



## 40th ANNIVERSARY EDITION

2017 PRE-FALL

Hello!

Summer is in full swing! I hope this message finds you all happy and healthy, enjoying your summer activities. I just realized this is my thirteenth president's message for The Echo. Wow! This year marks our 40<sup>th</sup> anniversary and it is my distinct honor to be a part of the commemoration!

It's getting to be that time for our fall conference. We will be having a special celebration at The Past Presidents reception. Please take a few minutes and review the agenda for this conference as it's going to be another excellent educational opportunity for all who attend. Don't forget to tell us if you are attending the Past Presidents Reception and what size T shirt you would like!

Your board of directors has been extremely dedicated to ensure this conference is a success. As always, I request this from our membership... Have you attended an educational class you feel would apply for a future conference? Please contact our Education Vice President, Mary Shroll, at [mshroll@tualatin.gov](mailto:mshroll@tualatin.gov) with the information. We are always looking for new ideas! OACA has proven historically to provide our members with excellent speakers and educators from not only our local communities but nationally recognized speakers as well. We strive to bring you the best of the best.

If you require financial assistance to attend the conference, please apply for a scholarship. The money is provided to us by our vendors, so take advantage of the opportunity if needed!

THE ECHO  
OREGON ASSOCIATION FOR COURT ADMINISTRATION

## **ABOUT OACA**

Oregon Association for Court Administration is a professional organization committed to excellence. The association was established in 1977 and is Oregon's only organization for court professionals and those interested in the Courts of Oregon. Our membership includes Justice, Municipal, Tribal and State Court Staff, students, vendors, active and retired judges, and others who share an interest in Oregon Courts.

Speaking of vendors! They will be with us at our conference in Hood River. There are plenty of breaks to attend the vendor show so please take advantage of that time to stop by, say hello and connect with them. Thank them for their support! They truly are a huge asset to our organization. We would not be able to hold conferences without their continuing patronage.

Our annual business meeting and yearly elections will be held on Sunday. If you are interested in running for a position, please submit the Intent To Run form. The form is located in this edition of The Echo and on our website under the Officers and Directors tab. We hold six meetings a year. One board meeting the month before conference, one the day before conference starts and one the month after conference. All other communication will be done via email as necessary or in a special session shall the need arise. Please consider becoming involved, we need your great ideas and assistance! If you have any questions as to what all a position entails, feel free to contact me. My email is at the bottom of my message. I will happily answer any questions you may have. We have several positions open at the moment. Get involved!

The board held a special session to review the bylaws. Your notification of the proposed changes is included in this newsletter. One of the biggest changes we are proposing is creating an Information Technology Vice President. Obviously when this organization was created forty years ago there wasn't a need for this type of dedicated position. Now, with everything we have added to our website and how much we utilize it we felt it necessary to secure this position moving forward. Therefore, we would have four directors instead of five.

Lastly, I would like to take this opportunity to thank the 2016-2017 board members. It has truly been my pleasure to have served with this wonderful group of people. As your outgoing President, I would like to thank you all for your support. Looking back at the progression the board has made this last year for our organization, it's something I am very proud of and I will always be thankful for my experiences and friendships made.

## **OACA MISSION**

The goal of the OACA Board is to provide beneficial and reasonably priced learning experiences. This is done through conferences held biannually, one in the spring and one in the fall. Each conference provides formal training and allows attendees the opportunity to network with people from similar court environments. The Board works very hard to develop the educational agenda for each conference.


If you have any questions or suggestions, please email me at  
christinewatts@mcminnvilleoregon.gov and I will be happy to assist you.

I look forward to seeing you all in Hood River in October!

All my best,

Chris

40<sup>TH</sup>  
*anniversary*




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**U Seizing the opportunity to make a difference:** The court has a VERY REAL opportunity to help change the future behavior of a driver. When you choose to partner with U-TURN180, you choose a **locally-owned business** of dedicated highway safety practitioners who have spent most of their professional lives finding ways to save others. **We are TEAM players!**



# BYLAWS – PROPOSED CHANGES

The membership got together for an all day meeting to look over and update the Bylaws. Below you will find the resolution with all the proposed changes. These changes will be reviewed and voted on at the next business meeting and if approved, go into effect.

## OREGON ASSOCIATION FOR COURT ADMINISTRATION

### BYLAWS

RESOLUTIONS – APPROVED: \_\_\_\_\_ (DATE)

#### 1. ARTICLE III - MEMBERSHIP

RESOLVED THAT the bylaws of the Oregon Association for Court Administration be amended to change Section 1:

B. Associate membership is open to anyone interested in the Oregon Court System and who maintains a supportive role with the courts upon application and payment of dues. **Associate members are not eligible for election to Director or Officer positions and are not eligible to receive scholarships.**

C. Student membership is open to anyone qualified who makes application for student membership and payment of dues. Student membership is open to any individual enrolled in at least six (6) credit hours of classes for three quarters or two semesters of a year in a field of study related to work in the courts. Student members are not eligible for election to Director or Officer Positions, but Committee membership is encouraged. **Student members are not eligible to receive scholarships.**

**E. Active membership is eligible to apply for scholarships.**

Section 3: Transfer of membership is possible if dues have been paid with public funds and the initial member has terminated employment in the courts. **Upon written request by the employer to whom the membership will be transferred.** The Board of Directors must approve any transfers of membership.

Section 7: **The Board of Directors shall set the annual dates for all classes of members in the Association.** Any change in the annual dues shall be communicated to the full membership of the association at a conference business meeting and in The ECHO before the change shall take effect.

Section 8: All categories of membership carry rights and responsibilities for participation in the association. Each member receives **full access to the website.** Only Active members have the right to vote on association business at the annual meeting including the election of the board.

#### 2. ARTICLE IV – BOARD OF DIRECTORS

Section 2: Change the wording of five Directors to **four Directors.**

Section 3: Adding the position of an Information Technology Vice President.

Section 6: If a vacancy occurs in any board position except President or Immediate Past President, the Board of Directors shall appoint a qualified Active member to complete the unexpired term. If a vacancy occurs in the position of President, the Education Vice President shall succeed to the Presidency and complete the unexpired term. **If a temporary vacancy occurs in one of the Vice President positions the Board of Directors shall appoint a qualified Active member to fulfill the duties of that office until the elected person returns.** If a vacancy occurs in the position of Immediate Past President, the position shall either remain vacant until next filled in the normal manner or be filled with another past President through appointment by the Board of Directors.

### 3. ARTICLE V – DUTIES OF OFFICERS AND DIRECTORS

Section 2: Bullet 5 – working with the Education Committee and other volunteers to recommend applicants for scholarships and all levels of Certification of the Association, **acquiring MCLE credits for Fall conferences**, and making certain all membership constituencies are served through conference programs.

