

# Building Blocks for Directors

Keys to Success

## 2016 Workshop Locations

**Memphis, TN**  
February 29–March 2

**Omaha, NE**  
April 4–6

**Wilmington, DE**  
May 2–4

**Syracuse, NY**  
June 20–22

**Santa Ana, CA**  
July 11–13

**St. Louis, MO**  
September 19–21

**REGISTER  
TODAY!**



# 2016 OCC Community Bank Director Workshops

## Building Blocks for Directors Keys to Success

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The success and even some failures of financial institutions can often be attributed to the effectiveness of their directors. A broad knowledge of the financial services industry and the confidence to ask questions of management, auditors, and examiners best enable directors to fulfill their duties and responsibilities successfully.

This workshop combines lectures, discussions, and exercises designed specifically for directors of national community banks and federal savings associations. Discussion topics include

- increasing familiarity with strategic planning.
- learning about enterprise risk management.
- understanding vendor management.
- learning about succession planning.
- enhancing understanding of cybersecurity issues.
- understanding matters requiring attention.
- increasing familiarity with OCC communication channels for directors.

### Communicate With the Regulators

You will interact with instructors who are experienced OCC examiners. They are seasoned professionals who regularly assess risk management systems and meet with senior managers and directors to discuss their findings and evaluations. They will share their experiences to help you improve your knowledge and skills. Enrollment is limited to 35 directors per workshop to allow open and targeted dialogue. Pre-course reading materials are provided to enhance your workshop experience.

### Who Should Attend

This workshop is geared primarily to outside directors of national community banks and federal savings associations. Management directors could also benefit from attendance.

## Meet the Instructors

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**Charlotte Bahin**

Senior Advisor for Thrift Supervision  
Midsize and Community Bank  
Supervision



**Dixie Claybrook**

National Bank Examiner  
Western District



**Ralph DeLeon**

National Bank Examiner  
Banking Relations Division



**Haydee Gilliam**

National Bank Examiner  
International Banking Division



**Ben Lemanski**

Assistant Deputy Comptroller  
Central District



**Ben Rudolph**

Associate Deputy Comptroller  
Western District

# Agenda

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Attire is business casual.

## Workshop

**Day 1:** Registration begins at 12:00 p.m. The workshop begins promptly at 1:00 p.m. and ends by 5:00 p.m.

**Day 2:** Registration begins at 7:00 a.m. The workshop begins promptly at 8:00 a.m. and ends by 5:00 p.m. Lunch is provided.

**Day 3:** Registration begins at 7:00 a.m. The workshop begins promptly at 8:00 a.m. and ends by 12:00 p.m.

The workshop covers

- strategic planning.
- enterprise risk management.
- vendor management.
- succession planning.
- cybersecurity issues for the board.
- communication channels with the OCC.



**Randy Ryskamp**  
*District Counsel  
Southern District*



**Curt Schuman**  
*Assistant Deputy Comptroller  
Central District*



**Kent Stone**  
*Assistant Deputy Comptroller  
Northeastern District*



**Thomas Tott**  
*Assistant Deputy Comptroller  
Central District*

## Part 1

- February 29–March 2, 2016**  
Memphis, TN
- April 4–6, 2016**  
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St. Louis, MO

Please register online at [www.seiservices.com/occ](http://www.seiservices.com/occ), fax registrations to (240) 485-1982, or mail to SEI Services, Attn: OCC 2016, 8757 Georgia Ave., Suite 1440, Silver Spring, MD 20910.

- You must be on the board of directors of a national community bank or federal savings association.
- Registrations are accepted on a space-available basis only. A wait list will be established for all sessions that reach maximum capacity.
- Registration fee for the workshop is \$99 per participant.
- All cancellations must be in writing. Cancellations are accepted by e-mail to [occ@seiservices.com](mailto:occ@seiservices.com) or by fax to (240) 485-1982. If a cancellation is received less than one month before the workshop, no refund will be issued.
- Completion of this form in its entirety is required for conference registration.

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### Institution Information

Institution Name: \_\_\_\_\_

Asset Size \$ (Millions)  <50  50-99  100-149  
 150-249  250-499  500-749  
 750-1B  >1B

Institution Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

Telephone: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

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### Payment Information

Billing Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

Credit Card Type:  Amex  Visa  MC Expiration Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

If other payment arrangements are needed, please contact the reservation center at (240) 485-1700 or [occ@seiservices.com](mailto:occ@seiservices.com).

