



Hello OACA!

Summer is in full swing and I hope that you all have spent it with your family and friends making memories! While it may be the middle of summer right now, your board has been busy making sure we are ready to go for the Fall conference in beautiful Sunriver. Fall conference will be held at the Sunriver resort from October 14th-16th, 2018 and you are not going to want to miss it!

As many of you know, vendors will be there with us at Sunriver on Sunday and Monday. Please remember to stop by their booths and connect with them. There will be plenty of time allotted for each and every one of you to attend the vendor show. Thank them for supporting OACA! Our vendors are an invaluable part of this amazing organization. Did you know that vendors sponsor OACA's scholarships? If you feel you are in need of financial assistance for this conference, make sure that you apply.

Our annual business meeting and yearly elections will be held at this conference as well during the Sunday luncheon. As has been mentioned several times previously, OACA needs YOU! I'm not going to sugar coat it, OACA is reaching critical need level for members to fill several positions that I anticipate will be open this fall.



So what does it mean to be on the board?
How many board meetings are there per year? How much of a time commitment is it?
Are there any benefits? Well I am so glad you asked!

2018 PRE-FALL

THE
OREGON ASSOCIATION FOR COURT ADMINISTRATION
ECHO

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.

~> Board meetings: We used to meet about 9-10 times a year. We changed that several years ago and streamlined our board meetings to coincide with our conferences. They now average out to about 6 per year (prior to and after each conference plus a brief meeting the day before conference begins). All board meetings are scheduled after the fall elections so there is plenty of notice. The meetings are a few hours long and are held on a Friday in Beaverton. You can attend in person or via Skype (we are also looking in to a "calling in" option). Outside of the board meetings, the main mode of communication is by email.

~> Time commitment/board duties and responsibilities: That varies greatly depending on the position and how you decide to delegate your time for that position. Members who are Vice-President's are going to have more all around duties than a Director. Typically, Directors will align with and support the VP that is holding the position that they are interested in (hopefully) filling in the future. It goes without saying that most of the VP positions (Education, Conference, ECHO) are busiest preparing for in advance and immediately leading up to conference. Some VP positions (IT, Membership) and Secretary, Treasurer ebb and flow during their term.

~> Are there any benefits? There sure are! All board members receive free conference registration and are able to apply for scholarships, if needed. Board members also receive credits for their certification. Last, but not least, the personal connections and immense amount of pride for being a part of this awesome organization are invaluable. Plus, we have fun!

If you would like to become a board member please go to the website and submit the Intent to Run form that is located under the Officers and Director's tab. If you have any questions at all you can contact me at shawn.branson@mcminnvilleoregon.gov. Or feel free to contact any of the board. OACA needs you!

Thank you everyone! I am looking forward to seeing all of OACA's members and vendors in the fall at Sunriver!

All my best,

Shawn

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.

MEMBERSHIP


Summer is in full swing with family vacations, outdoor activities and beautiful Oregon weather! It's also time to renew your OACA membership if you haven't done so already. Don't miss out on the enriching educational and networking opportunities your membership provides and renew right away!

Have a co-worker in the office that is interested in becoming a member? Don't let them miss out on the awesome opportunities OACA has to offer and don't lose out on the awesome incentives for referring new members. Each current member listed as a referral on a new member application will earn an annual membership for three new referrals in a calendar year or earn a free conference registration for five new referrals in a calendar year!

Remember, the membership application process can now only be completed online. Please contact me, your Membership Vice President Mary Nelson, if you are not able to submit your application online and you need assistance.

As always your OACA board is hard at work planning a fun and educational fall conference at the beautiful Sunriver Resort located just outside of Bend, Oregon. Since our meet and greet at Agate Beach was such a success, we will again be hosting a meet and greet at the resort in place of the new member breakfast. Please look for the informational flyer that will be at the conference check-in desk when you pick up your name badge.