Section 6: **Adding the below new position**

The Information Technology Vice President has primary responsibility for:

- \*Updating and maintaining the association website;
- \*Work with conjunction of treasurer to coordinate online payments;
- \*Assisting presenters with setup of audio and visual equipment at conferences;
- \*Maintaining all association audio and visual equipment.

The Information Technology Vice President shall assist the other Vice Presidents in the discharge of association matters.

Section 6: Is now Section 7.

Section 7, Bullet 4 – receiving all applications for association scholarships, determining initial qualification of applicants, and submitting them to the **Board of Directors** for determination of funding recommendation to the board.

Section 7: Is now Section 8.

Section 8: Is now Section 9.

Section 9: Is now Section 10.

Section 10: Is now Section 11.

Section 11: Is now Section 12.

### 4. ARTICLE VI – COMMITTEES

Section 2: Bullet 3 & Bullet 5 are deleted.

Members of the Board of OACA may not receive a **Peter Kiefer** Scholarship.

Section 7: Website Committee has changed to Information Technology Committee.

The **Information Technology** Committee shall monitor and recommend modifications of the association's website to the **Information Technology VP**. **The President of the Association will appoint the members of this committee annually. The IT VP** will chair the Committee. The responsibilities of the Committee include making certain the content of the website is accurate and current; the website contains links to **court related administration** websites, and provides sufficient information about the association members. **The Website Committee may work with a website technician to provide the expertise to maintain and modify the Association's website.**

5. ARTICLE VII – MEETINGS

Section 4: Added the following sentence: Board members shall be counted present and vote if attending remotely.

6. ARTICLE IX – FINANCIAL

Section 3: Changed date of when current annual dues need to be paid from May 1<sup>st</sup> to Feb. 1<sup>st</sup>.

Section 4: Withdrawal or transfer of association funds deposited in financial institutions shall require approval by the Board of Directors and **will** be executed by the **President Education Vice President or Treasurer**. Execution of checks or drafts and other disbursements of funds in support of normal association business or activities require the signature of two officers. **The President, Education Vice President, the Conference Vice President and/or the Treasurer. Reimbursement requests must be accompanied by appropriate documentation.**

7. ARTICLE X – NOMINATIONS AND ELECTIONS

Section 6: Changed all the references of five nominees to **four** nominees.

8. ARTICLE XII – AMENDMENT OF BYLAWS

Throughout this whole section all reference to the word Bylaws have all been made into one word.

9. ARTICLE XIV – DISSOLUTION added this section to the Bylaws

The association shall use its funds only to accomplish the objectives and purposes specified in the bylaws, and no part of said funds shall inure, or be distributed, to the members of the association. On dissolution of the association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board of Directors.



# Past Presidents of OACA



1977-1979 Michael D. Hall

1979-1980 James H. Murchison

1980-1981 John Donnelly

1981-1982 Sandra Franklin

1982-1983 James W. Schofner

1983-1984 James H. Murchison

1984-1985 Cameron S. Burke

1985 Peter C. Kiefer

1985-1986 Molly Claussen

1986-1987 Terry Christofferson

1987-1988 Norman Meyer

1988-1989 Kim A. Foster

1989-1990 Peggy Ray

1990-1991 Jan Chapin

1991-1992 Dianne Holland

1992-1993 Sue Lamb

1993-1994 Candia Rich

1994-1995 Tammy Dover

1995-1996 Nadine Robinson

1997-1998 Sharon Coy

1998-1999 Laverne Caudle

1999-2000 Colleen G. Kephart

2000-2001 Shirley A. Nixon

2001-2002 Richard Vandiver

2002-2003 Donna Poirier

2003-2004 Char Mauch

2004-2005 Kay Renfro

2005-2006 Joyce Denver

2006-2007 Becky Robertson

2007-2008 Carol Humphreys

2008-2009 Sue Ryan

2009-2011 Donna Poirier

2011-2014 Kay Renfro

2014-Current Christine Watts





# MEMBERSHIP

Membership is getting ready for another conference in the fall at the beautiful Hood River Inn. If you have not renewed your 2017 membership, do not miss out on the great opportunities that OACA has to offer. Your membership provides you with the most outstanding training opportunities that you could ever hope to obtain. OACA offers two conferences a year for the membership to network and obtain valuable information to take back to your courts. Attached in the ECHO newsletter is a membership renewal application, please fill it out and return it with your renewal fee.

OACA always welcomes new members and encourages our members to recruit new members from their colleagues and acquaintances. An incentive for recruiting new members is that the association offers some valuable rewards. **Refer 3 members in a year and win a free annual membership! Refer 5 new members and win a conference registration!** Just make sure the new member you refer writes your name on their application as the person who referred them.

## Fall Conference New Member Breakfast

If you are a new member this year, join us for the new member breakfast at the fall conference in Hood River. The breakfast is held on Sunday morning of the conference and the new members are treated to a continental breakfast. It is an opportunity for new members who attended the conference to be welcomed by the board and given information regarding the organization.

## Do you have a new address or name?

Please help us keep our membership information current by contacting us if you have had a name, address, phone number or email change. You can make the change on your membership application renewal form. You may send an email to the Membership Vice President, Carla Bantz at [bantzcc@milwaukieoregon.gov](mailto:bantzcc@milwaukieoregon.gov).

## Election

If you are interested in becoming Membership Vice President, this position will be available during the elections at the fall conference. You can find the notice of intent to run included in the ECHO or on the OACA website.

Carla Bantz  
Membership Vice President



## Oregon Association for Court Administration

### 2017 OACA Membership Application

The Oregon Association for Court Administration is a professional organization developed to provide educational opportunities for those individuals interested in the ongoing improvement of the administration of the court in the State of Oregon. By your signature below, you signify your understanding that your membership in OACA is subject to the By Laws of the Association.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Court or Agency

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Fax

**Please fill out application how you would like it to appear on all documentation.**

☐ First – Time Member

☐ Renewal

☐ Active \$75.00

☐ Associate \$75.00

☐ Student \$30.00

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Referred By (Please print clearly)

Annual Dues are per calendar year (January 1 through December 31) and must accompany this application. Membership in OACA is transferable if dues are paid with public funds and person terminates position. Make check payable to OACA, and forward the application and dues to:

**ALLISON SEDERLIN**  
Springfield Municipal Court  
230 4<sup>th</sup> Street  
Springfield OR 97477  
Wk: 541.744.4180  
Fx: 541.744.3376



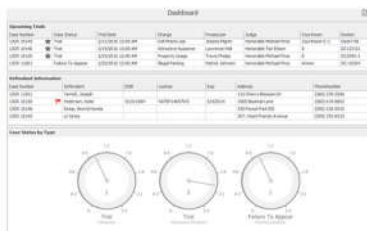
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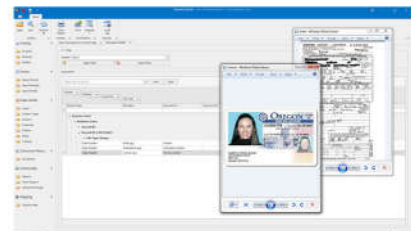
Vision Municipal Court is built for you to better manage cases and improve customer service and communication by providing unlimited case types, defendant tracking, case status, and rates that accommodate any sized Municipal Court. We look forward to establishing a relationship with you!