## Part 2

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### Attendee Information

Name: Mr./Ms./Mrs./Dr. \_\_\_\_\_  
(Please circle one) First Name Last Name

Name on Badge: \_\_\_\_\_  
First Name Last Name

Title: \_\_\_\_\_ Director:  Inside  Outside  Other

Home Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Daytime Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Attendee E-mail: \_\_\_\_\_

Assistant's E-mail: \_\_\_\_\_

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### Emergency Contact

Emergency Contact Name: \_\_\_\_\_  
(friend or family)

Emergency Contact Phone Number (Home or Cell): \_\_\_\_\_  
(do not use the bank phone number)

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### Comments

If you have any comments or information concerning your registration that you wish to add, please do so below.

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**For workshop information, please contact (240) 485-1700. Registration center hours: 8:30 a.m.–5:30 p.m. Eastern time.**

**FOR REGISTRATION CENTER USE ONLY**

CONFIRMATION NUMBER: \_\_\_\_\_

## Dates and Locations

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### Memphis, TN—February 29–March 2, 2016

Sheraton Memphis Downtown  
Hotel Reservations: (901) 527-7300  
Room Rate: \$129.00  
[www.sheratonmemphisdowntown.com](http://www.sheratonmemphisdowntown.com)

### Omaha, NE—April 4–6, 2016

Magnolia Hotel Omaha  
Hotel Reservations: (402) 341-2500  
Room Rate: \$102.00  
[www.magnoliahotels.com](http://www.magnoliahotels.com)

### Wilmington, DE—May 2–4, 2016

DoubleTree Hotel Wilmington  
Hotel Reservations: (302) 478-6000  
Room Rate: \$120.00  
[www.doubletree.com](http://www.doubletree.com)

### Syracuse, NY—June 20–22, 2016

Sheraton Syracuse University Hotel  
Hotel Reservations: (800) 395-2105  
Room Rate: \$169.00  
[www.sheratonsyracuse.com](http://www.sheratonsyracuse.com)

### Santa Ana, CA—July 11–13, 2016

DoubleTree Santa Ana–Orange County Airport  
Hotel Reservations: (714) 825-3333  
Room Rate: \$138.00  
[www.doubletree.com](http://www.doubletree.com)

### St. Louis, MO—September 19–21, 2016

Renaissance St. Louis Airport Hotel  
Hotel Reservations: (314) 429-1100  
Room Rate: \$147.00  
<http://renaissance-hotels.marriott.com>

### Hotel room rates for each location are guaranteed until the following dates:

Sheraton Memphis Downtown, Memphis, TN	February 1, 2016
Magnolia Hotel Omaha, Omaha, NE	March 7, 2016
DoubleTree Hotel Wilmington, Wilmington, DE	April 4, 2016
Sheraton Syracuse University Hotel, Syracuse, NY	May 23, 2016
DoubleTree Santa Ana–Orange County Airport, Santa Ana, CA	June 13, 2016
Renaissance St. Louis Airport Hotel, St. Louis, MO	August 22, 2016

Hotel rates for this program are discounted. To make your reservations on a space-available basis, please contact the hotel directly. Some hotels may honor the rate before and after the workshop. When making reservations, please mention the function name: OCC Director Workshops. If you encounter difficulties in making your reservations, please call (240) 485-1700 for assistance.

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## Registration Fee

The registration fee is \$99, payable at the time of registration. The price includes

- pre-course reading package.
- course materials.
- The Director's Toolkit, which includes *The Director's Book*, "Detecting Red Flags in Board Reports," and the "Internal Controls" booklet of the *Comptroller's Handbook*.
- lunch.

## Special Needs

If you require special accommodations to participate in this workshop, please call (202) 649-6733.

## Cancellation Policy

All cancellations must be in writing. Cancellations are accepted by e-mail to [occ@seiservices.com](mailto:occ@seiservices.com) or by fax to (240) 485-1982. If a cancellation is received less than one month before the workshop, no refund will be issued.

## Questions

For additional workshop information, please call (240) 485-1700 or send an e-mail to [occ@seiservices.com](mailto:occ@seiservices.com).