



Office of the  
Comptroller of the Currency



# Building Blocks for Directors

Keys to Success

## 2015 Workshop Locations

**Miami, FL**  
February 23-25

**San Antonio, TX**  
March 16-18

**Indianapolis, IN**  
April 13-15

**Raleigh, NC**  
June 8-10

**Minneapolis, MN**  
July 20-22

**Chicago, IL**  
October 26-28

**New Orleans, LA**  
November 16-18

**REGISTER  
TODAY!**

## Dates and Locations

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### **Miami, FL—February 23-25, 2015**

Hyatt Regency Miami  
Hotel reservations: (888) 421-1442  
Room rate: \$189  
www.miamiregency.hyatt.com

### **San Antonio, TX—March 16-18, 2015**

DoubleTree San Antonio Downtown  
Hotel reservations: (210) 224-7155  
Room rate: \$129  
www.sanantoniodowntown.doubletree.com

### **Indianapolis, IN—April 13-15, 2015**

Sheraton Indianapolis City Centre  
Hotel reservations: (317) 635-2000  
Room rate: \$175  
www.sheratonindianapoliscitycentre.com

### **Raleigh, NC—June 8-10, 2015**

Hilton North Raleigh/Midtown  
Hotel reservations: (919) 872-2323  
Room rate: \$146  
www.hilton.com

### **Minneapolis, MN—July 20-22, 2015**

DoubleTree Bloomington-Minneapolis South  
Hotel reservations: (309) 664-6446  
Room rate: \$152  
www.bloomingtonminneapolisouth.doubletree.com

### **Chicago, IL—October 26-28, 2015**

Crowne Plaza Chicago Metro  
Hotel reservations: (312) 829-5000  
Room rate: \$226  
www.thechicagometro.com

### **New Orleans, LA—November 16-18, 2015**

Hampton Inn & Suites New Orleans  
Convention Center  
Hotel reservations: (800) 292-0653  
Room rate: \$144  
www.neworleanshamptoninns.com

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

Hyatt Regency Miami, Miami, FL	January 22, 2015
DoubleTree San Antonio Downtown, San Antonio, TX	February 22, 2015
Sheraton Indianapolis City Centre, Indianapolis, IN	March 22, 2015
Hilton North Raleigh/Midtown, Raleigh, NC	May 17, 2015
DoubleTree Bloomington-Minneapolis South, Minneapolis, MN	June 19, 2015
Crowne Plaza Chicago Metro, Chicago, IL	October 4, 2015
Hampton Inn & Suites New Orleans Convention Center, New Orleans, LA	October 25, 2015

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).

# 2015 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**  
National Bank Examiner  
Midsize and Community  
Bank Supervision



**Dave Baker**  
Assistant Deputy Comptroller  
Western District



**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

# Agenda

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Attire is business casual.

## Workshop

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**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.



**Ben Rudolph**  
*Assistant Deputy Comptroller  
Central District*



**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 23-25, 2015  
Miami, FL
- March 16-18, 2015  
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New Orleans, LA

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 2015, 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.

### 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: \_\_\_\_\_

### 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

### 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: \_\_\_\_\_

### Emergency Contact

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

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

### 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.**