**We appreciate those of you who visited our booth during the conference and look forward to serving every OACA member. Please contact us today or visit us online to learn more!**



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Happy Birthday, OACA! 40 years....Wow! Fall Conference is just around the corner! We are going to try a few small changes in the agenda. The first thing you may notice is that breakfast starts at 8:00 a.m. Monday and Tuesday mornings. We have been asked by attendees to try starting a little later, so we are giving it a shot!

You will notice a different look to the agenda for Monday classes. We are trying out an all-day class from Fred Pryor Learning Solutions. This will run the same time as the all-day MSU class. You will choose your class at registration and that will be your spot for the duration for that Monday. It will not be possible to change from one class to the other after classes begin Monday. MSU is *Case Flow Management*, which falls under the Operational Systems Management category. The Fred Pryor class is *Communicate with Tact and Professionalism*, which falls under the Personnel/People Skills category. In which category do you need the credits?

We will have Judge Carl Myers back to give us the latest legislative updates. We are also fortunate to have Dan Cross, Justice of the Peace for Washington County, coming to speak to us about the importance of neutrality in courts, giving (or not giving) legal advice, and other topics. Rap sessions are always a favorite. Bring your questions, comments, ideas, forms, etc. Anything can happen in rap sessions. It's your time with your peers. Make it what you need it to be! Trauma Nurses will be back to tell us about their High Risk Driver diversion class. There will be an update on Computer Criminal History reporting and disposition reporting.

I look forward to seeing you at the fall conference. Hood River in the fall; what could be better?



**NOTE:** There have been requests to include software user groups at conferences. OACA will not be able to facilitate user groups at this time; however, you are encouraged to speak with your software providers. If they would like to secure a space at the venue to conduct a court software user group Tuesday afternoon following the conference, that would be a good time for them to catch a bunch of their people in one place. Just let them know you are interested and make sure they have the venue information.

Mary Schroll—Education Vice President



**Fall 2017 Conference Agenda**  
**October 15-17, 2017**  
**Hood River Inn**

**Sunday, October 15**      **Vendor Exhibits 8:00 a.m. – 6:00 p.m.**

8:00 a.m. – 12:00 p.m.   Conference Registration

8:15 a.m. – 9:00 a.m.    New Member/1<sup>st</sup> Time Attendee Breakfast

9:00 a.m. – 9:30 a.m.    MSU/OACA Certification Information Meeting

9:30 a.m. – 10:00 a.m.   **Vendor Break**

10:00 a.m. – 12:00 p.m. **Legislative Updates (Judicial Organization and Theory)**  
Speaker: Judge Carl Myers

12:00 p.m. -- 1:15 p.m.   **Business Luncheon**

1:30 – 3:00 p.m.        **Neutrality = Integrity (Judicial Organization and Theory)**  
Speaker: Dan Cross, Justice of the Peace, WA Co.

3:00 p.m. -- 3:30 p.m.   **Vendor Break**

3:30 p.m. – 5:00 p.m.   \*All Rap Sessions:   **(Legal/Court Procedures)**

**Municipal Court (Traffic & Misd.)**

**Municipal Court Rap Session (Traffic Only)**

:                                **Justice Court Rap Session**

5:00 p.m. – 6:00 p.m.   **Vendor Exhibits**

6:00 p.m. – 9:00 p.m.   **Join us in honoring Past Presidents**

**Monday, October 16**      **Vendor Exhibits 8:00 a.m. – 6:00 p.m.**

8:00 a.m. - 9:00 a.m.      **Breakfast**

8:00 a.m. - 9:00 a.m.      Registration

Choose a track for Monday – You will be in one class for the day. Once classes have started, you will not be able to change classes.

TRACK 1	
Instructor: Tim Dibble	
9:00 a.m. – 10:30 a.m.	<b>MSU: Case Flow Management</b>
10:30 a.m. – 11:00 a.m.	<b>Vendor Break</b>
1:00 a.m. – 12:30 p.m.	<b>MSU: Case Flow Management</b>
12:30 p.m. – 1:30 p.m.	<b>Lunch</b>
1:30 p.m. – 3:00 p.m.	<b>MSU: Case Flow Management</b>
3:00 p.m. - 3:30 p.m.	<b>Vendor Break</b>
3:30 p.m. - 5:00 p.m.	<b>MSU: Case Flow Management</b>
<b>(Operational Systems Management)</b>	

**OR**

TRACK 2	
Instructor: David Pollard	
9:00 a.m. – 10:30 a.m.	<b>Communicate with Tact and Professionalism</b>
10:30 a.m. – 11:00 a.m.	<b>Vendor Break</b>
11:00 a.m. – 12:30 p.m.	<b>Communicate with Tact and Professionalism</b>
12:30 p.m. – 1:30 p.m.	<b>Lunch</b>
1:30 p.m. – 3:00 p.m.	<b>Communicate with Tact and Professionalism</b>
3:00 p.m. - 3:30 p.m.	<b>Vendor Break</b>
3:30 p.m. - 5:00 p.m.	<b>Communicate with Tact and Professionalism</b>
<b>(Personnel/People Skills)</b>	

**Tuesday, October 17**

8:00 a.m. – 9:00 a.m.      **Breakfast**

9:00 a.m. - 10:30 a.m.      **Trauma Nurses (Operational Systems Management)**  
Speaker: Geri Bartz

10:30 a.m. – 11:00 a.m.      **Break and Hotel Check Out**

11:00 a.m. – 12:30 p.m.      **EJSM / Electronic filing for CCH (Operational Systems Management)**  
Speaker: Danelle Hiebenthal and Laurie Riesterer

12:30 p.m.      **End of OACA Conference**

## OACA 2017 Fall Conference

### Course Descriptions

**Legislative Updates (Judicial Organization & Theory)** Judge A. Carl Myers will speak on New Legislation from the latest Oregon State Legislative Session, particularly those bills affecting local courts and state trial courts. His presentation will include explanations on how some important bills got passed. He will also speak to some interesting bills that did not pass and legislative trends that may indicate issues in upcoming sessions. There should be time for questions and general discussion.

