



Arkansas Circuit Clerks Continuing Education Conference
The Lodge at Mount Magazine
Paris/Logan County

AGENDA

TUESDAY, JUNE 11, 2019

- 4:00 p.m. **Continuing Ed. Board Meeting – Tanager**
- 6:00 p.m. **Executive Board Meeting – Tanager**

WEDNESDAY, JUNE 12, 2019

- 10:00 a.m. **Vendors – Installation of Exhibits - Foyer, Conference Center**
- 12:00 – 1:00 p.m. **Registration - Foyer, Conference Center**
- 1:00 p.m. – 1:15 p.m. **Welcome & Prayer by Logan County Judge, Ray Gack,**
Pledge of Allegiance, & Announcements – Conference Center
Alice Smith, Association President and Monroe County Circuit Clerk
- 1:15 p.m. – 2:15 p.m. **Per Curiam: 2019 Ark. 213 In Re Acceptance of Records on**
Appeal In Electronic Format and Elimination of the Abstracting
and Addendum Requirements
Paul Charton, Appellate Review Attorney, Arkansas Judiciary
- 2:15 p.m. – 2:30 p.m. **Break**
- 2:30 p.m. – 3:30 p.m. **Contexte**
Michial Armstrong & Sheri Cole, Administrative Office of the Courts
- 3:30 p.m. – 4:30 p.m. **Legislative Recap**
Josh Curtis, Government Affairs Director, AAC
- 6:00 p.m. **Dinner- On Your Own (reimbursed up to \$25.00 with receipt)**

THURSDAY, JUNE 13, 2019

- 6:30 a.m. – 8:00 a.m. **Breakfast – Skycrest Restaurant**
- 8:00 a.m. **Registration – Foyer, Conference Center**
- 9:00 a.m. **Announcements -**
Alice Smith, Association President and Monroe County Circuit Clerk

Concurrent Open Discussion Sessions:

- 9:00 a.m. – 9:45 a.m. **E-filing Counties - Sparrow**
- Non-E-Filing Counties – Conference Center**
Alice Smith, Association President and Monroe County Circuit Clerk
- Commissioner Sales - Tanager**
Brenda DeShields, Benton County Circuit Clerk

- 10:00 a.m. – 11:00 a.m. **Appeals Panel – Preparing the Record**
Panelists: Alice Smith, Monroe County Circuit Clerk
Mike Garrett, Pulaski County Deputy Circuit Clerk
- 11:00 a.m. – 11:30 a.m. **Records Retention**
Myka Sample, Saline County Circuit Clerk
Megan Curtis, Saline County Office Manager
Ragan Kyzer, Saline County Administrative Assistant
- 11:30 Noon – 1:00 p.m. **Lunch – Skycrest Restaurant**
- 1:00 p.m. – 2:00 p.m. **Recording 101 Panel Discussion**
Panelists:
- 2:00 p.m. – 2:30 p.m. **Break**
- 2:30 p.m. – 4:00 p.m. **Seasons**
Don Simons, Park Interpreter, Mt. Magazine State Park
- 6:00 p.m. **Association Dinner – Skycrest Restaurant**

FRIDAY, JUNE 14, 2019

- 6:30 a.m. – 8:30 a.m. **Breakfast – Skycrest Restaurant**
- 8:00 a.m. **Registration – Foyer, Conference Center**
- 9:00 a.m. **Announcements - Conference Center**
Alice Smith, Association President and Monroe County Circuit Clerk
- 9:15 a.m. **Complete Evaluation Forms**
- 9:30 a.m. – 11:00 a.m. **Association Business**
 Drawing for \$50 Attendance Prize – Must be Present to Win

Reimbursement: The following expenses will be submitted for approval by the Continuing Education Board to be paid from the Circuit Clerks Continuing Education Fund administered by the Auditor of State's Office. For additional information concerning reimbursement, contact Melanie Jenkins at 501-682-5474.

Mileage: One vehicle per county @ .42 per mile
 Room rates: One room per county for the nights of June 12 & 13. \$93 per person + Tax
 Additional Room Night: Executive & Continuing Education Board Members: night of Tuesday, June 11
 Dinner: Executive & Continuing Education Board Members: night of Tuesday, June 11: up to \$25 reimbursement w/receipt
 Breakfast: Executive & Continuing Education Board Members: Wednesday, June 12: up to \$15 reimbursement w/receipt
 Lunch: Executive & Continuing Education Board Members: Wednesday, June 12: up to \$15 reimbursement w/receipt
 Dinner: Up to \$25 reimbursement w/receipt for Wednesday, June 12
 Breakfast: As required, direct bill for Thursday June 13 and Friday, June 14
 Lunch: As required, direct bill – Thursday, June 13
 Association Dinner: Thursday, June 13 - non-reimbursable
 Breaks: As required, direct bill
 AV: As required, direct bill
 Meeting Rooms: As required, direct bill
 Incidentals: As required, direct bill