

# REGISTRATION FORM

## OSFA Annual Conference and Business Meeting – MAY 14<sup>th</sup>

**DATE:** Tuesday, May 14, 2019 **TIME:** 8:00 a.m. – 4:30 p.m.

**LOCATION:** Chemeketa Winema, 4001 Winema Place NE, Salem, OR 97305

**Instructions:** Please fill out the registration form and class selection form and return with payment to:  
**OSFA, c/o Class Act Event Coordinators, P.O. Box 4122, Salem, Oregon 97302**  
**Phone: (503) 371-8904; Fax: (503) 589-9166 or email to [respond@classactevents.net](mailto:respond@classactevents.net)**

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

Working Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Agency Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**Annual Conference Registration:** Fee includes, annual OSFA Governmental Membership (valid for 1 year), continental breakfast, and buffet lunch.

**\$195** – Any governmental fiscal employee (**due by May 6, 2019**)

**\$180** – Any full or part-time student, not a *governmental employee* (**due by May 6, 2019**)

**\$230** – Any other person not eligible for Governmental or Student Membership (**due by May 6, 2019**)

### Annual Renewals and New Memberships

**\$30 Governmental Membership** - Any governmental fiscal employee

**\$15 Student Membership** - Any full or part-time student, not a governmental employee

**\$90 Associate Membership** - Any other person not eligible for Governmental or Student Membership

**WE ARE NOW ACCEPTING SPOTS CARD PAYMENTS OVER THE PHONE! Contact Class Act at (503) 371-8904**

We have updated our registration procedures. *We are no longer accepting PURCHASE ORDERS.* Attendance will be denied if payment is not received prior to the conference. We will send out a confirmation email when registration and payment have been received. If you do not receive confirmation, please contact Class Act Events.

### Summary Section

**Annual Conference Registration** (includes one year's membership fee) \$ \_\_\_\_\_

### Annual Renewals and New Memberships

\*OSFA Membership Fee only (if you can't attend the May 14<sup>th</sup> 2019 Annual Conference) \$ \_\_\_\_\_

Total Enclosed: \$ \_\_\_\_\_

*Please make checks payable to OSFA (Tax ID Number: 94-3099572)*

\*OSFA Membership Fee: If you are not able to attend this year's annual conference, but would like to renew your annual OSFA Membership for the 2019/2020 year, please indicate the appropriate membership fee and return this form with your payment.

### Cancellation/Refund Policy

Visit [http://www.oregonstatefiscalassn.org/OSFA\\_RefundPolicy.htm](http://www.oregonstatefiscalassn.org/OSFA_RefundPolicy.htm) for a detailed cancellation/refund policy.

**One registration form per attendee per conference please.  
PLEASE COMPLETE THE CLASS SELECTION AND LUNCH SELECTION FORM ATTACHED**

## **INTRODUCTORY Class Selections- Please select one class from each breakout session**

Conference registration and continental breakfast begin at 8:00am, followed by a keynote address at 9:00am. In order for us to provide adequate seating in each session, please select ONE class in each breakout section you plan to attend. Classes will be assigned on a first come, first served basis.

### **Keynote Speaker: Kevin McCarthy – Welcome to the BlindSpot Zone Keynote**

#### **Breakout Session #1 10:30 – 11:45a.m.**

**People Watching at Club Fed-Behavioral Ethics Session**, presented by Kevin McCarthy

Discover the hidden motivators that influence your behavior and the behaviors of others.

Understand how to leverage your motivators to make better decisions.

Learn the STP-CAP high performance decision tool to make your best decisions.

**Intermediate Excel**, presented by Gabe Dougherty

This session is all about tips and tricks to make excel more user friendly. We will discuss keyboard shortcuts, conditional functions, and text functions. We will also examine how to make spreadsheets look more professional as well as charts and graphs.

**Risk Management and Insurance**, presented by Ron Fredrickson

A review of the major risks we face as consumers including flood, earthquake and landslide and strategies for addressing these risks. A brief overview of what's covered under home and auto policies and what additional coverage is available.

**ID Theft & Fraud Prevention**, presented by Kevin Jeffries

This class will discuss ways to avoid personal and professional ID theft and fraud. It will also demonstrate the ways to spot a scam. This class will cover state reporting standards for data breaches as well as data security best practices.

#### **Lunch served from 12:00 – 1:30pm. Please check one:**

**Chicken & Broccoli Stir Fry** \_\_\_\_\_ **OR Baked Potato Bar & Salad (vegetarian, vegan, dairy & gluten free)** \_\_\_\_\_

#### **Breakout Session #2 1:30 – 2:45p.m.**

**Records Management for Modern Communications**, presented by Kris Stenson

This session builds upon the Basics of Public Records Law training, focusing specifically on electronic communication records. Topics will include: proactive email management, mobile communications and social media. Discussion will target ways in which agencies can better control existing communication technologies as well as how to address recordkeeping concerns when adopting new tools.

**SPOTS & US Bank's Access Online Portal – Take a closer look into the most efficient functions available in Access**

**Online**, presented by Valya Rizzo

Do you know about all of the features that US Bank's Access Online portal has to offer to your agency's cardholders, SPOTS Coordinators and accounting staff? You will be given an in-depth overview of the different functions of Access Online from the cardholder and the coordinator perspective. See how you can utilize the many available tools that can make your agency's SPOTS program more efficient.

**Retirement Strategies with OSGP**, presented by Julie McDevitt

Retirement Strategies workshop is for participants within five years of retirement or who have severed employment. Topics cover OSGP information to include: catch-up provisions, payment options, IRS requirements, rollovers, time frames, and forms review.

**Workplace Standards of Conduct and Behavior**, presented by Michael Dougherty

We spend a great deal of time in the workplace. If an employee works 47 hours per week from the age of 18 to 62 without missing any scheduled shifts or requesting vacation time, that person spends approximately 109,980 hours at work during her lifetime. Time at work is not spent alone, but with co-workers, managers, customers, contractors, and other stakeholders. The way we interact with others is important to maintaining an effective workplace. This session will examine various principle of interpersonal communications and the skills necessary to be successful and peaceful in the workplace.

#### **Breakout Session #3 3:15 – 4:30p.m.**

**Records Disaster Preparedness**, presented by Matt Brown

During this training, you will get an overview of standards and laws related to disaster preparedness. You will learn how to identify and prioritize essential records, assess risks to essential records, and protect essential records.

**SPOTS & US Bank's Access Online Portal – Take a closer look into the most efficient functions available in Access**

**Online**, presented by Valya Rizzo

See above description.

**Procurement and Finance**, presented by Clay Flowers and Jon Miller

Is government procurement and finance each uniquely separate or are they interrelated? What is the true relationship between procurement and finance? Join us for an entertaining session for how these two areas of government operations together support the success of an organization.

**Intermediate Pivot Tables**, presented by Gabe Dougherty

Learn useful techniques in Excel to save time. In this course, explore seldom used formulas and other means of making disparate sources of data make sense.

**Submit this registration form and payment to: OSFA, c/o Class Act Event Coordinators  
P.O. Box 4122 / Salem, OR 97302. Fax: (503) 589-9166 [respond@classactevents.net](mailto:respond@classactevents.net)**