**Neutrality = Integrity (Judicial Organization & Theory)** Courts rely upon their integrity. If that integrity is lost, our society will lose faith in the courts' authority. Integrity is maintained through the impartiality and neutrality of every aspect of the court system: judges, court administrators, court clerks and every other individual who works in the system. This presentation will focus on the duties and responsibilities we all have in order to maintain the integrity of our system of justice and examine the most common pitfalls that can occur and impugn our neutrality and potentially violate our ethical duty to maintain both actual impartiality as well as the appearance of impartiality.

**Rap Sessions (Legal/Court Procedures)** Rap sessions are split into Muni Court-Traffic only, Muni Court-Traffic and Misdemeanor, and Justice/County Courts. This is your time to speak with your peers. Learn from each other. Do you have an issue you would like to discuss? Perhaps you have solved a challenging issue in your court, and you would like to share the solution. Bring your questions, solutions, forms, ideas and inspirations to share with your group.

**MSU – Caseflow Management** is the process by which courts carry out their primary function of moving cases from filing to disposition. The management of caseflow is critical because it helps guarantee every litigant receives procedural due process and equal protection. The following learning objectives structure the six-certificate course for court managers and clerks. As a result of attending this course, participants will be able to do the following:

1. Identify individual learning needs and objectives related to caseflow management;
2. Identify the universal and distinguishing characteristics of local legal cultures;
3. Evaluate the culture of public access with a focus on self-represented litigants;
4. Define caseflow management, proven principles and practices;
5. Apply simple diagnosis to determine caseflow management performance;
6. Create an action plan for my participation in caseflow management in my court.

**The High Risk Driver (Operational Systems Management)** course is a court remanded program that focuses on how following traffic laws are important for protecting human life. The four hour course includes a trauma nurse, law enforcement, and victims of traffic-related trauma to illustrate the direct connection between abiding the law and reducing the risk of trauma. This presentation is the same presentation given by the trauma nurse in the actual course.

**Manual and Electronic Disposition Reporting and Entry (Operational Systems Management)** Presenters from the Oregon State Police will provide information and an updates on the EJSM program which is used for the electronic submission of court dispositions. They will also provide direction on the reviewing of criminal histories and how the CCH record can be used to assist our law enforcement partners in determining the appropriate record entry when there are multiple arrests related to the same underlying charge. Bench Warrants, Fail to Appear, and Probation Violations, each have its own challenge when entering into the record. They will also review reporting basics and provide information on requirements for different types of submission such as manual or electronic, and discuss the court requirements for identifying domestic violence firearms disqualifications.

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## **Communicate with Tact and Professionalism (1-day)**

### ***Exceptional leaders must have effective communication skills.***

Have you ever felt the pain of knowing that you had important information to communicate, but when you tried to get the message out people did not receive it with the same level of urgency that you thought it deserved? Maybe you created unintended conflict, or the audience fell asleep in the details. Either way, your message didn't produce the effect you hoped it would. If only there were a way to transplant the clear picture of things as they exist in your mind, into the mind of your readers and listeners.

### ***Exceptional communicators know how to get their message across.***

They know how to navigate through the maze of misunderstanding and have the ability to lead their audience through the often murky waters of facts and details so that their main points are clear and concise.

### ***Master powerful skills from this application-based training:***

Anyone with aspirations of mastering the art of communication will benefit from

#### ***Communicate with Tact and Professionalism.***

This seminar will teach you ways to craft your messages for ideal reception and gather insights from others to improve output.

### ***In this one-day seminar...***

Discover the tried and true techniques of effective communication that have alluded so many for such a long time. ***Communicate with Tact and Professionalism*** teaches you how to become an outstanding verbal communicator, effective writer, empathetic listener and master craftsmen with your own body language so that all your communication is consistent and well received. At the conclusion of the seminar, you will have a well-written action plan and be on your way to emerge as an effective communicator.

### ***Ask yourself...***

Do feel that your messages are not getting through? Do others feel comfortable to express their ideas to you and are you able to listen to what they are saying and produce something better? Do your employees, colleagues and supervisors embrace your messages with less urgency than you feel they deserve? People don't always listen to those who have the best plan; they listen to someone that communicates the best. Our program will help you learn and practice key communication strategies to get your point across with effectiveness so that people will understand your message and embrace your plan and vision.

### ***Effective communication can improve your professional interaction with others!***

# Communicate with Tact and Professionalism (1-day)

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## Program Agenda:

### Turn Controversy into Harmony

- Take responsibility and hold yourself accountable
- Learn to see yourself through others' eyes
- Find what motivates others
- Balance your personality style with the needs of your audience
- Motivate others to contribute their suggestions to produce collaborative results
- Reconcile your story of reality with others' stories of reality
- Focus on what can be observed and quantified

### Captivate Your Audience: Speak to Get Results

- Discover what to do when you lose your listener's attention
- Successfully get your thoughts across to others
- Strategically give structure to a story
- Effectively prepare for important conversations
- Understand how to craft your introduction and map out a conversation
- Develop contingency plans for conversations

### Simpler Is Better: Engage Readers and Motivate a Response

- Set the stage to entice your readers
- Create a message that stands out
- Discover the art of minimal text and clear delivery
- Position your reader in the center of your structure

### Persuasive Communication and Negotiation

- Study the frames that people use to understand their reality
  - Seize authority by choosing the right frame
  - Create intrigue through communication
  - Establish a prize to get results
  - Utilize the principle of scarcity
- Examine the most effective use of negotiation tools and methods
- Use persuasive writing techniques
  - Consider your audience
  - Write a clear call to action

### Non-verbal Communication Methods

- Determine how surroundings influence non-verbal communication
- Listen to your own body's cues to alert you to what is going on within a conversation
- Be aware of others' body cues - posture, attention, gestures and details
- Introduce work observations back into speech
  - De-escalate conflict before it erupts
  - Negate disputes before they explode
- Exercise what you've learned
  - Put together strategies learned throughout the course and construct a tentative script for classroom practice
  - Watch for cues and adjust your contingency plan



# SECRETARY'S CORNER

## SCHOLARSHIP INFORMATION

Would you like to attend the OACA conference, but due to budget cuts, may have to miss this year's fall conference? Never fear, OACA is here! With budget cuts everywhere, the conference is not easy for some to attend. OACA wants to make it possible for everyone to have a chance to attend these conferences.

