# REGISTRATION FORM

**OSFA Annual Conference and Business Meeting – INTRODUCTORY**
**DATE:** Tuesday, May 1, 2018 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 the OSFA Governmental Membership (valid for 1 year), continental breakfast, and buffet lunch**.**

**$175** – Any governmental fiscal employee ***(due by April 23, 2018)***
**$160** – Any full or part-time student, not a *governmental employee* ***(due by April 23, 2018)***
**$210** – Any other person not eligible for Governmental or Student Membership ***(due by April 23, 2018)***

**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 1st 2018 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 2018/2019 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:** Jon Dufrene – **Accounting & Technology: Adapt, Innovate, & Prevail**

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

_____**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.

_____**Budget 101,** presented by George Naughton – Course Description TBD
_____**Travel Training,** presented by Serena Harris – Course Description TBD
_____**Payroll,** presented by TBD – Course Description TBD

**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.

_____**Fleet Management,** presented by Sheila Wassil
A guide to establishing a clear, effective and efficient process that supports the review, prioritization, reporting and management of agency vehicles.

_____**Introduction to A/R Management,** presented by Stacey Chase
Introduction to A/R Management is the first in a two-session series. Attendees will receive an overview of accounts receivable management statutory requirements, statewide policy guidelines, and procedural best practices. This training is intended for accounting professionals interested in learning the "why" and "how" of state accounts receivable management.

_____**Word "How To",** presented by Clay Flowers
Financial professionals enjoy and work well with Excel. However, using Word for written documents outlining financial information may be challenging. Come explore the basics of Word and find that the application is as enjoyable and entertaining as Excel.

_____**Forecasting State Government Caseloads for Budgeting and Beyond,** presented by Greg Tooman
Predicting the need for government services in the future is dependent upon many factors, only some of which are under the control of the agencies being asked to provide the service. Whether it's the number of children in foster care, the number of divorces processed in the court, or the number of prison beds, mandated costs incurred by government are often directly dependent upon the number of people being served. This session will discuss the nature of forecasting in general, and more specifically the nuts-and-bolts of forecasting TANF caseloads (that is, cash welfare) for the Department of Human Services in Oregon. Factors that influence forecasts, both inside and outside of government, will be discussed, as will how caseload forecasts can be used – whether for budgets or otherwise.

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

_____**Excel,** presented by Serena Harris
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.

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_____**SPOTS & US Bank "Access Online"-An A to Z overview of the "Access Online" technology,** presented by Valya Rizzo
Do you know all the features of the US Bank "Access Online" for cardholders, SPOTS coordinators and accounts payable staff? See how you can utilize the many features of "Access Online" technology to make your SPOTS program much more efficient. You will be given an A to Z overview of "Access Online" from the cardholder perspective to the most efficient electronic method accounting staff would macro transactional data into SFMA by the month end close. From purchase to month end close, see how this works.

_____**Risk Management & Disaster Preparedness,** presented by Ron Fredrickson
This presentation discusses the principal disaster risks we face, including wild fires, earthquake, landslide, and flood. We cover the insurance aspects, fundamentals of risk management, and the steps that consumers should take to be prepared.

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