



## Arkansas Public Administration Consortium

UALR Ross Hall 600 - 2801 S. University Ave. - Little Rock, AR 72204-1099  
501-569-3090 - FAX 501-569-3021 - E-mail: apacprog@ualr.edu

UAF - UALR - ASU

### MEMORANDUM

To: Arkansas County Clerks

From: Lisa A. Crittenden, Administrative Assistant

Date: May 28, 2009

Re: July 22-24, 2009 Conference, **Association and Continuing Education** Workshops

Your Arkansas County Clerks Continuing Education Board has approved plans for your next conference, **association and continuing education** workshops, Wednesday, Thursday and Friday, July 22-24, 2009. The conference will be held at the Holiday Inn, West Memphis, AR.

**The deadline for room reservations is June 21, 2009.** Phone 870-735-4055 for room reservations. Request the group rate for Arkansas County Clerks, \$99.99 plus tax for single/double. The hotel is at 2007 S. Service Road. The Holiday Inn West Memphis-I-55 is near Southland Park Gaming & Racing and 6 miles from downtown Memphis, TN.

An agenda and registration form is enclosed. Please complete the registration form for each individual attending the workshop. The deadline for registration for the education conference is **July 13**. We need your registration form so we can prepare name tags, roster and handouts for you.

The registration information has been mailed only to elected officials. Please share with your deputies who could benefit from this training.

Please feel free to call us at 501-569-3436 or email inquiries to lacrittenden@ualr.edu. We look forward to seeing you in West Memphis.

**Reimbursement:** The Continuing Education Board has approved the following expenses to be paid from the Continuing Education Fund by the Auditor of State's Office. Contact Penny Ross, Auditor of State's Office, at 501-682-1023 for additional information.

- ◆ Reimburse one room per county at \$99.99 plus tax with receipt for July 22.
- ◆ Reimburse mileage for one vehicle per county office at \$.42 per mile.

**REGISTRATION FORM**

**Arkansas County Clerks Continuing Education Conference  
Six-hour Training Workshop  
Holiday Inn, West Memphis, AR  
July 22-24, 2009**

**Please complete a registration form for each participant.**

**Return form by July 13, 2009 to**

**APAC**

**UALR Ross Hall 600**

**2801 S. University**

**Little Rock, AR 72204**

**Fax: 501-569-3021**

**Email: [lacrittenden@ualr.edu](mailto:lacrittenden@ualr.edu)**

Name (as it should appear on official records): \_\_\_\_\_

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

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

\_\_\_\_\_

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

Email: \_\_\_\_\_

Years in office: \_\_\_\_\_

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

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Number of reservations you need for

**Dinner, July 22**

**Breakfast, July 23**

**Lunch, July 23**

**Breakfast, July 24**

\_\_\_\_\_ Clerk/deputy

\_\_\_\_\_ Clerk/deputy

\_\_\_\_\_ Clerk/deputy

\_\_\_\_\_ Clerk/deputy

\_\_\_\_\_ Spouse/guest

\_\_\_\_\_ Spouse/deputy

\_\_\_\_\_ Spouse/guest

\_\_\_\_\_ Spouse/guest

Please complete a registration form for **EACH** individual attending.

**AGENDA**  
**Arkansas County Clerks Continuing Education Conference**  
**Six-hour Training Workshop**  
**Holiday Inn, West Memphis, AR**  
**July 22-24, 2009**

**Tuesday, July 21, 2009**

**Early Bird Arrival**

**Wednesday, July 22, 2009**

**(3 hours) Continuing Education Begins**

11:00a.m. - 1:00p.m.

REGISTRATION

1:00p.m.

Welcome and Announcements

*Doris Tate, President, Arkansas County Clerks Association & Sebastian County Clerk*

1:00p.m. -2:15p.m.

**New Laws**

*Tim Humphries, General Counsel, Secretary of State's Office*

2:15p.m. – 2:30p.m.

BREAK

2:30p.m. – 4:00p.m.

**AAC Updates**

*Jeff Sikes, Legislative Director, Association of Arkansas Counties*

6:00p.m.

Dinner at hotel “Getting to Know You”

**Thursday, July 23, 2009**

**(3 hours) Continuing Education**

8:00a.m. – 9:00a.m.

BREAKFAST & REGISTRATION

9:00a.m. – 10:30a.m.

**Panel Discussion “Stump the Seasoned Clerks” (Bring your Questions)**

*Sandra Dunn, Sevier County Clerk*

*Melinda Reynolds, Faulkner County Clerk*

*Ruth Trent, Crittenden County Clerk  
Britt Williford, Ouachita County Clerk*

- 10:30a.m. – 10:45a.m.    **BREAK**
- 10:45a.m. – 11:30a.m.    **Panel Discussion “Stump the Seasoned Clerks” (Bring your Questions) – Con’t**  
*Sandra Dunn, Sevier County Clerk  
Melinda Reynolds, Faulkner County Clerk  
Ruth Trent, Crittenden County Clerk  
Britt Williford, Ouachita County Clerk*
- 11:30a.m. – 12:00p.m.    **Certificates/Wrap up**
- 12:00p.m. – 1:00p.m.    ASSOCIATION LUNCH at hotel

**Thursday, July 23, 2009**

**Association Meeting Begins**

- 1:00p.m.    REGISTRATION
- 1:15p.m.    Welcome and Announcements  
*Doris Tate, President, Arkansas County Clerks Association & Sebastian County Clerk*
- 1:15p.m. -4:00p.m.    **Committee Meetings**  
*Enhancement  
Apprentice  
Nomination  
Scholarship*
- 6:00p.m.    DINNER on your own

**Friday, July 24, 2009**

**Association Meeting Continues**

- 8:00a.m. – 9:00a.m.    BREAKFAST & REGISTRATION
- 9:00a.m. –    **Committee Reports, Elections and Association Business**  
**Wrap up/Adjourn Association Meeting**