Every year at the fall conference OACA has a group of vendors who come to show us their services and products and meet Oregon's court professionals. We charge a fee for their attendance and put it into a scholarship fund. We encourage OACA members to apply for the funds, if they truly need them, to attend the excellent training provided at conferences. You must have paid OACA membership dues and show financial hardship. Please remember to say "hi" to our vendors and thank them for all they do for OACA. We could not offer you a scholarship to attend without them.

Scholarship recipients will be required to write an article about a class they attended for The Echo, or other task as assigned. This will be chosen for you, depending on what classes you have registered for. You will also need to submit your signed attendance sheet after the conference to the OACA Secretary.

**All requests must be submitted on the Vendor Scholarship application (provided in this issue of The Echo or on the OACA website), and must be received by 5:00 pm Friday, September 01, 2017. Please submit completed applications to:**

**Sue Carlile-Hopper, OACA Secretary**

**Beaverton Municipal Court**

**P.O. Box 4755**

**Beaverton, OR 97076**

**The application and registration can also be faxed to 503-350-4031 or emailed to**

**[scarlilehopper@beavertonoregon.gov](mailto:scarlilehopper@beavertonoregon.gov)**

**Please call or email to verify your application was received.**

App No. \_\_\_\_\_

**OREGON ASSOCIATION FOR COURT ADMINISTRATION  
APPLICATION FOR HARDSHIP SCHOLARSHIP  
SPONSORED BY OACA VENDORS**

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

**Court:** \_\_\_\_\_

**Court Mailing Address:** \_\_\_\_\_

**Court Physical Address:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

=====

I am applying for: (Scholarships are not transferable)

\_\_\_ Registration fee of \$200.00

\_\_\_ 2 nights (under 100 miles one way) \$252.82      \_\_\_ 2 Dinners \$44.00

\_\_\_ 3 nights (over 100 miles one way) \$323.73      \_\_\_ 3 Dinners 1 Breakfast \$76.00

\_\_\_ Mileage round trip \_\_\_\_\_ X .285 = \_\_\_\_\_ **Total requested \$** \_\_\_\_\_

**The identity of the applicants is confidential. On the questions below please omit any indication of what court you are associated with or any other remarks that would indicate your identity. If your 2017 membership dues have not been paid, your application will be returned and not processed.**

**Important! Please do not make hotel reservations yet! If you are awarded a scholarship OACA will make the reservation on your behalf.** (The hotel registration deadline is September 20, 2017.) Note, if you are granted a scholarship for lodging, sharing a room with another conference attendee or upgrades will not be allowed.

Have you applied for an OACA Scholarship before? (Y) (N)

If so, were you awarded a scholarship? (Y) (N) If yes, when \_\_\_\_\_

***Scholarships are given out based on the applicant's need. Priority will be given to new applicants, although repeat awards may be given if there is funding available.***



Please complete the following questions and note any special circumstances the OACA Board needs to take into consideration (If more space is needed please attach an additional page).

1. Please demonstrate your financial need for this scholarship by submitting a written statement of why you feel you need OACA's financial assistance to attend the conference. This statement shall include a description of the proposed cost to attend the conference.
2. Submit a written statement as to why you want the scholarship and why you deserve it. Include a brief narrative of your background and future career goals.
3. Is there any funding available through your court? (Y) (N)  
Will your city pay for part of your expenses to attend the conference? (Y) (N) If yes, please explain. (e.g. using city car; per diem; other)
4. Are you required to take vacation time or other leave to attend the conference? (Y) (N)

**Please note! If you are awarded a scholarship you will be required to write a session article for the ECHO. You will be informed which article you will be required to write based on classes you choose on your registration form.**

The OACA Vendor Scholarship program was created for current OACA members only. **If you are awarded a scholarship, you will be required to submit proof of attendance to the conference by submitting the OACA Certification Course Credits form showing you attended conference classes within all allotted time slots.** Failure to attend during all allotted time slots and/or not completing volunteer service will result in you having to repay the scholarship award and may disqualify you from receiving any award in the future.

**I have read and understand that failure to comply with the guidelines of this program will result in a disqualification for consideration.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applications are due September 1, 2017.** Please return application to: Sue Carlile-Hopper, OACA Secretary, Beaverton Municipal Court, P.O. BOX 4755, Beaverton, OR 97076 or email to: [scarlilehopper@beavertonoregon.gov](mailto:scarlilehopper@beavertonoregon.gov). Please call or email to double check that I received your application.

Applications will be reviewed at the September 15, 2017 board meeting; award letters will be emailed to the successful applicants.

## CONFERENCE

Boy, it definitely feels like summer, right? This crazy heat wave we have been having is no fun! Air conditioning is a beautiful thing. Just sayin.

Our fall conference will be here soon and it will be at the Hood River Inn. Hood River Inn is the only hotel in Hood River that is located on the Columbia River waterfront. Many of the rooms have views of the river and all the amenities you could ask for. Please be sure to check out their website ([www.hoodriverinn.com](http://www.hoodriverinn.com)). The facilities, meals, education and location are the perfect place to celebrate OACA's anniversary, 40<sup>th</sup> anniversary that is. And we have some fun and exciting stuff planned for you! The board got together in May and brainstormed how we should celebrate and honor OACA and all of its members. It is going to be a blast!

There are a couple dates that I want you all to keep in mind. Conference registration deadline is September 8, 2017. Please try and get all conference registrations in as soon as possible. It is a huge timesaver to the board when we have a firm number of registrations for the conference. This ensures that we will be prepared to adequately serve each and every one of you and provide the best conference experience possible. Hotel reservation deadline is September 20, 2017. It is of utmost importance that hotel reservations are made timely. OACA has guaranteed and is financially responsible for a block of room reservations. After September 20<sup>th</sup>, any remaining rooms will be placed back in rotation and you will not receive the discounted rate.

We are doing something special for the Past President's Reception to celebrate OACA's BIG 40! We are serving a prime rib and roasted salmon dinner buffet with all of the fix-ins and a yummy dessert. We will have some fantastic entertainment to get the anniversary celebration started. One catch, you HAVE to RSVP. Dinner will only be ordered for those who RSVP. Of course we want every single one of you to come and celebrate OACA's birthday. Just please make sure you check mark that box on the registration that you will be attending.

We also are giving commemorative OACA 40<sup>th</sup> anniversary t-shirts to every single member who registers by the deadline! Ordering information is on the registration form and there is additional information in the ECHO.

See? I told you that this conference was going to be special. And we would love to have a record turn out so we can all celebrate this amazing organization together. Because without each and every one of you, OACA would not be 40. That is for sure! You all rock!

Our spring conference is at Agate Beach in Newport on April 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>. They are in the middle of a total hotel renovation and that renovation will be completed by March, 2018 so I am excited to see the changes!

