



## **ABSA Affiliate and Biosafety Association Workshop**

**October 7, 2010**

**Denver, Colorado**

**Hyatt at Colorado Convention Center**

**8 am-5:30 pm**

### **Purpose**

This workshop is designed to educate ABSA Affiliate's and biosafety association leaders on biosafety association management issues. The goal is to provide participants with proven practices and practical tips to effectively manage their associations. The workshop will also encourage discussion so that the different leaders can share their successes and ideas. The session will offer tips from full-time association executives as well as volunteers in association leadership positions. Participants will be encouraged to share their lessons learned with other leaders who have similar issues.

### **Format**

The morning session will consist of presentations of association leaders in different settings. The afternoon session will consist of brief presentations followed by discussion on each topic. Discussion and idea sharing will be encouraged because of the diverse structures and challenges of each organization. We also plan to broadcast this live via Webex so that affiliate leaders that are unable to attend the workshop can observe.

### **Attendance**

Biosafety association leaders can attend in person or via Webex. If you would like to attend please contact Diane Johnson at [diane@absaoffice.org](mailto:diane@absaoffice.org) to confirm your attendance, in person or via Webex. If you are attending and would like to share your bylaws, polices & procedures, or any other documents with the group, please send them to Diane Johnson and we will add them to the other resources.

### **Agenda**

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| 8:00 – 8:10 am | Intro and Overview<br>Jennifer Gaudio, Affiliates Chair of the American Biological Safety Association  |
| 8:10 - 9:00 am | The A-PBA Experience: Establishing a Successful, Sustainable International Association<br>Dr. TM Chua, President of the Asia Pacific Biosafety Association |

9:00 - 9:50 am	A Unique View in Leadership: The Volunteer Leader and Association Executive Dr. Robert Ellis, Executive Director of the Conference of Research Workers in Animal Diseases and Past President of the American Biological Safety Association
9:50 - 10:05 am	Break
10:05 - 10:55 am	Establishing a Successful U.S. Regional Biosafety Association James W. Klenner, Past President of the Midwest Area Biosafety Network
10:55 – 11:25 am	EBSA Experience in Having to Reschedule Their 2010 Conference Because of the Ash Cloud Martin Kuster, President of the European Biological Safety Association
11:25 – 11:55 am	BSAF's Economical Videoconferencing Experience David Silberman, President ex Officio, Biological Safety Affairs Forum
11:55 am - 12:40 pm	Lunch
12:40 – 1:30 pm	The Importance of Collaboration and Networking for Biosafety Associations James Welch, Executive Director of the Elizabeth R. Griffin Research Foundation
<b>1:30 – 5:30 pm</b>	<b>Association Management Topics and Discussion</b> Facilitator: Edward Stygar, Executive Director, American Biological Safety Association
1:30 - 2:20 pm	Governance: Bylaws, Policy & Procedures, Strategic Planning
2:20 - 3:10 pm	Budgeting: The Importance of Planning, Revenue Generation, and Setting Realistic Goals
3:10 - 3:25 pm	Break
3:25 - 4:15 pm	Marketing & Membership: Getting New Members and Keeping Them Engaged
4:15 - 5:05 pm	Conference Planning: Creating Successful Conferences and Seminars
5:05 – 5:30 pm	Open Discussion