



**Arkansas County Clerks' Continuing Education Conference**  
**February 12-14, 2019**  
**Hilton Garden Inn Little Rock Downtown**  
**322 Rock Street**  
**Little Rock/Pulaski County**  
**Tentative Agenda**

**Tuesday, February 12, 2019**    **MEETING TO BE HELD AT HOTEL** (*Hotel room for February 12 will be reimbursed from the County Clerks Continuing Education Fund*)

- 2:00 p.m.                    **REGISTRATION – Pre-function Area**
- 3:00 p.m.                    **NEW ELECT ROUNDTABLE DISCUSSION – Pinnacle Ballroom**  
*Seasoned County Clerks and AAC staff will be available to answer questions that you may have after being in office for 7 weeks*
- 4:00 p.m.                    **LEGISLATIVE SESSION UPDATE**  
*Association of Arkansas Counties Staff*
- 4:30 p.m.                    **CONTINUING ED. BOARD MEETING – Pinnacle Ballroom**
- 5:30 p.m.                    **EXECUTIVE BOARD MEETING – Pinnacle Ballroom**
- 6:00 p.m.                    **DINNER ON YOUR OWN** (*Reimburse up to \$25 with paid receipt*)

**Wednesday, February 13, 2019**    **MEETING TO BE HELD AT AAC**  
*(Hotel room night for February 13 will be reimbursed from the County Clerks Continuing Education Fund)*

- 6:30 a.m. – 8:00 a.m.      **BREAKFAST** – (included in room rate)
- 8:00 a.m. – 8:15 a.m.      **BOARD BUS FOR TRANSPORTATION TO AAC**
- 8:15 a.m.                    **BUS DEPARTS FOR AAC**
- 8:30 a.m. – 9:00 a.m.      **REGISTRATION – AAC**
- 9:00 a.m.                    **WELCOME, PRAYER, PLEDGE OF ALLEGIANCE, & ANNOUNCEMENTS – AAC - James H. Baker Conference Room**  
*Crystal Graddy, Boone County Clerk & President - County Clerks Association*
- 9:10 a.m. – 9:30 a.m.      **HOW BILLS BECOME LAWS**  
*Speaker:*
- 9:30 a.m. – 11:30 a.m.      **COMMITTEE MEETINGS – STATE CAPITOL**
- 11:30 a.m. – 1:00 p.m.      **LUNCH - AAC - James H. Baker Conference Room**
- 1:00 p.m. – 3:00 p.m.      **CAPITOL TOUR**
- 3:15 p.m. – 3:30 p.m.      **BREAK**  
*Sponsored by:*
- 3:30 p.m. – 3:50 p.m.      **MEETING WRAP UP**
- 3:50 p.m.                    **BOARD BUS**
- 4:00 p.m.                    **BUS RETURNS TO HOTEL**
- 6:00 p.m.                    **DINNER – ON YOUR OWN** – (*Reimburse up to \$25 with paid receipt*)

**Thursday, February 14, 2019**

**MEETING TO BE HELD AT HOTEL**

- 6:30 a.m. – 8:30 a.m.      **BREAKFAST** – (included in room rate)
- 8:30 a.m. – 9:00 a.m.      **REGISTRATION – Pre-function Area**
- 9:00 a.m.                      **WELCOME & ANNOUNCEMENTS – Pinnacle Ballroom**  
*Crystal Graddy, Boone County Clerk & President - County Clerks Association*
- 9:00 a.m. – 9:30 a.m.      **UPDATE FROM THE SECRETARY OF STATE’S OFFICE**  
*Leslie Bellamy, Director of Elections*
- 9:30 a.m. – 10:00 a.m.      **UPDATE FROM THE STATE BOARD OF ELECTION COMMISSIONERS**  
*Heather McKim, Deputy Director*
- 10:00 a.m. – 10:15 a.m.      **BREAK**  
*Sponsored by:*
- 10:15 a.m. – 11:30 a.m.      **ASSOCIATION BUSINESS**  
*Drawing for \$50 Cash Attendance Prize – Must be present to win.*

**Reimbursement:** The following expenses will be submitted to the Continuing Education Board for approval. Expenses will be paid from the County Clerk’s Continuing Education Fund - administered by the Auditor of State’s Office. Contact Melanie Jenkins, Auditor of State’s Office, at 501-682-5474 for additional information.

- Mileage:                      One vehicle per county @ .42 per mile
- Room rates:                  One room per county: \$104.00 single, \$10 each additional person, plus tax
- Parking:                      \$16.00 + tax per overnight stay
- Breakfast:                    Included in room rate for 1 (\$10 each additional\*)
- Lunch:                        As required - direct billed or Reimburse AAC
- Dinner:                        December 12 & 13: Reimburse up to \$25 with receipt
- Breaks:                        As required, direct bill or Reimburse AAC
- Meeting Room:              As required, direct bill
- Audio Visual                  As required, direct bill
- Transportation              As required, direct bill or Reimburse AAC
- Incidentals                    As required, direct bill