



# Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

[www.asbdc.org](http://www.asbdc.org)

## CAPZO Courses Offered in Parrish, AL - August 24 & August 30 - Register Soon!

Registration is still underway for two Certified Alabama Planning and Zoning Official (CAPZO) courses being offered at the Parrish Town Hall, 6484 Hwy. 269, Parrish, AL 35580. Course information is listed below. Courses are being offered through UNA and the Alabama Planning Institute and will be taught by Katherine Ennis, AICP. Call 1-800-825-5862, ext. 4862, to register.

### Meeting Management

Wednesday Afternoon, August 24, 2011: 2:00 p.m. - 8:00 p.m. (Course No. 11-PZ705): \$169 per person/\$159 per person when 3 or more register together from the same organization

What you will learn in this workshop: (1) You will get samples of effective commission and board by-laws, and also learn what they should minimally contain. Participants will learn appropriate rules of procedures, how to keep a meeting flowing and well-organized in a way that gives your meeting that "stamp of professionalism;" (2) You will learn some practical and proven means to manage meetings, how to defuse unruly or disruptive attendees, and how to best manage large crowds. You will also learn how to deal with the media on politically charged issues; (3) You will learn more about, and practice some of the latest techniques to resolve conflict amicably; (4) You will learn some simple and proven mediation techniques for dealing with contentious disputes - with developers and others.

### Annexation: Putting the Pieces Together

Tuesday Afternoon, August 30, 2011: 3:30 p.m. - 7:00 p.m. (Course No. 11-PZ704): \$80 per person

What is annexation and what does it mean to me? Why annex? How does the annexation process work? Annexation by petition, referendum, Act of the State Legislature? Get these questions and many others answered as Katherine Ennis walks you through the annexation process.

*"The SBDC at University of North Alabama is a part of the Alabama SBDC Network. Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Phillip Marks, UNA-SBDC, 143 Keller Hall on the UNA Campus, UNA Box 5248, Florence, AL 35632, Phone: 256-765-4668."*