

KCCE New Professionals Boot Camp August 23rd, 2107 Kentucky Chamber Headquarters, Frankfort

DAY/TIME	SESSIONS/ACTIVITY	TOPICS COVERED	WHO
August 23			
8:30	Registration for Boot Camp		
9:00 – 9:15	Welcome and Opening Session	Introduction to the boot camp Attendee Introductions Explanation of Services Kentucky Chamber and KCCE Industry Trends	Dave Adkisson (video)
9:15 – 10:00	Chamber Operations What is a chamber	An Overview of Chambers Organizing documents Affiliated organizations	Amy Cloud
10:00	Break		
10:15 – 11:45	Managing the Finances of the Organization	Budgeting – How to Develop/Estimate for Programs Getting the board involved – why it’s vital Financials – cash vs accrual; what the board needs Establishing internal controls Avoiding fraud and embezzlement	Brian Leedy
11:45	Lunch		
12:30 – 1:00	Membership 101	Recruitment, Retention, Engagement Databases & Applications Sponsorship Development	Amy Cloud
1:00 – 3:00	Effectively Managing the Board of Directors	Board roles and responsibilities vs Executive duties & responsibilities Board/staff relationship Board structure, committees Board training and education/retreats <i>Strategic Planning</i>	Danielle Clore
3:00	Break		
3:15 – 4:15	The Chamber’s Role in Advocacy	What local chambers are doing Why you should be involved How the Kentucky Chamber can support your efforts	Brad Richardson Jonathan Shell
4:15 – 5:00	Effective Chamber Communications	Newsletters Websites and web development Social Media Media relations Being an effective chamber spokesperson	Sawyer Coffey Tyler Glick
5:30 – 9:00	Networking Dinner	At Miguel’s on your own.	