If you have any questions regarding your OACA membership, please contact me at (503) 786-7520 or email me at nelsonm@milwaukieoregon.gov.



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EDUCATION

REVISED

Happy summer everyone! Fall conference is just a few months away and will be here before you know it. After reviewing the last survey results, I attempted to schedule speakers directly related to Court functions. Receiving confirmations was challenging to say the least, however, I feel that we have a great line-up for you all.

Sunday afternoon brings us a very dynamic and engaging speaker, Wendy Boyer. She will be assisting us with change management. The Court Connections Banquet will be on Sunday evening. I hope to see many of you taking advantage of the social hour and entertainment.

Sunday will be a dual track with MSU presenting for the last time. As mentioned before, the MSU Judicial Certification program is being discontinued. Tim Dibble will be presenting Information Technology Management.

As an alternative to the MSU course on Sunday, Sgt. Scott Vincent will be presenting the Bend Police Department's nationally recognized health and wellness program. I had the pleasure of previewing a condensed version of this presentation and found that many of the suggestions apply to us all, not just to law enforcement.

Sunday also brings us Judge Steven Todd from the Multnomah County Circuit Court. Judge Todd will be speaking about procedural fairness and offering good customer service without providing legal advice. I hope you will all find Judge Todd as knowledgeable and dedicated to traffic safety and judicial excellence as I have found after attending his previous presentations at OMJA conferences.

Due to scheduling difficulties, the rap sessions will be on Monday this fall so if you have any questions that you would like to submit in advance, please email me directly at doliveira@bendoregon.gov or submit them via the OACA Website.

Finally on Monday, the CJIS Training Unit of the Oregon State Police will utilize the remainder of the day discussing LEDS Rep 101, LEDS Audits, an update on the LEDS 20/20 project and the importance of reporting dispositions.

Wrapping up the conference on Tuesday will be the Oregon Department of Revenue with information on collections and assessments. Finally, DMV is going through personnel changes but they have committed to a Q&A panel consisting of staff from their Driver Records, Driver Suspensions and Programs & Policy units. Get those questions ready and keep your fingers crossed as you know we have had some last minute attendance issues with DMV in the past.

I want to close with my appreciation for the entire board and all the hard work you put into developing these educational opportunities. I have really enjoyed my short time as a Director on the OACA Board and my even shorter time as Co-Vice President of Education. Unfortunately, due to an upcoming software conversion, I am reluctantly resigning from the position. I encourage any of you to seriously consider running for the Board as it has been a very rewarding experience and I hope to run again in the future.

Dora—Bend Municipal

OACA Specific Timeline and Deadlines:

Spring 2018 Conference: OACA may offer MSU noncredit certificate courses and a student graduation (if applicable)

Fall 2018 Conference: OACA may offer MSU noncredit courses and a student graduation (if applicable)

Spring 2019 Conference: OACA may offer MSU noncredit courses and a student graduation (if applicable)

All online courses (traditional or interactive) **must be completed by April 30, 2019 or earlier.** The interactive online course schedule is below:

Capstone proposals **must be submitted** MSU by **May 31, 2019 or earlier.**

Capstone papers **must be submitted** to MSU by **August 1, 2019 or earlier.**

Certificates issued by **August 31, 2019 or earlier.**

Dates of Course Offering	Noncredit Online Course Offering
September 2018	Purposes and Responsibilities of Courts
September 2018–October 2018	Court and Community Communication
October 2018	Resources, Budget, and Finance
October 2018–November 2018	Education, Training, and Development
November 2018–December 2018	Visioning and Strategic Planning

January 2019	Caseflow Management
January 2019–February 2019	Leadership
February 2019	Essential Components of Courts
February 2019–2019	Information Technology Management
March 2019-April 2019	Human Resources Management

Oregon Association for Court Administration
Fall 2018 Conference Agenda
October 14-16, 2018 -Sunriver Resort