Save the date and I will see you all at Hood River! Go OACA!

Shawn

## **2017 Fall Spring Conference Hotel Accommodation Information**

The 2017 Fall Conference is being held at the Hood River Inn in Hood River. The address is 1108 E Marina Way, Hood River OR 97031 and the phone number is 800-828-7873.

Hood River Inn Hallmark Resort has some very beautiful accommodations for us and is located right on the Columbia River waterfront! The website for the hotel is [www.hoodriverinn.com](http://www.hoodriverinn.com). Many of the rooms have scenic river views and small, private balconies or patios. Every room has high speed wireless internet, flatscreen TVs, refrigerators and microwaves. They have an outdoor heated pool and hot tub that's open year round in addition to an indoor sauna and tub. The hotel offers complimentary access to the fitness center and complimentary access to the business center. The on-site restaurant "Riverside" is Hood River's only waterfront restaurant so you know that the views are spectacular!

Please make your reservations as quickly as you can, no later than September 20, 2017. The block of rooms and the special OACA rate will only be held until that date. To make reservations, please call 800-828-7873 and make sure you tell them you are attending the OACA Fall Conference.

The room rates are listed below and are for two people per room (additional rate per person is \$15.00):

Standard Value Queen Bed(s) is \$99.00  
(\$107.91 with tax) per night

Standard One Queen is \$115.00 (\$125.35  
with tax) per night

Standard One King is \$115.00 (\$125.35  
with tax) per night

Standard Two Queens is \$120.00 (\$130.80  
with tax) per night

Riverview One Queen is \$125.00 (\$136.25  
with tax) per night

Riverview King or Two Queens is \$135.00  
(\$147.15 with tax) per night

Tax rate is 9%

Check in time is 4:00 p.m. and check out  
time is noon.

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## **2017 FALL CONFERENCE MENU**

### **Hood River Inn, Hood River OR**

#### **Sunday Mexican Fiesta:**

Chicken Fajitas with Flour Tortillas, Cheese Enchiladas, Vegetarian Refried Beans, Spanish Rice, Mixed Garden Greens with Dressings, Fresh Fruit Salad, Tortilla Chips with Salsa, Sour Cream, Guacamole, Assorted Dessert Bars, Coffee, Tea & Soft Drinks.

#### **Sunday Evening Past President's Reception Dinner Buffet:**

Prime Rib of Beef served with Au Jus & Horseradish, Roasted Salmon with Dill Butter Sauce, Penne Pasta with Pomodoro Sauce, Mashed Potatoes, House Salad with Walnuts, Gorgonzola & Balsamic Vinaigrette, Caprese Salad with Fresh Basil, Chocolate Mousse with Whipped Cream.

#### **Monday Hood River Breakfast Buffet:**

Scrambled Eggs, Pepper Bacon, Yukon Gold Breakfast Potatoes, Seasonal Fresh Fruits, Freshly Baked Breakfast Pastries, Scones & Muffins, Chilled Columbia Gorge Organic Fruit Juices, Coffee, Decaf Coffee, Assorted Teas, Hot Cocoa & Apple Cider.

#### **Monday Comfort Food Buffet:**

Marinated Flank Steak with Sauteed Mushrooms, Roasted All Natural Chicken, Baked Macaroni & Cheese with Four Cheeses, Seasonal Vegetables, Mixed Garden Greens with Dressings, Fruit Salad, Rolls with Butter, Individual Hood River Apple Tartlets with Whipped Cream, Coffee, Tea & Soft Drinks.

#### **Tuesday Country Breakfast Buffet:**

Scrambled Eggs, Hill Farms Broiled Ham Slices, Yukon Gold Breakfast Potatoes, Seasonal Fresh Fruits, Buttermilk Biscuits with House-made Sausage Gravy, Chilled Columbia Gorge Organic Fruit Juices, Coffee, Decaf Coffee, Assorted Teas, Hot Cocoa & Apple Cider.



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\*Where available



**FALL 2017 CONFERENCE REGISTRATION FORM**  
**OREGON ASSOCIATION FOR COURT ADMINISTRATION**  
Hood River Inn, Hood River OR      October 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>, 2017

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Court / Agency: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

- ☐ Full conference registration (member \$200 / non-member \$265) \$ \_\_\_\_\_  
\*Full registration includes: all sessions, Sunday luncheon, Sunday evening Past President's reception dinner, Monday Breakfast, Monday luncheon, Tuesday Breakfast AND a 40<sup>th</sup> Anniversary OACA t-shirt!  
**\$50.00 Late Fee** (Registration after the September 8, 2017 deadline) \$ \_\_\_\_\_

**Friendly Reminder !**

If you haven't paid your annual membership dues yet, please complete the Membership Application and attach the application with an additional \$50.00 along with this registration form and conference fees. Thank you !

This is my first OACA conference ( )      I am a new OACA member ( )

**Please place an X in the box next to the session you will be attending, including rap sessions.**

For our a la carte attendees, please note the prices on the right. Thank you so much!

Day/time	Session name	I am		A la carte pricing	
		Attending :		Member	Non Member
Sunday 10:00a-12:00p	Legislative Updates			\$35	\$55
Sunday 1:30p-3:00p	Neutrality=Integrity			\$35	\$55
Sunday 3:30p-5:00p	Municipal Court Rap Session-Traffic only			\$35	\$55
	Municipal Court Rap Session-Misd & Traffic			\$35	\$55
	Justice Court Rap Session			\$35	\$55
	State Court Rap Session			\$35	\$55
Monday 9:00a-5:00p	Case Flow Management (MSU)			\$75	\$95
Monday 9:00a-5:00p	Communicate with Tact and Professionalism			\$75	\$95
Tuesday 9:00a-10:30a	Trauma Nurses			\$35	\$55
Tuesday 11:00a-12:30p	EJSM/Electronic Filing for CCH			\$35	\$55

**Total A La Carte Fees** \$ \_\_\_\_\_

**PLEASE ATTACH ANY RAP SESSION TOPICS THAT WOULD BE OF INTEREST TO YOU.**

**Guest or a la carte meals:** Please mark which meals you are requesting (price includes 20% service charge)

- ☐ Sunday Luncheon \$25.20 per person \$ \_\_\_\_\_  
☐ Monday Breakfast \$21.60 per person \$ \_\_\_\_\_  
☐ Past President Reception Dinner \$46.80 per person \$ \_\_\_\_\_  
☐ Monday Luncheon \$26.40 per person \$ \_\_\_\_\_  
☐ Tuesday Breakfast \$22.80 per person \$ \_\_\_\_\_

**TOTAL PAYMENT ENCLOSED**

\$ \_\_\_\_\_

**REGISTRATION DEADLINE: September 08, 2017 (POSTMARKED DATE).** Registrations received after the deadline date will be assessed a \$50.00 late fee. Request for conference refund must be in writing to the Treasurer. Request for refund must be received ten (10) days prior to the conference for full refund. Request for refund after the ten-day grace period will be forwarded to the Board for review and action.

