

THE ECHO



August 2016

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 Circuit Court Staff, students, vendors, active and retired judges, and others who share an interest in Oregon Courts.

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.

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PRESIDENT'S MESSAGE

Greetings!

I hope you're all enjoying summer thus far! It's hard to believe it's almost time for fall conference. Please take a few minutes and review the agenda for this conference as it's going to be another excellent experience for all who attend.

There have been quite a few positive changes made to our website, oaca.org. You can now register and pay for the conference online. What an excellent improvement to ease the registration process! We are also going to have a discussion board so you can go back and refer to the threads as needed. Take note of your username and password you received when you renewed your membership. You'll need it to access the Members Only section. In addition, conference materials will be available to those who register for the conference. Eventually we will have all conference materials online for attendees to review prior to or during the conference, which will eliminate the need for thumb drives. Yet another positive change! We always welcome suggestions for our website as well!

Your board of directors has been tirelessly assembling yet another exceptional conference. 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 Co-Vice Presidents, Cortney Kammerer at ckammerer@ci.tualatin.or.us or Mary Shroll at mshroll@ci.tualatin.or.us 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.

As always, 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!

Speaking of vendors! They will be with us at our conference in Ashland. There are plenty of breaks to attend the vendor show so please take advantage of that time to stop by and say hello and 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.

Continued on next page

Presidents Message Cont.

It's that time of year for our annual business meeting and yearly elections. If you are interested in running for a position, please submit an 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 recently decided to change how often we hold meetings. We will 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 typically via email as necessary. We did this in part because it's becoming increasingly difficult for some to leave the office, yet they still want to serve the organization. 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.

Lastly, I would like to take this opportunity to thank the 2015-2016 board members. It has truly been my pleasure to have served with this great group of people. The progression made this last year for our organization is something I am very proud of and I will always be thankful for my experiences and friendships made with them.

If you have any questions or suggestions, please email me at christine.watts@ci.mcminnville.or.us and I will be happy to assist you.

I look forward to seeing you all in Ashland in October!

Warm regards,
Chris



COURT SERVICES INSTITUTE

CLASSES OFFERED IN OREGON

- ♦ **Choices 1** – Defensive Driving Classrooms in English & Spanish
- ♦ **Choices 1** – Available Online at www.courtsi.com
- ♦ **Choices 2** – Ending Aggressive Driving — 8 Hours
- ♦ **Alcohol Drug Information School (ADIS)**
- ♦ **Consumer Awareness** – Shoplifting / Bad Check writing
- ♦ **Anger Management Skills** - 8 & 16 hour programs

- ♦ **CLASS CONTENT IS BASED ON OREGON LAW**
- ♦ **CSI WILL NOTIFY THE COURT IF A STUDENT HAS PREVIOUSLY ATTENDED A CSI CLASS.**

**Educational programs developed
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Court Services Institute courses are based on the Belief that the student will choose productive behaviors if provided with choices . . . that those informed alternatives will motivate change.

CSI's Management Team is very proud of our service to the Oregon Courts and Communities since 2002.

Use CSI's 3 Part Form . . . We will send the court compliance or non-compliance on the deadline date.

Toll Free: 1-866-268-7874. . . www.Courtsi.com . . . Email: Register@Courtsi.com

Secretary's Corner

SCHOLARSHIP INFORMATION

It's time for our fall conference, and I am excited that we are going to Ashland this year. My best memory was going to see the play "Hamlet" at the Shakespeare Theater there, many, many, many years ago! I may not get to see any plays this time, but I do get to enjoy the OACA conference, where I learn information to help in my job, and net work with other members who have the same questions (and problems) that I do. Sometimes, with budget cuts, the conference is not easy for some to get to. OACA wants to make it possible for every court clerk 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 fees 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.

If you apply for a scholarship, you will be required to write an article about a class you 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 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 09, 2016. 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

Please call or email to verify your application was received.



APPLY NOW

MEMBERSHIP

Membership is gearing up for the 2016 Fall Conference at The Ashland Hills Hotel and Suites in Ashland Oregon. If you have not renewed your 2016 membership, do it now, so you do not miss out on the great opportunities offered by OACA.

