

BURNSVILLE PERFORMING ARTS CENTER ADVISORY COMMISSION

Burnsville Performing Arts Center
12600 Nicollet Avenue
Wednesday – July 21, 2010
6:30 P.M.



ORIENTATION MEETING

- 1. Welcome and Introductions**
- 2. The Role of Commissioner**
- 3. Governance Policies**
- 4. Open Meeting Law/Data Practices Law**
- 5. Gift Law/Conflicts of Interest**
- 6. Robert's Rules of Order/Parliamentary Procedure Basics**
- 7. Meeting Management**
- 8. Becoming an Effective Member**
- 9. Oath of Office**
- 10. Elect Chair/Vice Chair**
- 11. Reference Materials**
 - a. BPAC Commission List of Members 2010-2011
 - b. VenuWorks Introduction/Staff Bios
 - c. Management Contract
 - d. Original Business Plan
 - e. 2010 Business Plan
 - f. Finance Manual
 - g. Upcoming Events Schedule
 - h. Budget
 - i. Policies: 1.020 – Citizen Boards and Ad Hoc Committees/1.023: BPAC Commission
 - j. Roberts Rules of Order/Parliamentary Procedures
- 12. Summary**