



**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 –**
- 6:00 p.m. **Executive Board Meeting -**

WEDNESDAY, JUNE 12, 2019

- 10:00 a.m. **Vendors – Installation of Exhibits**
- 12:00 – 1:00 p.m. **Registration -**
- 1:00 p.m. – 1:15 p.m. **Welcome & Prayer by Logan County Judge, Ray Gack,
Pledge of Allegiance, & Announcements –**
Alice Smith, Association President and Monroe County Circuit Clerk
- 1:15 p.m. – 2:15 p.m. **Records Retention**
Sharon Blount-Baker, Crawford County
- 2:15 p.m. – 2:30 p.m. **Break**
- Concurrent Sessions:**
- 2:30 p.m. – 3:30 p.m. **Roundtable Discussions: E-filing Counties vs Non-E-Filing Counties**
Commissioner Sales
- 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 (Included in your room rate)**
- 8:00 a.m. **Registration**
- 9:00 a.m. **Announcements -**
Alice Smith, Association President and Monroe County Circuit Clerk
- 9:00 a.m. – 9:45 a.m. **Appeals – Types & Cost**
Beth Brady, Public Defenders Office, Juvenile

9:45 a.m. – 10:00 a.m.	Break <i>Sponsored by:</i>
10:00 a.m. – 11:30 a.m.	Appeals Panel – Preparing the Record <i>Panelists: Alice Smith, Monroe County Circuit Clerk</i> <i>Pam Neel, Crawford Chief Deputy County Clerk</i> <i>Mike Garrett, Pulaski County Deputy</i>
11:30 Noon – 1:00 p.m.	Lunch <i>Sponsorship:</i>
1:00 p.m. – 2:00 p.m.	Recording 101 Panel Discussion <i>Panelists:</i>
2:00 p.m. – 2:30 p.m.	Break <i>Sponsored by:</i>
2:30 p.m. – 4:00 p.m.	Motivational Speaker
6:00 p.m.	Association Dinner: <i>Sponsorship:</i>

FRIDAY, JUNE 14, 2019

6:30 a.m. – 8:30 a.m.	Breakfast (<i>Included in your room rate</i>)
8:00 a.m.	Registration
9:00 a.m.	Announcements - <i>Alice Smith, Association President and Monroe County Circuit Clerk</i>
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
Speakers Fee/Expenses:	Pre-Approved
AV:	As required, direct bill
Meeting Rooms:	As required, direct bill
Incidentals:	As required, direct bill