Your membership provides you with unbeatable training opportunities! OACA offers two conferences a year for our members to network and obtain valuable information to take back to your organization.

Attached in this newsletter is a membership renewal application for 2016, please fill it out and return it with your renewal fee. We also have the application and payment options on our website at www.oaca.org.

OACA always welcomes new members and encourages our members to recruit new members from their colleagues and acquaintances. The association offers some valuable rewards as an incentive for recruiting new members.

Refer three members in a year and win a free annual membership! Refer five 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.

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Oregon Association for Court Administration 2016 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 courts 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 \$50.00

☐ Associate \$50.00

☐ Student \$20.00

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:

HOLLY FENTON
Salem Municipal Court
555 Liberty Street SE, #215
Salem, OR 97301
503.588.6139

2016 FALL CONFERENCE INFO

Fall Conference New Member Breakfast

If you are a new member, and this is your first conference, please join us for the new member breakfast at the fall conference at Ashland Hills. The breakfast will be held on Sunday morning of the conference and new members are treated to a continental breakfast. It is a great opportunity for you to meet other new members, be welcomed by the board and given information regarding the organization.

It finally feels like summer and I hope that you all have had or will have some great vacations and time spent with family and friends!

Our fall conference will be here shortly and it will be at Ashland Hills Hotel & Suites. Ashland Hills has gorgeous mountain views with newly renovated rooms. Please be sure to check out their website (www.ashlandhillshotel.com). They also offer a complimentary shuttle to downtown Ashland! The facilities, meals, education and location are top notch. You do not want to miss out on this one!

There are a couple dates that I want you all to keep in mind. Conference registration deadline is September 16, 2016. 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 26, 2016. It is of utmost importance that hotel reservations are made timely. OACA is guaranteed and financially responsible for a block of room reservations. After September 26th, any remaining rooms will be placed back in rotation. While Ashland Hills will try their best to accommodate OACA, if there are late reservations, you will not receive the discounted rate that OACA negotiated on your behalf and there may not be many room options available. So, please, please, please make your conference registration and hotel reservations soon. We want to see you all at Ashland Hills for an unforgettable conference experience.

Once again we are going to have some excellent entertainment and delicious hors d'oeuvres available at the Past Presidents Reception on Sunday night! This event has grown and grown in attendance each conference. Everyone is welcome and it's a fun way to wind down from the first day of conference. I rely heavily on the number of people who do say that they are attending so that I can order enough food. So please, if you are planning on attending, make sure to RSVP by checking the box on page 2 of the registration form.

While at the conference, consider volunteering to serve on a committee! The sign up lists are right there on the registration desk. Committee is the best place to start if you are even remotely interested in serving on the board. You have a front row seat to the "behind the scenes" workings of the organization. Committee work can be as much or as little of your time that you want to give. And it never hurts to try something new. Most who are on committees find they really like being involved with the OACA board.

Our spring conference is at Hallmark Resort in Newport on April 23rd, 24th and 25th, 2017. We haven't held a conference there in quite some time so I am excited to go back. Save the date and I will see you all at Ashland!

Shawn Branson, Conference Vice President

2016 Fall Conference Hotel Accommodations Information

The 2016 Fall Conference is being held at the Ashland Hills Hotel & Suites in Ashland on October 16th, 17th and 18th, 2016. The address to the hotel is 2525 Ashland Street, Ashland OR 97520 and the reservation phone number is 855-482-8310 (or direct at 541-482-8310).

Ashland Hills has very nice accommodations for us and panoramic mountain views! The website for the resort is www.ashlandhillshotel.com. Please make sure that you check it out! The hotel has a pretty cool 1970s retro-modern design and the rooms have recently been renovated. They are absolutely gorgeous and have all the amenities that you could ask for. Ashland Hills offers a complimentary shuttle to downtown so keep that in mind!

