

McMillion, Elaine

From: Sudo, Jenny
Sent: Tuesday, July 17, 2012 7:03 PM
To: 'jking@brandman.com'; 'Debra Allen'; 'mickeydu@pacbell.net'; 'robertbsmith8088@sbcglobal.net'; 'ritalax@aol.com'; Rodheim, Ralph; 'douglasmwest@mac.com'; Lugar, Phillip; Hamilton, Kathy; Michael Toerge; Bradley Hillgren; Cowell, Cynthia; McMillion, Elaine; Cassidy, Terri; Ramirez, Jyll; Barbier, Jana; Miller, Chris; Levin, Shannon; Detweiler, Laura; Harmon, Mark; Craig, Teri; Brandt, Kim; Burns, Marlene
Cc: Kiff, Dave; 'soppconsulting@gmail.com'; 'gardnerncy@aol.com'; Houston, Rob; Harp, Aaron; Torres, Michael; Brown, Leilani; Harris, Lillian; Finnigan, Tara; Locey, Mary; Oborny, Shirley
Subject: Memo From City Manager Dave Kiff-BCC Chair Training
Attachments: Dave Kiff Memo 7-16-12 Chair & Vice Chair Training 8.16.12.pdf; Agenda-Chair Training 8-16-12.pdf; Trudy Sopp Bio.pdf

Good afternoon,

Please see attached memo from City Manager Dave Kiff. Thank you, have a wonderful evening!

Jenny

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MEMORANDUM
Office of the City Manager

DATE: July 16, 2012
TO: Chairs & Vice Chairs of Boards, Committees and Commissions
FROM: Dave Kiff, City Manager
SUBJECT: Training Session for Chairs and Vice Chairs-Thursdays, August 16, 2012

Dear Friends:

Please join us for **"Effective Meetings Training for Chairs and Vice Chairs"**. This session is a follow-up to the effective meeting training that has been conducted since April for some of our Boards, Commissions, and Committees. This training is specifically designed for the role of Chairs and Vice Chairs and is scheduled for:

**Thursday, August 16, 2012
Newport Beach Central Library
1000 Avocado Ave., Friends Room
Newport Beach, CA 92660
11:00am-1:30pm (we'll provide lunch)**

To date, the goals for "Effective Meetings" training effort have been to provide tools and techniques to improve the efficiency, effectiveness, and transparency of meetings and to clarify expectations and requirements of the committees and staff.

The specific goal of the August 16 training is to equip you with skills and guidelines to effectively conduct your meetings. Please note the attached draft agenda to see the scope and plan for this session. Mayor Nancy Gardner and the City Manager's Office will welcome you at this session and provide the opening remarks. The City Attorney's Office and City Clerk will be in attendance to provide any clarity and resources needed.

We would appreciate knowing if you are able to attend as we want to ensure each group is represented and we want to plan for the proper number of participants.

Please RSVP to Jenny Sudo (jsudo@newportbeachca.gov) by August 9, 2012.

We look forward to seeing you at this very important session.



CITY OF NEWPORT BEACH

“Effective Meetings Training for Chairs and Vice Chairs”

Thursday, August 16, 2012

**11:00am-1:30pm
(Lunch Will Be Provided)**

Friends Room, City of Newport Beach Central Library

1. Welcome, Opening Comments
 - Mayor
 - City Manager's Office
 - Session Facilitator
2. Overview of Observations from Recent “Effective Meeting” Training Sessions
3. Role of the Chairs and Vice Chairs
4. Moving the Agenda
5. Soliciting Opinions and Discussion among BCC Members
6. Using Robert's Rules of Order
7. Arriving at Efficient Decisions
8. Understanding Legal Considerations
9. Managing BCC Member Participation
10. Suggestions for Effective Public Involvement
11. Next Steps, Close

TRUDY SOPP, Ph.D.

Dr. Trudy Sopp is the Founder & Consulting Partner of The Centre for Organization Effectiveness. Established in 1993, The Centre is a Joint Powers Authority providing innovative management programs, training, forums and organization development interventions for over 110 public, non-profit and private organizations.

Since founding The Centre, Trudy has consulted to over 45 state and local elected officials, 50 City Managers, County Administrators, and CEOs throughout California, 20 boards and commissions, and numerous management groups in local and state agencies, cities, counties, healthcare organizations, water agencies, non-profit agencies, educational institutions and small, local businesses.

Over the last several years she has created programs for and worked with the following organizations: San Diego County Airport Authority Board of Directors; San Diego County District Attorney's Office; SANDAG; San Diego Housing Commission; Center City Development Corporation; Port of Los Angeles; UCSD Medical Center; San Diego County Water Authority; San Diego City Council and Mayor's Office; the Cities of Carlsbad, Oceanside, Encinitas, Napa, Poway, Chula Vista, Rancho Cucamonga, San Marcos, and Escondido; the San Diego County Counsel; LA County Employees Retirement System; San Diego State University; and state organizations such as the State Assembly, the California State Department of Justice, the Department of Consumer Affairs, California State Teachers Retirement System (CalSTRS), Bureau of Forensic Services, and the Department of Fish and Game.

Prior to founding The Centre, Trudy managed the City of San Diego's Organization Effectiveness Program (from 1983-93) and the award-winning Diversity Commitment. These change efforts received recognition from the League of California Cities, Rutgers University Productivity Council, and the San Diego Business Journal.

Trudy received her Ph.D. in Sociology from the University of Toronto where she specialized in planned change and organizational intervention strategies. Frequently an invited guest speaker, Trudy's presentation topics include: Organizational Power and Politics; Cross-Generational Issues; Ethical Dilemmas and Duties Facing Public Officials; Executive Protocol; and Board Governance.

Trudy co-authored an article for the May 2006 issue of **HR Magazine** titled, "Managing Generation Y". The article provides three key strategies on how to embrace the challenges Generation Y brings to the workplace.