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IPRA Administration and Finance Section  
Administrative Professionals Special Interest Group ("SIG")

AGENDA

May 16, 2023, 1:00 p.m.

Zoom Meeting

1. Call to Order
2. Meeting Welcome/Introductions
3. Open Discussion
  - a. General Agency Administration
    - i. Policies, Procedures & Laws
      1. Decennial Committee on Local Government Efficiency
    - ii. Training/Technology/Apps
      1. Creating a Skills Portfolio
    - iii. Open discussion for other topics
4. Old Business
  - a. Update on the IPRA/IAPD Conference – Admin Track
5. New Business - Discussion
  - a. Your goals for 2023 – how can Admin Professional SIG help you to achieve your goals?
  - b. Seeking consensus for dates to hold the next Admin Professional SIG Meetings
6. Good to the Order
  - a. IPRA A&F Section Meetings:
    - i. Friday, June 16 - Bolingbrook Park District, 335 E. Boughton Road, Bolingbrook, IL.
      1. 9:30 am - A&F Section Meeting
      2. 10:00 am - IT Networking Committee Meeting
    - ii. Wednesday, Sept 13 – River Trails Park District, 505 E Camp McDonald Rd, Prospect Heights, IL 60070, 2 pm - A&F Section Meeting
    - iii. Friday, October 20 – Software Symposium at Carol Steam Park District
    - iv. Friday, December 1 - Holiday Luncheon – Park District of Forest Park, 501 Harrison Street, Forest Park, IL
  - b. Job Announcements – Oak Brook Park District is looking for a part-time Administrative Assistant.
7. Adjournment