Sunday, October 14

8:00am	12:00pm	Conference Registration
8:30am	10:00am	MSU – Information Technology Management Presenter: Tim Dibble
	OR	Destination Zero – Wellness Program Presenter: Sgt. Scott Vincent, Bend Police Dept.
10:00am	10:30am	Vendor Break
10:30am	12:00pm	MSU – Information Technology Management Presenter: Tim Dibble
	OR	Procedural Fairness and Customer Service Presenter: Judge Steven A. Todd, Multnomah Circuit Court
12:00pm	1:15pm	Business Luncheon
1:30pm	3:00pm	MSU – Information Technology Management Presenter: Tim Dibble
	OR	Thriving Through Change & Inspiring Accountability Presenter: Wendy Boyer
3:00pm	3:30pm	Vendor Break
3:30pm	5:00pm	MSU – Information Technology Management Presenter: Tim Dibble
	OR	Thriving Through Change & Inspiring Accountability Presenter: Wendy Boyer
5:00pm	6:00pm	Vendor Exhibits
6:00pm	9:00pm	Court Connections Banquet

Monday, October 15

7:30am	8:15am		Breakfast
8:00am	9:00am		Conference Registration
8:30am	9:30am	Facilitator:	OACA Certification Information Meeting OACA Board
9:30am	10:00am		Vendor Break
10:00am	12:00pm		Municipal Court (Traffic & Misd.) Rap Session
		OR	Municipal Court Rap Session (Traffic Only)
		OR	Justice Court Rap Session
12:00pm	1:30pm		Lunch
1:30pm	3:00pm	Presenter:	LEDS Rep101 and Audits Kendele Miyasaki, CJIS Training Unit
3:00pm	3:30pm		Vendor Break
3:30pm	5:00pm	Presenter:	LEDS 20/20 Project, Disposition Reporting Kendele Miyasaki, CJIS Training Unit

Tuesday, October 16

8:00am 8:45am

Breakfast

9:00am 10:30am

Oregon Dept. of Revenue – Collections and Assessments

Presenter: Terri Smith, Dept. of Revenue

10:30am 11:00am

Break and Hotel Check Out

11:00am 12:30pm

DMV Q&A

12:30pm

End of OACA Conference



SCHOLARSHIPS AVAILABLE!!!

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!

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 encourage them to sponsor breaks and provide tote bags or other variety of items that come up. The fees for the vendor show are placed in a special fund for providing funding support for OACA members who want to attend the conferences but have lack of sufficient funds from their court or organization. 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 registration fees and show financial hardship.

Scholarship recipients will be required to write an article about a class they attended for The Echo, or other tasks 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, August 31, 2018. 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 scarlile-hopper@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

___ 2 nights (under 100 miles one way) \$280.16 ___ 1 Dinner \$26.00

___ 3 nights (over 100 miles one way) \$420.24 ___ 2 dinners & 1 Breakfast \$65.00

___ 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 2018 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, 2018.) 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. Would you be willing to host a class also? (Y) (N)

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 August 31, 2018. 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. Please call or email to double check that I received your application.

Applications will be reviewed at the September 14, 2018 board meeting; award letters will be emailed to the successful applicants.

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

CONFERENCE



2018 Fall Conference at Sunriver Resort Accommodation Information

The 2018 Fall Conference is being held at the Sunriver Resort located at 17600 Center Dr, Sunriver, Oregon 97707. If you have never been to Sunriver Resort you are in for a real treat. It has its own little shopping strip mall with Restaurant and Market, a Spa with salon services, 3 Golf Courses, 7 different restaurants and a Starbucks. The facilities have a pool, hot tubs and a gym. The room accommodations are king or two double beds, stone gas fireplaces, private deck, hair dryer, coffee maker and small refrigerator. Free wireless internet services.

Please remember you must call Reservations at 1 (800) 547-3922 NO LATER THAN SEPTEMBER 20th to secure our group rate. Be sure to mention you are with OACA. We have a limited amount of rooms reserved so don't be late. You must complete your Registration form and send all fees by August 31, 2018.