To get the reduced rate, you must make your reservations no later than September 26, 2016. Make sure that you mention you are with OACA when you make your reservation. The block of rooms and the special OACA rate will only be held until that date. It is very important to make your reservations as soon as you can. **There is a certain amount of rooms that are being held for OACA and I have to notify Ashland Hills no later than September 26, 2016 if we are utilizing all of the rooms or if they can place the rooms that have not been reserved back into rotation. If you do not make your reservation by September 26th, there is a chance that there will not be a room available.**

The room rates are listed below:

King Rooms are \$119.00 per night (\$131.85 with tax included)

Queen Rooms are \$119.00 per night (\$131.85 with tax included)

Double Suites are \$119.00 per night (\$131.85 with tax included)

King Suites are \$129.00 per night (\$142.93 with tax included)

Premium King Rooms are \$129.00 per night (\$142.93 with tax included)

Check in time is 4:00 p.m. and check out time is 11:00 a.m.

Please save the date and join us at Ashland Hills Hotel & Suites!

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2016 FALL CONFERENCE MENU
Ashland Hills Hotel & Suites, Ashland OR

Sunday Best of Luna Soup and Salad Buffet:

Chef's seasonal hot soup, salad bar to include fresh seasonal ingredients such as organic field greens, rotisserie chicken, hard boiled eggs, Dunbar Farms black eyed peas, olives, cherry tomatoes, cucumbers, and house made croutons, herb buttermilk dressing and honey-balsamic vinaigrette, freshly baked rosemary bread and butter. *All lunch buffets include iced tea or lemonade and a platter of freshly baked cookies and brownies.

Sunday Evening Past President's Reception (aka Hospitality Suite):

Applegate Valley beef meatballs in marinara sauce, buffalo rotisserie chicken wings, marinated beef brochettes chimichurri, chilled prawns with Oregon wasabi cocktail sauce, bacon and cheddar potato croquettes with sour cream and chives, blue cheese stuffed mushrooms with balsamic reduction, deviled eggs with avocado whipped yolks, tomato, bacon and micro greens, vegetable tray and chocolate dipped strawberries.

Monday Luna Breakfast Buffet:

Scrambled farm fresh eggs & Tillamook cheddar, pork sausage, potato home fries, freshly baked breakfast breads, sliced seasonal fruit, freshly squeezed orange juice and cranberry juice, freshly brewed coffee and assorted Numi hot teas.

Monday Rotisserie Buffet:

Rotisserie chicken, smoked pulled pork, Luna barbeque sauce & mustard, slider buns, smokey baked beans, coleslaw and potato salad. *All lunch buffets include iced tea or lemonade and a platter of freshly baked cookies and brownies.

Tuesday Luna Breakfast Buffet:

Scrambled farm fresh eggs & Tillamook cheddar, hickory smoked bacon, potato home fries, freshly baked breads, sliced seasonal fruit, freshly squeezed orange juice and cranberry juice, freshly brewed coffee and assorted Numi hot teas.



800-452-0317 or 503-585-5651

www.valley-creditservice.com
626 Appleblossom Ave NE • Keizer, OR 97303

Alice Ray-Graham, Chief Marketing Officer



EDUCATION

It seems strange to be talking about Fall Conference already! But here we are! It's nice to be inspired when we come to the conference. We will all enjoy a motivational seminar from Jeffrey Johnson entitled *Be Incredible*. Since we always have so much to discuss, we will be having our usual Rap Sessions as Municipal Courts, Traffic-only Muni Courts, and Justice Courts, as well as a Rap Session at the end of the conference with all of us together! People have been requesting the large group Rap Session. As always, the more we put into it, the more we'll get out of it! So bring questions and discussion topics to share. Jackson County Justice of the Peace, Joe Charter, will be speaking about the History of Justice Courts. Monday will be dual track with MSU- Human Resources Management; Judge Larry Blake and Wendy Looney speaking about collecting and amnesty; Gina Whitlow will be discussing collections and bankruptcy; and Cpt. Joe Puckett of Code 4 will be instructing us on safety matters. We will end our conference on Tuesday with the DMV panel and the full group rap session.

Judge Charter has made a small list of attractions for Ashland. If you find yourself with extra time in Ashland, you might want to check them out!

Shows

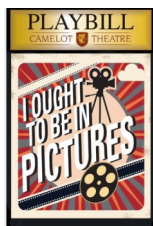
Oregon Shakespeare Festival

Tickets available for The Winter's Tale or Twelfth Night on Oct. 16 or 18, 8pm. \$30- \$80.