**Room reservations:** Please call Hood River Inn at 1-800-828-7873 no later than September 20, 2017 to secure our group rate. Be sure to mention that you are with OACA. Refer to the "2017 Fall Conference Hotel Accommodations Information" page in the ECHO for pricing. **Please make your room reservations as soon as possible.** If you do not make your reservation by September 20<sup>TH</sup>, there is a chance there will not be a room available.

**Are you a new member and/or first time conference participant?** If so, please join the board for breakfast on Sunday morning. Would you like to have a conference "buddy" to help show you the ropes?

☐ Yes, please assign me a "buddy" to learn all the ins and outs of conference!

**RSVP! For the Past Presidents Reception:** If you are planning on attending you **MUST RSVP.** We are doing something special for OACA's 40<sup>th</sup> anniversary! We will be hosting a dinner buffet as well as providing entertainment. I will be ordering dinner solely off the RSVP's. You are not going to want to miss it!

☐ Yes, I will be attending the reception

Do you have any special dietary or other special requests? If so, please explain and we will do our best to accommodate you:

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**ONE LAST THING!** As a show of appreciation to you, our members, each attendee who registers by the deadline will receive a 40<sup>th</sup> Anniversary OACA t-shirt! Choose from a crew neck or v neck t-shirt and select your size from Small-4 XL. \*This is only being offered at this conference to celebrate OACA's 40<sup>th</sup> year\*

☐ Crew neck t-shirt size: \_\_\_\_\_

☐ V neck t-shirt size: \_\_\_\_\_

**You have two options to register for the conference! You can either register online at [www.oaca.org](http://www.oaca.org) OR you can mail in the entire registration form with payment no later than 09/08/17 to:**

OACA  
c/o Allison Sederlin , Springfield Municipal Court  
230 4<sup>th</sup> Street  
Springfield, OR 97477

Please make checks payable to OACA.

## OACA is celebrating our 40<sup>th</sup> Anniversary!!!

As a way to commemorate this big milestone, we are having special 40<sup>th</sup> Anniversary t-shirts made to give to you for your dedication to our association. Please submit your t-shirt size on your registration form. The order has to be turned in within a timely manner to have the t-shirts ready for the conference. *You must have your order in by the deadline on the registration form.* If you miss this date or are late, we will not be able to fulfill your order.



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## **BOARD ELECTIONS IN OCTOBER**

### **OACA NEEDS YOU!**

#### **COMPLETE YOUR INTENT TO RUN FORM BEFORE IT IS TOO LATE!**

This is your time to become more involved in OACA and have a leadership role in the activities of the association. The board meets six times a year once during the month before each conference, once during each conference, and once during the month following the conference. All other communication will be done via email as necessary. The meetings are all currently being held in Beaverton.

Please take a moment to review the list of job duties for each position that are included in this issue of the Echo. If you are interested in running for a position on the board, please complete the Intent to Run form (on our website or included in this issue of the Echo) and return it to me as listed on the bottom of the form.

You do not have to run for a position on the board to be involved. There is a committee just waiting for your special talents. Committee meetings are set by the Chairperson of the committee as needed.

\*Nominations Committee

\*Conference Committee

\*Finance Committee

\*Education Committee

\*The Echo Committee

\*Resolutions Bylaws Committee

\*Membership Committee

\*Website Committee

Any member is always welcome to attend board meetings. Check [www.oaca.org](http://www.oaca.org) for the dates and times of the meetings.

OACA needs you! Opportunity is knocking! Open the door!

Kay Renfro

Immediate Past President

## **FALL 2017 ELECTIONS**

### **JOB DUTIES OF OFFICERS AND DIRECTORS**

The following are position descriptions for the 2017 Officer and Director positions that will be open for election at the OACA Fall Conference.

#### **President:**

The President shall:

- Preside at the annual meeting of the Association, at any special meetings or conference of the Association, and at all meetings of the Board of Directors;
- Except as otherwise provided in these Bylaws, appoint the chairperson and members of all standing and special committees;
- Be an ex-officio member of all committees; and
- Be signatory on any accounts in financial institutions for the Association and on any contracts or commitments made by the Association or the Board of Directors.

#### **Education Vice President:**

The Education Vice President has primary responsibility for:

- Researching and recommending to the Board conference themes, keynotes and workshop speakers, curriculum design, and organization of the educational program for all conferences;
- Conducting surveys of the Association members and all Oregon court judges and staff regarding educational needs and preferences;
- Collecting and analyzing the conference session evaluations to maintain the highest possible quality of educational programs at conferences;
- Organizing and managing the Educational program for all conferences including negotiation with speakers for fees and expenses, recruiting speakers and hosts for all sessions; and
- Working with the Education Committee and other volunteers to recommend applicants for scholarships and all levels of Certification of the Association, and making certain all membership constituencies are served through conference programs.

The Education Vice President shall assist the President and other Vice Presidents in the discharge of Association matters in the absence of the President, shall assume responsibility for the duties of that office. The Education Vice President is the chair of the Education Committee.

#### **Conference Vice President:**

The Conference Vice President has primary responsibility for:

- Researching and recommending conference dates, facilities, and locations to the Board of Directors;
- Negotiating contracts with hotels or conference facilities for all conferences and educational programs of the Association;
- Organizing and managing the physical logistics of all events of each conference; and
- Working with the Conference Committee and other volunteers to plan banquets, fundraisers, social events, and the audio/visual setup for rooms for educational sessions which are part of the conferences.

The Conference Vice President shall assist the other Vice Presidents in the discharge of Association matters. The Conference Vice President is chair of the Conference Committee and a member of the Education Committee.

#### **Membership Vice President:**

The Membership Vice President has primary responsibility for:

- Marketing and managing efforts to increase the membership of the Association;
- Maintaining the membership records and statistics of the Association and report on the membership to the Board at the first board meeting immediately following each conference;
- Prepare an updated membership roster for the annual meeting of the Association;
- Organizing and managing the Mentor Program for new members, events for orientation of new members and first time attendees at conferences; and
- Sending membership certificates to new members.

The Membership Vice President shall assist the other Vice Presidents in the discharge of Association matters. The Membership Vice President is the chair of the Membership Committee.