We are guaranteed rooms at a government per diem rate which will increase or possibly decrease sometime in August 2018 by a few dollars. We will let you know of any changes on our website.

Lodge Village Guestroom	(King or two double beds)	
		\$112.00 per night (+\$28.08 taxes and resort fees) =\$140.08 a night
Lodge Village Suite	(King or two double beds)	\$206.37 a night
		\$165.00 per night (+\$41.37 taxes and resort fees) =\$206.37 a night
River Lodge Guestroom	(King or two double beds)	\$193.86 a night
		\$155.00 per night (+\$39.86 taxes and resort fees) =\$193.86 a night

Emira and I are so looking forward to seeing everyone this fall. We have scheduled Mitch and the Melody Makers Band for our Court Connections Reception. They came with great recommendations and can't wait to hear them play. See you all soon!

Emira Vejo and Pam Ganey-Welburn, Co-Conference Vice Presidents

Fall 2018 CONFERENCE REGISTRATION FORM
OREGON ASSOCIATION FOR COURT ADMINISTRATION
 Sunriver Resort, 17600 Center Dr Sunriver, OR 97707 October 14th, 15th and 16th, 2018

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

☐ Full conference registration (member \$200 / non-member \$265) \$ _____
 *Full registration includes Sunday luncheon, Sunday dinner, Monday Breakfast, Monday luncheon, Tuesday Breakfast.
 \$50.00 Late Fee (Registration after the August 31, 2018 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 to the right of the meal. Thank you so much!

Day/time	Session name	I am		A la carte pricing	
		Attending :		Member	Non Member
Sunday 8:30a-5:00p	MSU Information Technology Management			\$75	\$95
Sunday 8:30a-10:30a	Destination Zero			\$35	\$55
Sunday 10:30a-12:00p	Procedural Fairness and Customer Service			\$35	\$55
Sunday 1:30p-5:00p	Thriving Through Change & Inspiring Accountability			\$35	\$55
Monday 8:30a-9:30a	OACA Certification Information Meeting			N/A	N/A
Monday 10:00a-12:00p	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 1:30p-3:00p	LEDS Rep 101 and Audits			\$35	\$55
Monday 3:30p-5:00p	LEDS 20/20 Project, Disposition Reporting			\$35	\$55
Tuesday 9:00a-10:30a	Oregon Dept of Revenue-Collections & Assessments			\$35	\$55
Tuesday 11:00a-12:30p	DMV Q&A			\$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)

<input type="checkbox"/> Sunday Lunch	\$39.68 per person	\$ _____
<input type="checkbox"/> Sunday Court Connections Banquet	\$57.07 per person	\$ _____
<input type="checkbox"/> Monday Breakfast	\$30.38 per person	\$ _____
<input type="checkbox"/> Monday Lunch	\$39.68 per person	\$ _____
<input type="checkbox"/> Tuesday Breakfast	\$30.38 per person	\$ _____

TOTAL PAYMENT ENCLOSED

\$ _____

REGISTRATION DEADLINE: August 31, 2018 (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 Sunriver Resort at 1-(800)547-3922 no later than September 20, 2018 to secure our group rate. Be sure to mention that you are with OACA. Refer to the "2018 Fall Conference Hotel Accommodations Information" page in the ECHO for pricing.

Are you a new member and/or first time conference participant? Would you like to have a conference mentor to help show you the ropes?

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

RSVP! For the Court Connections Banquet: 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 food and have lots of fun. It is a great time had by all and we would love to see everyone there!

☐ Yes, I will be attending the banquet

Meal Selection- Please circle one of the following:

Peppercorn Dijon Chicken

Flat Iron Steak

Seared Salmon

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

Please be sure to complete the entire registration form online or print the registration form and return both pages with payment no later than August 31, 2018 to:

OACA
C/O Emerald Ackley, Beaverton Municipal Court
PO BOX 4755
Beaverton, OR 97076

Please make checks payable to OACA.