Green show on the bricks, 6:45pm

Oregon Cabaret Theater

Bat Boy the Musical, Oct. 16, 1pm \$21- \$35



Camelot Theatre (Talent, 10 miles north of Ashland)

I Ought to Be in Pictures, Oct. 15 8pm & Oct. 16 2pm



The Russian Grand Ballet presents Swan Lake at the Craterian Theater (Medford)

October 18 @ 7:30 pm

Events

The Southern Oregon Wine Festival at the Historic Ashland Armory, October 15 & 16 @ 12:00 pm -6:00 pm

Tuesday Night Trivia: Louie's Restaurant on the Plaza at 7 pm Every Tuesday

**Oregon Association for Court Administration
Fall 2016 Conference Agenda
October 16-18, 2016
Ashland Hills Inn
Ashland, OR**

Sunday, October 16	Vendor Exhibits open 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 st 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.	Be Incredible (Personnel & People Skills) Speaker: Jeffrey Johnson
12:00 p.m. -- 1:15 p.m.	Business Luncheon – Provided
1:30 – 3:00 p.m.	Rap Sessions: (Legal & Court Procedures) Municipal Court Rap Session (Traffic & Misdemeanor) Municipal Court Rap Session (Traffic Only) Justice Court Rap Session State Court Rap Session
3:00 p.m. -- 3:30 p.m..	Vendor Break
3:30 p.m. – 5:00 p.m.	Post Ferguson Issues Affecting Courts (Judicial Organization/Theory) Speaker: Judge Joe Charter, Jackson Co. Justice of the Peace
5:00 p.m. – 6:00 p.m.	Vendor Break
6:00 p.m. – 9:00 p.m.	Join us in honoring Past Presidents Reception - Everyone welcome!

Monday, October 17

Vendor Exhibits open 8:00 a.m. – 5:00 p.m.

7:00 a.m. - 8:15 a.m.

Continental Breakfast

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

Registration

8:30 a.m. – 10:00 a.m.

MSU- Human Resources Management (Personnel/People Skills)

Speaker: Jan Bouch

OR

8:30 a.m. – 10:00 a.m.

Collections: First Appearance to Contempt

Speaker: Judge Larry Blake and Wendy Looney

10:00 a.m. – 10:30 a.m.

Vendor Break

10:30 a.m. – 12:00 p.m.

MSU- Human Resources Management (Personnel/People Skills)

Speaker: Jan Bouch

OR

10:30 a.m. – 12:00 p.m.

Bankruptcy and Collections (Operational/Systems Mgmt.)

Speaker: Gina Whitlow

12:00 p.m. – 1:15 p.m.

Lunch Provided

1:30 p.m. – 3:00 p.m.

MSU- Human Resources Management (Personnel/People Skills)

Speaker: Jan Bouch

OR

1:30 p.m. - 3:00 p.m.

Code 4: Front Desk Safety and Security (Personnel and People Skills)

Speaker: Captain Joe Puckett

3:00 p.m. - 3:30 p.m.

Vendor Break

3:30 p.m. - 5:00 p.m.

MSU- Human Resources Management (Personnel/People Skills)

Speaker: Jan Bouch

OR

3:30 p.m. – 5:00 p.m.

Code 4: Front Desk Safety and Security-Cont. (Personnel and People Skills)

Speaker: Captain Joe Puckett

Tuesday, October 18

7:00 a.m. - 8:15 a.m.	Continental Breakfast
8:30 a.m. - 10:30 a.m.	DMV Q & A Panel (Legal/Court Procedures)
10:30 a.m. – 11:00 a.m.	Break and Hotel Check Out
11:00 a.m. – 12:00 p.m.	Rap Session with Full Membership (Legal/Court Procedures)
12:00 p.m.	End of OACA Conference



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Fall 2016 Conference Class Descriptions

Be Incredible

A Leadership / Motivational Seminar offered by Jeffrey D. Johnson

Stepping away from the ordinary!

