

**FMEA (Florida Municipal Electric Association) Annual Roundtable for  
Administrative Professionals**



**City of Newberry**

**March 28, 2024**

**10:00AM – 3:00PM**

**Host Location:** Newberry Municipal Building, 25420 W Newberry Rd, Newberry, FL 32669

**Introduction & Welcome:** Mike New, City Manager or Assistant City Manager, City of Newberry

**Welcome & Announcements:** Elizabeth Bendele, FMEA- Manager of Member Services and Programs, Tallahassee, FL

**Objective:** Amanda Regan, Executive Assistant, City of Tallahassee & Co-Chair of FMEA Administrative Professionals Roundtable

Erica Stephens, Executive Assistant, Sr., Gainesville Regional Utilities & Chair of FMEA Administrative Professionals Roundtable

**Icebreaker:** "My Name Means..."  
Marina Hull & Sierra Nyberg, Staff Assistants  
City of Newberry

**Presentation:** "Elevating Administrative Professionals: A Pathway to Success"  
Carmen Burse, Energy and Business Services Manager  
Gainesville Regional Utilities (GRU)

**Presentation:** "Work Life Harmony"  
Marina Hull, Staff Assistant  
City of Newberry

**Lunch (30 minutes)**

**Roundtable/Break-Out Session**

**Icebreaker:** "Best Piece of Advice"  
Marina Hull & Sierra Nyberg, Staff Assistants  
City of Newberry

**Roundtable Discussion:** Facilitated by: Kimberly Roberson, Staff Specialist, Energy Delivery – Administrative Services, Gainesville Regional Utilities (GRU)

**Host Closing:** Sierra Nyberg, Staff Assistant, City of Newberry

**Order of Business/Adjournment:** Elizabeth Bendele, FMEA Manager of Member Services and Programs