#### **Echo, Resolutions and Bylaws:**

The ECHO, Resolutions and Bylaws Vice President have primary responsibility for:

- Editing and managing the production of the Association's newsletter, *The ECHO*;
- Maintaining a high level of quality and accuracy of *The ECHO*; and
- Working with The ECHO, Resolutions and Bylaws Committee in developing and reviewing proposals for resolutions and changes in the bylaws to be brought to the Board of Directors and the Association's membership.

The ECHO, Resolutions and Bylaws Vice President shall assist other Vice Presidents in the discharge of Association matters. The ECHO, Resolutions and Bylaws Vice President is the chair of The ECHO, Resolutions and Bylaws Committee.



**Secretary:**

The Secretary has primary responsibility for:

- Preparing a record of the proceedings of the annual meeting for publication in *The ECHO*;
- Preparing and sending to all Board members the minutes of all meetings of the Board;
- At the direction of the President or the Board of Directors, preparing and sending correspondence on behalf of the Association;
- Receiving all applications for association scholarships, determining initial qualification of applicants, and submitting them to the Board of Directors for determination of funding recommendation to the board;
- Maintaining all official records of the Association except for financial and membership records; and
- Otherwise assisting other Board members in the discharge of their duties.

**Treasurer:**

The Treasurer has primary responsibility for:

- Maintaining the financial records of the Association;
- Preparing and presenting to the Board a comprehensive, annual financial statement by April 1 of each calendar year;
- Serving as chairperson of the Finance Committee;
- Reporting on the current financial status of the Association at each meeting of the Board of Directors and to the membership at the annual meeting;
- Depositing funds in such financial institutions as are designated by the Board of Directors in an account under the name of the Association;
- Withdrawing account funds, execute checks or other drafts and disburse monies in support of official association business or activities in accordance with the provisions of these bylaws; and
- Assisting other Board members in the discharge of their duties.

**Directors:**

All Directors are elected at large from the membership of the Association. The Directors shall serve as members of the Education Committee and shall be responsible for assessing the Association's educational needs and developing and coordinating the educational goals, plans and programs of the Association. In support of these activities, the Directors shall be responsible for conducting membership surveys and evaluating educational presentations at the annual and other meetings or conferences. At the direction of the President or Board of Directors, the Directors shall perform other duties in furtherance of Association purposes and assist other Board members in the discharge of their duties.



One Director shall be designated Director of Certification by the President and assigned the tasks of administering the Association's Certification Program including recommending persons to the Educations Committee for Certification at a specific level.

## NOTICE OF INTENT TO RUN FOR OFFICE 2017

Please complete the following form to run for a position as an OACA Officer or Director.

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

Court/Agency: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Check the position for which you are interested in running:

- |  |  |
|--|--|
| <input type="checkbox"/> President                                     | <input type="checkbox"/> Education Vice President                |
| <input type="checkbox"/> Conference Vice President                     | <input type="checkbox"/> Membership Vice President (2-year term) |
| <input type="checkbox"/> The Echo, Resolutions & Bylaws Vice President | <input type="checkbox"/> Director                                |

### Summary Background Information

OACA Member since: \_\_\_\_\_

OACA Positions held: \_\_\_\_\_

OACA committees served on: \_\_\_\_\_

OACA related experience: \_\_\_\_\_

Other service/involvement: \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All applicants must be current, active members of OACA (2017 dues paid).

**\*\*Submit this form no later than September 22, 2017 to:**

Kay Renfro OACA Past President

Beaverton Municipal Court

PO Box 4755; Beaverton, OR 97076-4755

Phone: 503.526.2291 Fax: 503.350.4031

Email: [krenfro@beavertonoregon.gov](mailto:krenfro@beavertonoregon.gov)

# Officers and Directors

## **PRESIDENT**

### **CHRISTINE WATTS**

McMinnville Municipal Court  
230 NE 2nd Street  
McMinnville, OR 97128  
Wk.: 503.434.2348  
Fx: 503.435.5787

[Christine.Watts@ci.mcminnville.or.us](mailto:Christine.Watts@ci.mcminnville.or.us)

## **IMMEDIATE PAST PRESIDENT**

### **KAY RENFRO**

Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97076  
Wk: 503.526.2291  
Fx: 503.350.4031

[krenfro@beavertonoregon.gov](mailto:krenfro@beavertonoregon.gov)

## **CONFERENCE VICE PRESIDENT**

### **SHAWN BRANSON**

McMinnville Municipal Court  
230 NE 2nd Street  
McMinnville, OR 97128  
Wk: 503.434.2356  
Fx: 503.435.5787

[shawn.branson@ci.mcminnville.or.us](mailto:shawn.branson@ci.mcminnville.or.us)

## **EDUCATION VICE PRESIDENT**

### **MARY SHROLL**

Tualatin Municipal Court  
8650 SW Tualatin Rd.  
Tualatin, OR 97062  
Wk: 503.691.3025  
Fx: 503.961.6884

[mshroll@tualatin.gov](mailto:mshroll@tualatin.gov)

## **ECHO, RESOLUTIONS & BY LAWS VICE PRESIDENT**

### **WENDY LOONEY**

Newberg Municipal Court  
401 E. Third Street  
Newberg, OR 97132  
Wk: 503.537.1241  
Fx: 503.538.5393

[wendy.looney@newbergoregon.gov](mailto:wendy.looney@newbergoregon.gov)

## **MEMBERSHIP VICE PRESIDENT**

### **CARLA BANTZ**

Milwaukie Municipal Court  
10722 SE Main St.  
Milwaukie, OR 97222  
Wk: 503.786.7531  
Fx: 503.786.7528

[bantzcc@milwaukieoregon.gov](mailto:bantzcc@milwaukieoregon.gov)

## **SECRETARY**

### **SUE CARLILE-HOPPER**

Beaverton Municipal Court  
PO Box 4755  
Beaverton, OR 97076  
Wk: 503.526.3736  
Fx: 503.350.4031

[scarlilehopper@beavertonoregon.gov](mailto:scarlilehopper@beavertonoregon.gov)

## **TREASURER**

### **ALLISON SEDERLIN**

Springfield Municipal Court  
230 4<sup>th</sup> St.  
Springfield, OR 97477  
Wk: 541.744.4180  
Fx: 541.744.3376

[asederlin@springfield-or.gov](mailto:asederlin@springfield-or.gov)

## **DIRECTOR**

### **DORALYN OLIVEIRA**

Bend Municipal Court  
555 NE 15th Street  
Bend, OR 97701  
Wk: 541.388.5577  
Fx: 541.693.2189

[doliveira@bendoregon.gov](mailto:doliveira@bendoregon.gov)

## **DIRECTOR**

### **ANASTASIA OLVERA-EICHLER**

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