I. Introduction

Incredible: beyond belief or understanding

~Webster's Dictionary~

Within every human being are the makings of 'incredible'. However, daily responsibilities tend to stop us from making that 'incredible' happen. The truth is that most people want to be incredible, but are often left wondering how to get started. Too many people focus on abstract ideas and advice, but do not come across specific principles that allow them to start being incredible. This seminar's purpose is to change that by introducing the principles that change 'ordinary' into 'incredible'.

II. Course Outline

During this training, attendees should expect to:

1. Learn the key principles that all 'incredible' people have in common.
2. Realize that 'incredible' is within them.
3. Experience hands-on examples of the impact of 'incredible' in their business settings and life.
4. Comprehend what is truly needed to push them to the next level of greatness.
5. Participate in valuable and interesting activities.
6. Learn while having Fun.

MSU - Human Resource Management Course Description

Court employees are the face of the courts. Courts need employees who care about service, ethics, and professional representation of the third branch of government. The Society for Human Resource Management (HRM) lists these behavior competencies for efficient and strategic HRM.

- Business Acumen
- Communication
- Consultation
- Critical Evaluation
- Ethical Practices
- Global & Cultural Effectiveness
- Leadership & Navigation
- Relationship Management

This session will delve into the many components linked to HRM and in particular, how to motivate and engage employees who span four generations of workers.

Collection: First Appearance to Contempt

Speaker: Judge Larry J. Blake Jr.

Judge Blake will be discussing the methodology of the collection of debts. He will present a wide range of forms and diversion information that he uses in all his courts for collection purposes from the start to finish on cases. Wendy Looney from Newberg Municipal will do a presentation and open discussion on their Amnesty Program.

Bankruptcy and Collections

Speaker: Gina Whitlow

BEGINNING OF BK: Automatic Stay Period – Prohibited Actions

What's included and what's not (key dates)

What to do now

MIDDLE / DURING: Getting paid in a Bankruptcy

Proof of Claim

BK Proposed Plan

Approved Plans

Allowed Claims & disallowed claims

Dismissal

Voluntary Payment

Fines - Ch. 7 v. Ch13

Other

END OF BK: Discharge & Closing – When the Bankruptcy ends, what gets discharged/relieved and what does not.

Chapter 7

Chapter 13

Discharge Injunction

QUESTION / ANSWER, OPEN DISCUSSION

I am not an attorney and this presentation is not legal advice. Each participant is encouraged to seek legal advice for each case as it pertains to the individual jurisdiction and circumstances. This presentation provides an overview and basic information on the fundamentals of Bankruptcy. Bankruptcy is complex. This presentation is provided by a credit professional who has worked extensively with bankruptcy for 18 years. The Basics of Bankruptcy are recommended as a tool for participants to further research and seek independent legal advice on the best handling of matters that may be affected by bankruptcy.

Code 4: Front Counter Safety and Security

This course will cover verbal excellence and verbal de-escalation, for the difficult and angry people we deal with. We look at the day to day contacts with these people and the long term returns of these same difficult and sometimes dangerous people. We will also look at the body language of a person preparing for attack, to compliment verbal skills by helping you see when our communication may not be working.

FALL 2016 CONFERENCE REGISTRATION FORM
OREGON ASSOCIATION FOR COURT ADMINISTRATION
Ashland Hills Hotel & Suites, Ashland OR October 16th, 17th and 18th, 2016

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

- ☐ Full conference registration (member \$175 / non-member \$240) \$ _____
*Full registration includes: all sessions, Sunday luncheon, Sunday evening Past President's reception hors d'oeuvres,
Monday Breakfast, Monday luncheon, Tuesday Breakfast.
\$50.00 Late Fee (Registration after the September 16, 2016 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	Be Incredible	_____	\$35	\$55
Sunday 1:30p - 3:00p	Rap Session - Municipal Court (Traffic Only)	_____	\$35	\$55
	Rap Session - Municipal Court (Traffic/Misd)	_____	\$35	\$55
	Rap Session - Justice Court	_____	\$35	\$55
	Rap Session - State Court	_____	\$35	\$55
Sunday 3:30p - 5:00p	Post Ferguson Issues Affecting Courts	_____	\$35	\$55
Monday 8:30a - 5:00p	Human Resources Management (MSU)	_____	\$75	\$95
Monday 8:30a - 10:00a	Collections: First Appearance to Contempt	_____	\$35	\$55
Monday 10:30a - 12:00p	Bankruptcy and Collections	_____	\$35	\$55
Monday 1:30p - 3:00p	Code 4: Front Desk Safety and Security	_____	\$35	\$55
Monday 3:30p - 5:00p	Code 4: Front Desk Safety and Security	_____	\$35	\$55
Tuesday 8:30a - 10:30a	DMV Q & A Panel	_____	\$35	\$55
Tuesday 11:00a - 12:00p	Rap Session with Full Membership	_____	\$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 for the President's Reception: Please mark which meals you are requesting (price includes 20% service charge and 5% Ashland meals tax)

