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Empower and Influence

2018 Benefits and Pension Administration Seminar

October 11 – 12, 2018

Double Tree by Hilton, 1975 Broad Street
Regina, Saskatchewan

The Saskatchewan School Boards Association (SSBA) Employee Benefits Plan and Saskatchewan Association of School Business Officials (SASBO) are proud to present the 2018 Benefits and Pension Administration Seminar.

This seminar is designed to assist you in providing benefits and pensions to your employees and their families in Saskatchewan School Divisions. It is a great opportunity for Directors, Human Resource Staff, Payroll and Benefit Administrators to increase their knowledge and understanding of the plan administration and best practices. We have a great line-up of speakers, good food and networking opportunities.

Everyone is invited to the Networking Social for appetizers and refreshments on Thursday at 4:15 pm. This is an excellent time to network!

We hope you will attend both days but if not, we have three options as noted below:

Seminar Costs - Includes meals & refreshments:

October 11 & 12 - SSBA and SASBO	\$250.00 (\$238.10 plus GST \$11.90)
October 11 - SASBO only	\$ 25.00 (\$23.81 plus GST \$1.19)
October 12 – SSBA only	\$250.00 (\$238.10 plus GST \$11.90)

Empower gives permission, power, or the legal right to do something and Influence affects by gentle action to persuade or induce a change.

On-line Registration for Seminar

- ✓ Please register by [CLICKING HERE](#)
- ✓ Registration closes October 2, 2018

Hotel Reservations

- ✓ Double Tree by Hilton, Regina
- ✓ Room cancellations 24 hours in advance
- ✓ **To book your room**
 - Call hotel directly at 306-525-6767 and quote the booking code: YEE
 - To book online go to: <http://bit.ly/SSBAEmployeeBenefitSeminar2018>
- ✓ Room rates \$169.00 per night for queen or king beds, plus taxes
- ✓ Check-In 3:00 PM and Check-Out 12:00 noon
- ✓ Parking is complementary for all seminar guests

Seminar Agenda

Thursday, October 11th

12:30 - 1:00 p.m.	Registration
1:00 - 1:05 p.m.	Welcome - Jamie Henry, Saskatchewan Rivers School Division
1:05 - 2:30 p.m.	Deloitte Potpourri - Internal Auditor Payroll Controls, Taxable Benefits and Emerging Payroll Issues - Deloitte Representatives
2:30 - 2:45 p.m.	Refreshment Break
2:45 - 4:00 p.m.	MEPP's Informational Session - Darlene Glowa, Customer Focus Coordinator, PEBA
4:00 - 4:15 p.m.	Closing Comments
4:15 - 7:00 p.m.	Networking Social Everyone is invited to enjoy appetizers, refreshments and network with fellow participants and speakers.

Friday, October 12th

8:00 - 8:30 a.m.	Registration and Full Breakfast Buffet
8:30 - 9:00 a.m.	Welcome and Employee Benefits Plan Update - Jeff McNaughton, Director, EBP
9:00 - 9:15 a.m.	InBody Machine - Jennifer Burgess, Sales Director, Homewood Health
9:15 - 10:00 a.m.	Privacy Issues – Responsibilities of School Divisions - Geraldine Knudsen, Legal Services, SSBA
10:00 - 10:30 a.m.	Refreshment Break and Check Out the Body Machine
10:30 - 11:15 a.m.	Top Secret - David Gaida, Product Director, Manulife
11:15 - 11:30 a.m.	SharePoint Electronic Forms and Enhancements - Leanne Petford, Benefit Administrator, EBP
11:30 - 12:15 p.m.	Benefit Administration - Employee Benefits Plan Team
12:15 - 1:15 p.m.	Buffet Lunch and Group Pictures
1:15 - 2:00 p.m.	Administration Panel Success Stories featuring: - Barb Margeson, Saskatchewan Rivers SD - Donna Adair, Sun West SD - JoAnn Lider, Lloydminster RCSSD Questions - You Tell Us: What's working? What's not? (Please submit your thoughts, ideas and/or suggestions in advance to EBP and we will discuss during this session)
2:00 - 2:45 p.m.	Reconciliation and Healing - Chantel Bobst, Guest Speaker
2:45 - 3:15 p.m.	InBody Machine - Jennifer Burgess, Sales Director, Homewood Health
3:15 - 3:30 p.m.	Evaluation and Closing Remarks