

2020 MISBO Auxiliary Programs Conference

Crowne Plaza Atlanta Perimeter at Ravinia | 4355 Ashford Dunwoody Road, Atlanta, GA 30346



Sunday, January 26

- 04:00 pm – 07:00 pm Registration
- 06:00 pm – 07:00 pm Opening Reception (Exhibits Open)

Monday, January 27

- 08:30 am – 09:00 am Breakfast (Exhibits Open)
- 09:00 am – 09:15 am **Welcome**
- 09:15 am – 10:00 am **Defining Your Mission**

Your school is mission driven – are your auxiliary programs? Does your auxiliary program have its own mission statement? Does your program align with the school's mission and make the most of its strengths? Learn why having a clear mission statement and knowing who you are is critical to the success of your program.

- Sarah Jenks, Director of Operations, St. Mary's Episcopal School

- 10:00 am – 10:15 am Break (Exhibits Open)

- 10:15 am – 11:15 am **The True Cost of Coordinating Facility Rentals**

Need to generate some revenue for your school? Just open the doors and the renters will come, along with all those rental fees. Sounds simple, right? This session will pull the curtain back on the various resources (physical, human, and financial) that are required to run a successful facility rental program, within the context of a larger, mission-driven auxiliary program.

- Christine Branin, Director of Auxiliaries, Collegiate School
- Scott Carson, Director of Facilities Management and Construction, Collegiate School

- 11:15 am – 12:00 pm **Q&A / Table Top Discussions**

- 12:00 pm – 01:00 pm Lunch (Exhibits Open)

- 01:00 pm – 02:00 pm **Paperwork, Taxes, Payroll - Handling Hires from Students to Faculty to Vendors**

Join us for this comprehensive session on hiring for your auxiliary program. Together we will cover the important decisions that should be considered when hiring students, faculty, and vendors. We will dig into hiring paperwork and processes, payroll logistics, as well as tax and benefit considerations. This will help simplify and clarify some of the pitfalls surrounding the necessary hiring process.

- Johnny Turner, Controller, Wesleyan School

- 02:00 pm – 02:30 pm Break (Exhibits Open)

- 02:30 pm – 03:30 pm **How Do You Market Your "Business"?**

We will look at your current mission and define key points around marketing your programs. What are avenues you haven't approached? Shouldn't we market both internally and externally? Why do we need to treat these programs like a business and what are some practical next steps you can put into place right away?

- Kelly Weatherly, Director of Auxiliary Programs and Outreach, Wesleyan School

- 03:30 pm – 4:00 pm Break (Exhibits Open)

- 04:00 pm – 05:00 pm **Pros and Cons of Pay Structures**

Join us as we discuss the various types of pay structures. Do you pay a percentage? Flat rate? Flat rate plus percentage? Sliding scale?

- Jamy L. Juhan, Director of Summer Programs, Woodward Academy

- 05:00 pm – 06:00 pm Reception (Exhibits Open)



Tuesday, January 28

09:00 am – 09:30 am Breakfast

09:30 am – 10:30 am ***Managing and Motivating Millennials and Gen Z***

Millennials and Gen Z are an extremely important and vital component to our work force. From supervisors to volunteers, these generations may represent the majority of your team. For better or worse, its a marriage that needs to work in harmony to get the most out of your auxiliary programs. If you have their back, they'll have yours. Let's discuss a few key points to help shine some necessary light on this unique group. This will be a fun, upbeat, educational, beneficial (and non-judging) session for all!

- **Corey Colman, Director of Auxiliary Programming, Porter-Gaud School**

10:30 am – 11:00 am Break

11:00 am – 12:00 pm ***Risk Management and Campus Safety***

Join us to learn how one school developed a comprehensive safety and security plan by evaluating every phase of their existing plan; including accountability, alignment and integration, resource allocation, and communication and reporting.

- **Kelley Day, Coordinator of Enterprise Operations, The Westminster Schools**

12:00 pm

Conference Adjourns / Grab & Go Snack