

**SCHOOLS EXCESS LIABILITY FUND
MEMBER SERVICES AND COMMUNICATIONS COMMITTEE MEETING**

**Thursday, September 9, 2004 –3:30 P.M.
SELF Office
1531 I Street, Sacramento, CA 95814**

AGENDA

COMMITTEE MEMBERS:

Charlene Minnick, Chair	CSU
Nancy Anderson, Vice Chair	Area VI
H. Brent Howatt	Area I
Teresa Scott	NCC
Denise Smith	Area VI

ALTERNATES:

Clifton Anderson	Area I
Jan Keller	Area II
Joe Myers	Area V

STAFF:

Tom Osborne, Executive Director
Tim Kern, Chief Fiscal Officer
Gary Sabol, Director of Communications

I. CALL TO ORDER (Article VII., C)

II. AGENDA – September 9, 2004

- A. Amendments/Adjustments
- B. Approval

III. MINUTES – June 24, 2004

- A. Amendments/Adjustments
- B. Approval

IV. PUBLIC COMMENTS

At this time, members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee provided that **NO** action may be taken on off-agenda items unless authorized by law. Comments shall be limited to five minutes per person

and twenty minutes for all comments, unless different time limits are set by the Chairperson subject to the approval of the Committee.

V. TIME CERTAIN

VI. ACTION ITEMS

VII. INFORMATION/DISCUSSION

- A. 2004/05 Data Collection
 - 1. Loss Data – Deadline 9/30/04
 - 2. Questionnaires
- B. Training
 - 1. Bonita Employment Practices Training Update
- C. Events
 - 1. CAJPA Conference Reception – September 14, 2004
 - 2. Good Schools Workshop – October 26-27, 2004
 - a. Agenda
- D. Written Communication
 - 1. 2003-04 Annual Report
 - 2. Newsletter
 - 3. Advertising
 - 4. 2004/05 Program Fact Sheet**
 - 5. Conference Center Posters
- E. Internet Update
 - 1. Web Page
 - 2. SELF HR-Source-Risk Management Platform
 - 3. Web Statistics
 - 4. Videoconferencing
- F. Planning Session Items
 - 1. Update Policies and Procedures Manual
 - 2. Training Videos/DVD's
 - a. Volunteer Video – September 20, 2004
 - 3. Booth at CSBA/ACSA Conference
- G. Round Table

VIII. AGENDA ITEMS/NEXT MEETING

- A. CAJPA Conference Reception
 - Tuesday, September 14, 2004
 - 5:30 p.m. – 7:30 p.m.
 - Harrah's Hotel, South Lake Tahoe, Nevada

- B. When Bad Things Happen to Good Schools Workshops
Tuesday and Wednesday, October 26-27, 2004
8:30 a.m. – 3:00 p.m.
Sheraton Grand Sacramento and Ontario Airport Marriott

- C. December 2, 2004 – 1:00 p.m.
Member Services & Communication
SELF Office

IX. ADJOURNMENT

- *Under separate cover
- **Handout at meeting
- ***Oral report

Americans With Disabilities Act

The Schools Excess Liability Fund conforms to the protections and prohibitions contained in Section 202 of the Americans With Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the Schools Excess Liability Fund, shall be made to: Thomas Osborne, Executive Director, SELF, 1531 I Street, Suite 300, Sacramento, CA 95814, 916/321-5300.