Sunday Luncheon	\$20.00 per person	\$ _____
Monday Breakfast	\$21.25 per person	\$ _____
Monday Luncheon	\$23.75 per person	\$ _____
Tuesday Breakfast	\$21.25 per person	\$ _____

TOTAL PAYMENT ENCLOSED \$ _____

REGISTRATION DEADLINE: September 16, 2016 (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 855-482-8310 (541-482-8310 direct line) no later than September 26, 2016 to secure our group rate. Be sure to mention that you are with OACA. Refer to the “2016 Fall Conference Hotel Accommodations Information” page in the ECHO for pricing. **If you do not make your reservation by September 26th, 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, please RSVP. That way we can make sure there is plenty of food and tables for everyone. It is the perfect time to socialize amongst your peers, eat some fabulous hors d’oeuvres, and have some fun. It is a great time had by all and we would love to see everyone there!

☐ 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:

If you are mailing your registration please be sure to complete and send both pages. You can also now register and pay online at the oaca.org. Registration and payment is due no later than September 16, 2016.

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

Please make checks payable to OACA.

**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 \$175.00

_____ 2 nights (under 100 miles one way) \$263.70 _____ 2 Dinners \$44.00

_____ 3 nights (over 100 miles one way) \$385.55 _____ 3 Dinners 1 Breakfast \$76.00

_____ Mileage round trip _____ X .285 = _____ (Please calculate based on the mileage from your place of employment, not your home address.)

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 2016 membership dues have not been paid, your application will be returned and not processed.

Important! Please do not make hotel reservation yet! If you are awarded a scholarship OACA will make the reservations on your behalf. Note, if you are granted a scholarship for lodging, sharing a room with another conference attendee or upgrades is not allowed. Thank you for your understanding!

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 insufficient numbers of new qualified applications are approved.

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 review article for the ECHO, or other tasks as assigned. 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 your 2016 membership dues have not been paid, your application will be returned to you. 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. See other qualifications and award criteria listed in the Vendor Hardship Scholarship Information sheet.

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 09, 2016. 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 or Fax 503-350-4031. Please call 503-526-3736 or email to double check that I received your application.

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

Please submit your completed registration form (be sure to include which classes you will be attending) with your application, it will be forwarded on after the review process. Thank you!

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 now meets six times a year once during the month before each conference; once during each conference; and once during the month following the conference. The meetings are currently held throughout the state depending upon where board members live; however, with the availability of virtual meetings travel may not be necessary.

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 (also available in this issue) 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 By Laws Committee

Membership Committee

Website Committee

Any member is always welcome to attend board meetings. Check 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 2016 ELECTIONS
JOB DUTIES OF OFFICERS AND DIRECTORS

The following are position descriptions for the 2016 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 meeting or conference of the Association and at all meetings of the Board of Directors;
- except as otherwise provided in the By Laws, 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, keynote and workshop speakers, curriculum design, and organization of the educational program for all conferences;
- conducting surveys of the Association membership 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;
- 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 all conferences, 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 and 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; working with the Conference Committee and other volunteers to plan banquets, fundraisers, social events, and the audio/visual set up of 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

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 ECHO, Resolutions, and By Laws Vice President: The ECHO, Resolutions, and By Laws Vice President has primary responsibility for:

- editing and managing the production of the Association's newsletter, The ECHO;
- maintaining a high level of quality and accuracy in The ECHO;
working with The ECHO, Resolutions, and By Laws Committee in developing and reviewing proposals for Resolutions and changes in the By Laws to be brought to the Board of Directors and the Association's membership.

