



Board Liaison Workshop

September 16-17, 2020
CUES Headquarters
Madison, WI

Where should I stay?

Sheraton Madison Hotel

706 John Nolen Drive
Madison, WI 53713
714.258.9900

Rates at the Sheraton Madison Hotel are \$114 per night for single/double occupancy. Please make your hotel reservations by calling the reservations line at **608.234.1023** and mentioning **CUES**.

**Remember that all hotel arrangements are strictly between you and the hotel. In the event your flight is canceled, you are responsible for calling to cancel your room reservation.*

Sheraton Madison Hotel provides complimentary wifi access. It also has free on-site parking and a complimentary airport shuttle from 8:00 a.m. – 11:00 p.m. daily.

Check-in time is 3:00 p.m., and check-out is 12:00 p.m.

How do I get there?

Airport

Sheraton Madison Hotel is located approximately 8 miles from Dane County Regional Airport ([MSN](#)). Approximate drive time is 20 minutes from the airport to the hotel.

CUES is approximately a 10-minute drive from the Sheraton Madison Hotel.

Transportation

Taxi and ride-sharing services are available and are approximately \$25-30 one way. Most shared-ride transportation services pick up travelers between Doors #3 and #4 on the roadway median, and taxis pick up at the north end of baggage claim at Door #7.

Air Travel

CUES conference participants may call Fox World Travel for airfare reservations at 888.691.9163 between 7:30 a.m. and 5:30 p.m. CST and reference Group Code 09FP2501. Please note that a ticket processing fee of \$37 domestic or \$46 international will be added. CUES does not offer a discounted rate, but Fox World Travel will ensure the best pricing available for U.S. residents.

Car Rental

Hertz is the official car rental company for this meeting. You can take advantage of their discounted rates by placing your reservation online at www.hertz.com or through the Hertz Meeting Sales Desk within the U.S. at 800-654-2240; from within Canada call 800-263-0600 refer to Meeting CV#02ZG0016.

[When should I arrive?](#)

Registration will be Wednesday, September 16 at 8:00 a.m. All sessions will be held at CUES, 5510 Research Park Drive, Madison, WI 53711. Please note, there are two Research Park Drives in Madison, please choose the one that is off Fish Hatchery Road.

[What should I pack?](#)

Suggested dress for the conference is business casual attire. Although we try to keep meeting room temperatures comfortable, we suggest you bring a sweater or jacket. Average temperatures this time of year are in the mid-70s during the day and low 50s in the evening.

[What will I learn?](#)

Speakers

Michael Daigneault
CEO, principal and founder
Quantum Governance, L3C

Julia Patrick
CEO/President
American Nonprofit Academy

As a credit union Board Liaison, you have a wide variety of responsibilities, from coordinating the logistical details of board meetings, materials, communications and retreats, to helping ensure that your credit union's board and governance structure are operating as effectively as possible. As the complexity of issues facing the leadership of credit unions grows each day, the job of a Board Liaison is becoming more and more vital.

This two-day training will include interactive hypotheticals, small group exercises, best practice examples and tips from fellow Board Liaisons, as well as a helpful set of digital templates, such as a draft Board Liaison job description and relevant guides and examples, to aid you and your credit union's governance efforts. From outlining the unique role and responsibilities of a Board Liaison to developing effective board packets, meeting agendas, committee charters, board portals, and more, this event will offer advice that's practical and actionable.

Agenda

Wednesday, September 16, 2020
8:00 a.m. to 4:00 p.m.

- Welcome, Introduction & Opening Exercise
- Building Better Board Meetings – Fostering Meeting Success
- The Board Liaison Role — A Review of the Draft Board Liaison Job Description
- Board Books & Governance Policy Manuals
- Crafting an Effective Board Succession Approach & Process

Thursday, September 17, 2020
8:00 a.m. to 3:00 p.m.

- Welcome & Reflections on Day One
- Assessments: How Does the Board Know It Is Doing Its Job Effectively?
- Fostering a Stronger Relationship with Board, Committee & Senior Team Members
- Helping to Manage an Effective Strategic Planning Process
- Open Dialogue
- The 10-10-10 Rule
- Conclusion & Final Thoughts

[What else do I need to know?](#)

Attendee Registration Fee Includes:

- All educational sessions and materials
- Lunch on Wednesday and Thursday
- Refreshments Wednesday and Thursday

Cancellation Policy

ALL CANCELLATIONS MUST BE IN WRITING (cues@cues.org).

- Prior to 60 days – full refund
- 31-60 days before start of event – 50% refund
- 0-30 days before start of event – no refund

Substitute attendees are welcome, subject to eligibility. CUES reserves the right to cancel or reschedule the event due to unforeseen circumstances, and will refund fees if the event is rescheduled or location is changed and you are unable to attend.

Questions

If you have any questions or inquiries, please contact CUES Headquarters at 800.252.2664 or outside the U.S. call 608.271.2664, ext. 340 or email cues@cues.org.