



# Elected Officials Essentials Forum

*Subject to change*

Greater Tacoma Convention Center  
1500 Commerce Street, Tacoma, WA 98402  
Room 316, on Level 3

## Thursday, February 27, 2025

6 – 7:30 pm	<p><b>AWC Welcome Reception</b> Join your colleagues for this fun and engaging reception. This is an opportunity to network and enjoy light appetizers and hosted bar.</p> <p>Indochine Asian Dining Lounge, 1924 Pacific Avenue, Tacoma</p>
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## Friday, February 28

8 – 8:30 am <i>Hot breakfast provided</i>	<b>Networking and registration</b>
8:30 – 9 am	<p><b>Welcome, opening remarks, introductions</b> <i>Mayor pro tem Fred Brink, West Richland &amp; AWC Vice President</i> <i>Councilmember John Hines, Tacoma &amp; AWC Large City Representative</i> <i>Deanna Dawson, Chief Executive Officer, AWC</i></p>
9 – 10 am	<p><b>Sharing from home</b> This is your opportunity to connect and share with fellow elected officials about what's happening at home, reflections on your time in office so far, and what you are excited about for 2025.</p> <p><i>Moderator: Deanna Dawson, Chief Executive Officer, AWC</i></p>
10 – 10:10am	<b>Break</b>
10:10 am – Noon	<p><b>Real-world municipal scenarios</b> Knowing your roles and responsibilities, form of government, and legal requirements sets you on a path to success in working together and serving your community. Work through legal scenarios to learn about legal pitfalls and how to stay on the right side of the law.</p> <p><i>Presenters:</i> <i>Jennifer Robertson, Inslee Best Doezie &amp; Ryder P.S.</i> <i>Maili Barber, Inslee Best Doezie &amp; Ryder P.S.</i></p>
Noon – 12:45 pm <i>Lunch provided</i>	<p><b>Networking lunch</b> We'll break for lunch but keep those discussions going at your table.</p>
12:45 – 2 pm  Breakout sessions	<p><b>Breakout sessions for mayors and councilmembers</b> Connect with other mayors or councilmembers in a casual setting for informal dialogue on a topic of mutual interest.</p> <ul style="list-style-type: none"> <li>• What accomplishments around city hall are you proud of?</li> <li>• How have you navigated building working relationships with council and staff?</li> <li>• What are your city's biggest challenges in the coming year?</li> </ul>
2 – 2:10 pm	<b>Break</b>
2:10 – 4 pm	<p><b>Secret to great meetings</b> Join parliamentary procedure veteran Ann Macfarlane with her new Jurassic Parliament trainers to develop skills to help you be better prepared for council meetings. Dive into Robert's Rules of Order through fun and interactive scenarios:</p> <ul style="list-style-type: none"> <li>• How do you propose, amend, or defeat legislative motions to make your council meetings more efficient?</li> </ul>

	<ul style="list-style-type: none"> <li>• What are the roles of the mayor, councilmembers, and staff during meetings?</li> <li>• What's the right way to appeal a decision of the chair?</li> </ul> <p>This will be a great opportunity to gain new skills and build confidence as a meeting participant!</p> <p><i>Presenters:</i>  <i>Ann Macfarlane, Professional Registered Parliamentarian, Jurassic Parliament</i>  <i>Emilia Sanchez, Registered Parliamentarian, Certified Municipal Clerk, Jurassic Parliament</i>  <i>Tisha Gieser, Registered Parliamentarian, Certified Municipal Clerk, Jurassic Parliament</i></p>
4 pm	<b>Wrap up</b>