



**SALT GRASS CHAPTER
TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.**

**SIXTEENTH ANNUAL
PUBLIC INFORMATION ACT SEMINAR**

Wednesday, September 13, 2017

8:00 a.m. – 2:00 p.m.

Registration begins at 7:30 a.m.

**Stafford Centre
10505 Cash Rd.
Stafford, Texas 77477**

Early Registration Fee: \$75.00
(thru August 15, 2017)

Registration Fee: \$85.00
(starting August 16, 2017)

Speakers

**Crystal Roan, City Secretary, City of Webster
Lee Woodward, City Secretary, City of Huntsville
Akilah Mance, Attorney, Olson and Olson, LLP
Art Pertile, Attorney, Olson and Olson, LLP
Leah Hayes, Olson and Olson, LLP**

The seminar will provide information on compliance with the Public Information Act relating to the Components of an Open Records Policy; Processing Requests; Cost Estimates; Notes, IMs, Tweets during Council meetings; Section 552.108 Information; and New Texas Public Information Act Legislation.

Registration Form

Name: _____

Job Title: _____

City: _____

Address: _____

Telephone: _____ Email: _____

**** E-Mail is required as all handouts will be emailed to the attendees on
Friday, September 8. HANDOUTS WILL NOT BE AVAILABLE THE DAY OF SEMINAR. ****

Please return this registration form and fee payable to Salt Grass Chapter TMCA, Crystal Dozier, City Secretary, City of Hunters Creek, #1 Hunters Creek Place, Houston, Texas 77024.



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- 7:30 a.m. – 8:00 a.m. Registration & Continental Breakfast**
- 8:00 a.m. – 8:10 a.m. Welcome, Stafford Mayor Leonard Scarcella**
- 8:10 a.m. – 9:15 a.m. First Session: Basics of the Public Information Act and Components of an Open Records Policy**
Crystal Roan, City Secretary, City of Webster
- 9:15 a.m. – 9:45 a.m. Second Session: Processing Public Information Requests**
Lee Woodward, City Secretary, City of Huntsville
- 9:45 a.m. – 10:00 a.m. Break**
- 10:00 a.m. – 10:45 a.m. Third Session: Cost Estimates**
Akilah Mance, Attorney, Olson and Olson, LLP
- 10:45 a.m. – 11:30 a.m. Fourth Session: Notes, IMs, Tweets, Facebook posts, PMs, etc. during Council meetings. Are they subject to the Act?**
Art Pertile, Attorney, Olson and Olson, LLP
- 11:30 a.m. - 12:30 p.m. Lunch Provided**
- 12:30 p.m. – 1:15 p.m. Fifth Session: Section 552.108 Certain Law Enforcement, Corrections, and Prosecutorial Information**
Leah Hayes, Attorney, Olson and Olson, LLP
- 1:15 p.m. – 2:00 p.m. Sixth Session: New Texas Public Information Act Legislation**
Panel of Olson and Olson, LLP Attorneys

The seminar will start promptly at 8:00 a.m.; however, individual session starting times are flexible and may change depending on questions from the audience.

Salt Grass Chapter Business Meeting immediately following seminar.