REGISTRATION FORM
OSFA Annual Conference and Business Meeting – MAY 7th
DATE: Tuesday, May 7, 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

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 April 29, 2019)*
   $180 – Any full or part-time student, not a *governmental employee* *(due by April 29, 2019)*
   $230 – Any other person not eligible for Governmental or Student Membership *(due by April 29, 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 7th 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** *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.

_____**Intro to 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.

_____**Intro to OR Public Records Law,** presented by Kris Stenson
This class will cover the basic legal framework for public records in Oregon including relevant laws and administrative rules governing access and retention. Participants will learn how retention schedules are written and how to apply them to the work that they do each day. Filing systems, classifications, and electronic records management systems are explored in detail. Finally, familiar technology and new frontiers of records management are introduced including email management, social media, and mobile technology.

_____**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.

_____**Introduction to OSGP,** presented by Julie McDevitt
Introduction to OSGP is for all interested in OSGP (deferred comp) benefits. This workshop covers how to enroll, investment strategies, fees and distributions. It is intended for employees who are interested in enrolling in the plan or for employees seeking a refresher course.

_____ **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.

_____**Agency Records Office Bootcamp,** presented by Stephanie Clark
Come with your questions, tips for other Records Officers, and an open mind! During this training, you will learn the ins and outs of performing the duties of an agency Records Officer including everything from how to write a records management policy to how to approve records destruction reports. The first half of the course will be presented by Records Management Unit Manager, Stephanie Clark, and the last half will be collaborative.

_____**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.

_____**Intro to 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.

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