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

Directors: All Directors are elected at large from the membership of the Association and are responsible for:

- serving as members of the Education Committee
- assessing the Association's educational needs
- developing and coordinating the educational goals, plan, and programs for the Association
- conducting membership surveys
- evaluating educational presentations
- perform other duties at the direction of the President of Board of Directors in furtherance of Association purposes
- 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 Education Committee for Certification at a specific level. Other directors are assigned to a board officer.



NOTICE OF INTENT TO RUN FOR OFFICE 2016

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

Name: _____

Court/Agency: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Check the position for which you are interested in running:

- ☐ President ☐ Education Vice President ☐ Conference Vice President
☐ Membership Vice President (2-year term) ☐ Secretary (2-year term)
☐ The ECHO, Resolutions & By Laws Vice President
☐ Director (There are five positions on the Board of Directors.)

SUMMARY BACKGROUND INFORMATION

OACA member since: _____

OACA positions held: _____

OACA committees served on: _____

OACA related experience: _____

Other service/involvement: _____

Applicant's Signature: _____ Date: _____

All applicants must be current, active members of OACA (2016 dues paid).

Submit this form no later than September 23, 2016 to:

Kay Renfro OACA Past President

Beaverton Municipal Court

P O Box 4755

Beaverton, OR 97076-4755

Phone: 503.526.2291

Fax: 503.350.4031

email: krenfro@BeavertonOregon.gov

Officers and Directors

2015 - 2016

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

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

CONFERENCE VICE PRESIDENT

SHAWN BRANSON

Beaverton Municipal Court
230 NE 2ND Street
McMinnville, OR 97123
Wk: 503.434.2356
Fx: 503.435.5787

Shawn.branson@ci.mcminnville.or.us

CO-EDUCATION VICE PRESIDENT

CORTNEY KAMMERER

8650 SW Tualatin Rd.
Tualatin, OR 97062
Wk: 503.691.3025
Fx: 503.691.6884

ckammerer@ci.tualatin.or.us

CO-EDUCATION VICE PRESIDENT

MARY SHROLL

8650 SW Tualatin Rd.
Tualatin, OR 97062
Wk: 503.691.3025
Fx: 503.691.6884

mshroll@ci.tualatin.or.us

ECHO, RESOLUTIONS & BY LAWS

VICE PRESIDENT

AMY ANDERSON

150 E. Main Street
Hillsboro, OR 97123
Wk: 503.681.6459
Fx: 503.681.6282

amy.anderson@hillsboro-oregon.gov

MEMBERSHIP VICE PRESIDENT

HOLLY FENTON

Salem Municipal Court
555 Liberty Street SE, #215
Salem, OR 97301
Wk: 503.588.6139
Fx: 503.588.6441

HFenton@cityofsalem.net

SECRETARY

SUE CARLILE-HOPPER

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

scarlilehopper@beavertonoregon.gov

TREASURER

ALLISON SEDERLIN

Springfield Municipal Court
230 4th Street
Springfield, OR 97477
Wk: 541.744.4180
Fx: 541.744.3376

asederlin@springfield-or.gov

DIRECTOR

CARLA BANTZ

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

bantzcc@milwaukieoregon.gov

DIRECTOR

WENDY LOONEY

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

Wendy.looney@newbergoregon.gov

DIRECTOR

ANASTASIA OLVERA-EICHLER

Fairview Municipal Court
PO Box 337
Fairview, OR 97024
Wk: 503.674.6210
Fx: 503.666.0888

olvera-eichlera@ci.fairview.or.us

DIRECTOR

JAMIE RHODES

City of Lafayette
PO Box 55
Lafayette, OR 97127
Wk: 503.864.2451
Fx: 503.864.4501

jamier@ci.lafayette.or.us

DIRECTOR

EMIRA VEJO

Beaverton Municipal Court
PO Box 4755
Beaverton, OR 97076
Wk: 503.526.2635
Fx: 503.350.4031

evejo@beavertonoregon.gov