vice President’s term is 3 years).*
 3. Remind all of importance of filling out Local Unit Officers’ Report
- 11:15 II. RETURN TO General Session - MRTA Unit President Walter Cochran
- A. **“STRENGTH IN NUMBERS” Membership, Membership, Membership**
 - B. Door prizes – Must be present to win
 - C. Workshop Survey
 - D. Branson Fun Days – MRTA Recording Secretary Mary Lynne Grimes
- 11:45 ADJOURN