

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

City of Leesburg Utilities

April 20, 2023

10:00AM – 3:00PM

**Host Location: Venetian Center, Harris Room at 1 Dozier Court
Leesburg, FL 34748**

Introduction & Welcome: Brad Chase, Electric Director, City of Leesburg Utilities

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: "Catchphrase"
Rachael Brand, Administrative Assistant
City of Leesburg Utilities

Presentation: "Problem Solver"
Team Leesburg
City of Leesburg Utilities

Presentation: "Servant Leader"
Jennifer Rivers, Business Services Manager
Gainesville Regional Utilities, Energy Supply, Administration

Lunch (Provided by Host) **(30 mins)**

Roundtable/Break-Out Session

Icebreaker: "Text me!"
Rachael Brand, Administrative Assistant
City of Leesburg Utilities

"Missing Piece" – Roundtable Facilitated by: Marie Carter, Business Analyst,
City of Leesburg Utilities

Host Closing: Marie Carter, Business Analyst, City of Leesburg Utilities

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