SUNRIVER RESORT FALL CONFERENCE MENU

Sunday Lunch Café Rustica:

Caesar Salad with hearts of romaine, grated parmesan, croutons with tangy caesar dressing. Mediterranean salad with sundried tomato, basil, marinated cucumber, onions, olives, peppers and mozzarella cheese. Chicken Marsala with mushrooms, onions and parsley. Penne Pasta Primavera, artesian rolls and herb butter. Tiramisu martinis. Ice tea and lemonade.

Sunday Dinner Court Connections Banquet:

Your choice of one plated dinner:

- *Peppercorn Dijon Chicken Breast in a mushroom dijon brandy cream sauce served with mashed potatoes and roasted cauliflower.
- *Flat Iron Steak with sautéed mushrooms and house made worcestershire served with garlic mashed potatoes and grilled asparagus.
- *Seared Salmon topped with marionberry mustard vinaigrette served with rice pilaf and steamed broccoli.
- *Soft drinks will be provided and a No Host Bar.

Monday Breakfast:

Sliced fruit, scrambled eggs with fine herbs, buttermilk biscuits and country gravy, roasted red potatoes with peppers and onions. Orange, cranberry juice and assorted coffee.

Monday Lunch:

Mixed greens with carrots, cucumber tomato, ranch and balsamic dressing. Seasonal vegetables, braised pot roast with root vegetables and gravy. Mashed yukon gold potatoes. Apple cobbler with cinnamon whip cream. Ice Tea and lemonade.

Tuesday Breakfast:

Scrambled eggs with white cheddar cheese, buttermilk pancakes with maple syrup, roasted breakfast potatoes, sausage links. Orange juice, cranberry juice and assorted coffee.

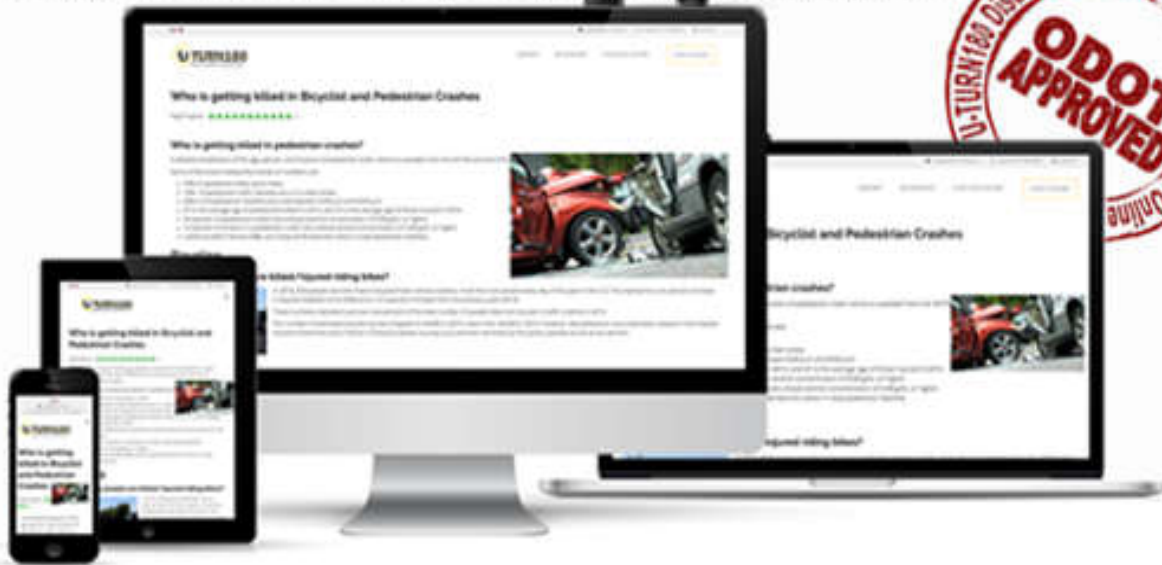
Don't forget to let us know if you have any special dietary needs.





