



**MTA Administrative Assistant  
Peer Group Summer Conference  
August 27 & 28, 2014**

**West Central Telephone  
308 Frontage Road  
Sebeka, MN 56477  
218-837-5151**

*Lodging: AmericInn Lodge in Wadena, Mn 56482  
695 Jefferson St North 218-631-1234 or  
AmericInn in Park Rapids, MN 56470  
Hwy 34 East 218-732-1234*

**Planning Committee**

*Kayla Bitzan, Gardonville Cooperative Telephone Association, 320-524-2211, [kbitzan@gctel.net](mailto:kbitzan@gctel.net)*

*Sue Jensen, Park Region Telephone & Otter Tail Telcom, 218-826-8308, [sue.jensen@parkregion.com](mailto:sue.jensen@parkregion.com)*

*Holly Wiebolt, CTC, 218-454-1120, [holly.wiebolt@ctctelcom.net](mailto:holly.wiebolt@ctctelcom.net)*

*DeeVon Schoon, West Central Telephone Association, 218-837-5151, [deevons@wcta.net](mailto:deevons@wcta.net)*

*Please speak to **Kayla, Holly, Sue** or **DeeVon** about serving on the next Planning Committee as we will systematically rotate people on and off. Planning is done by email and conference calls, so it doesn't involve any extra time out of the office.*



## MTA 2014

### Administrative Assistant Peer Group Summer Conference

#### Wednesday Evening, August 27, 2014 - Blueberry Pines Golf Club (39161 US Hwy 71)

- 7:00 – 9:00 **Ice Breaker** - Appetizers & Drinks Provided (*dinner on your own*)

#### Thursday, August 28, 2014 - West Central Telephone (WCTA) Headquarters Office

- 7:30 – 8:00 **Registration & Continental Breakfast**
- 8:00 – 8:10 **Welcome & Introductions**
- 8:10 – 8:30 **Tour of WCTA Office** – *Travis Floyd, Plant Superintendent, WCTA*
- 8:30 – 9:15 **KwikTag** – *Jennifer Grewe, Controller, WCTA*
- 9:15 – 10:30 **GM Perspective** – *Tony Mayer, CEO/General Manager, WCTA & MTA Update* – *Brent Christensen, President/CEO, MTA*
- 10:30 – 10:45 **Break & Door Prizes**
- 10:45 – 12:00 **Speaker on Communications and Office Attitudes Good/Bad**
- 12:00 – 1:30 **Group Luncheon at "The Hub" & Door Prizes**
- 1:30 – 2:45 **Open Forum Discussion** – *Moderated by Geri Salmela, Director-Marketing, WCTA*  
**\*\*\*Bring Ideas, Suggestions and 'What Works for You!\*\*\***
  - *Annual Meeting Themes/Reports*
  - *Education Assistance Plans/Professional Development*
  - *All Employee Meetings*
  - *Increasing Office Morale*
  - *Dealing with Office Politics*
  - *Board Policy Handbooks*
  - *Useful Websites, Software*
  - *Grin & Bear It Award – Traveling Trophy*
  - *What would you like to discuss next time?*
- 2:45 – 3:00 **Closing Remarks & Door Prizes**



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Please plan on bringing your *business cards* and a *door prize* valued at \$10-\$20. Also bring *promotional items* to share with the group, approximately 12 attendees, such as your company's annual meeting gift item or other company logoed item. This is a great way to share and see what other companies use as give-away items.

## We Thank Our Sponsors

*Basic Level*

