



ARcounties Continuing Education  
1415 West Third St.  
Little Rock, AR 72201  
(501) 372-7550 • Fax: (501) 372-0611

October 26, 2021

## MEMORANDUM

To: Arkansas County Collectors  
From: Karan Skarda, ACE Program Coordinator  
Re: December 2-3, 2021, Continuing Education Meeting

The Arkansas County Collectors' Continuing Education Board has approved plans for your upcoming meeting to be held December 2-3, 2021, at **The Benton Event Center - Saline County**. Board meetings will be held on the morning of December 2<sup>nd</sup> and the **Continuing Education Meeting will kick off at 1:00 p.m. that afternoon. The meeting will wrap up by noon on Friday, December 3rd.**

To make room reservations, contact **the Fairfield Inn & Suites**, at **501-722-6330** and ask for the County Collectors' rate of \$96.00\* + tax. The Fairfield Inn & Suites located at 17322 I 30 N Benton/Saline County, is steps away from the Benton Event Center. **The overflow hotel is the Holiday Inn**, located one exit away (or you may remain on the access road) at 7224 Alcoa Rd., Bryant/Saline County. To reserve your room at the **Holiday Inn**, please call **501-778-8400** and ask for the government rate of **\$96.00\* + tax**. \*Prevailing Government Rate

To register for this meeting, please complete the attached registration form. Please share this information with staff who can benefit from this training as well. Please complete a registration form for each individual who plans to attend the meeting. **The deadline to register is November 22, 2021.**

Feel free to call me at 501-372-7550 or email inquiries to [kskarda@arcounties.org](mailto:kskarda@arcounties.org). I look forward to seeing you soon.

The following expenses will be submitted for reimbursement from the Arkansas County Collectors' Continuing Education Fund. For questions concerning reimbursement, please contact Sam Zang, Auditor of State's Office, Phone: 501-682-6030

Mileage:	One vehicle per county @ .42 per mile
Room rates:	December 1: Executive & Continuing Ed. Board Members only. One room per county at \$96.00* single, plus tax or *prevailing government rate. December 2: One room per county at \$96.00* single, plus tax or *prevailing government rate.
Breakfast:	Reimburse AAC
Dinner:	December 1: Executive & Cont. Ed. Board Members only. Reimburse up to \$25 with receipt December 2: Association Dinner – Non-reimbursable
Breaks:	As required, direct bill
Meeting Space:	As required, direct bill
Speaker's Fees	As required, direct bill
Incidentals:	As required, direct bill
AAC:	Reimburse, as required

**REGISTRATION FORM**

**Arkansas County Collectors' Continuing Education Meeting  
December 2-3, 2021  
Benton Event Center**

**Deadline for Room Reservations: November 20, 2021**

**Please complete a registration form for each participant**  
**Deadline to register: November 22, 2021**

ACE Program  
Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201  
Fax: 501-372-0611  
Email: [kskarda@arcounties.org](mailto:kskarda@arcounties.org)

Name: \_\_\_\_\_

Title: \_\_\_\_\_ County: \_\_\_\_\_

Office Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Is this a new email address? Yes or No

Number of years in office: \_\_\_\_\_

Signature: \_\_\_\_\_

PLEASE COMPLETE:

\_\_\_\_\_ I will attend the Association Dinner

\_\_\_\_\_ Number of Guests that will attend meal functions during the meeting\*.

\*\*The fee for guest attendance and meals is \$100, please mail your payment to: Rebecca Talbert, Garland County Collector, 200 Woodbine, Room 108, Hot Springs, AR 71901.

\*Name of Spouse/Guest, attending the meeting: \_\_\_\_\_

Additional Guest Names: \_\_\_\_\_