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DON'T FORGET

Please join us on Sunday, October 14th at 6pm
for Dinner, Entertainment and tons of fun at the
COURT CONNECTIONS BANQUET



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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) 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 for the dates and times of the meetings.

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

Christine Watts

Immediate Past President

FALL 2018 ELECTIONS

JOB DUTIES OF OFFICERS AND DIRECTORS

The following are position descriptions for the 2018 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 by-laws; 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.

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NOTICE OF INTENT TO RUN FOR OFFICE 2018

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**

☐ **Technology Vice President** ☐ **Secretary (2 year term)**

☐ **The ECHO, Resolutions & By Laws Vice President**

☐ **Director (There are four 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 (2018 dues paid).

Submit this form no later than September 22, 2018 to:

Christine Watts OACA President

McMinnville Municipal Court

230 NE 2nd Street

McMinnville, OR 97128

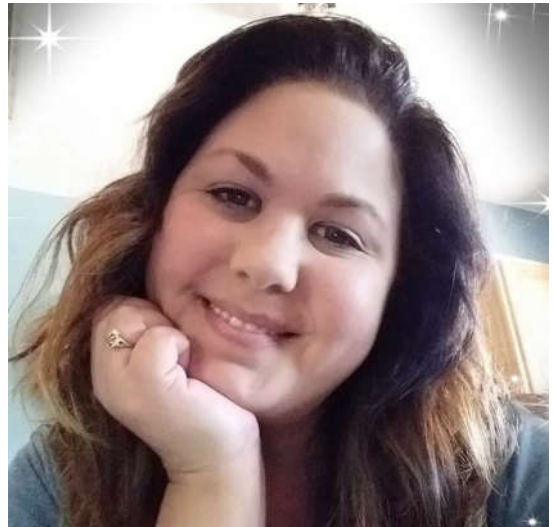
Phone: 503-434-2348

Fax: 503-435-5787

email: christine.watts@mcminnvilleoregon.gov



Wendy Looney—Newberg Municipal



1. WHAT IS YOUR JOB TITLE AND HOW LONG HAVE YOU BEEN IN YOUR POSITION?

Municipal Court Clerk—10 years

2. WHAT DO YOU LIKE BEST ABOUT YOUR JOB?

I love the defendants/customers. I love how I get to know the repeat defendants on a personal level.

3. WHAT DO YOU LIKE LEAST ABOUT YOUR JOB?

Repeating myself. I swear I say the same thing over and over, day after day.

4. WHAT ARE YOUR FAVORITE THINGS TO DO ON YOUR OWN TIME?

I love to read. I love driving around in the woods...very peaceful. I have recently found out that I love to serve beer at functions.

5. WHAT IS ONE ITEM YOU CAN'T LIVE WITHOUT EVERY DAY?

This year I have upgraded my flip phone (yes, finally). Now I can't go without my new phone...everything in the palm of my hands.

6. WHAT IS SOME ADVICE YOU WOULD GIVE TO SOMEONE ELSE IN YOUR JOB POSITION?

Don't act like the defendants probation officer. Joke with them and be their friend and be kind. You get more respect and they treat you better.

7. TELL US SOMETHING ABOUT YOUR SELF THAT WE PROBABLY DON'T KNOW.

I am hilarious!

Officers and Directors

PRESIDENT

SHAWN BRANSON

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IMMEDIATE PAST PRESIDENT

CHRISTINE WATTS

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ECHO, RESOLUTIONS & BY LAWS

VICE PRESIDENT

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SUE CARLILE-HOPPER

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DIRECTOR

DEBORAH INGLEDUE

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DIRECTOR

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