



REGISTRATION FORM

OSFA Annual Conference & Business Meeting

Tuesday, April 26, 2011 Salem Conference Center

8:00 a.m. - 4:30 p.m.

Instructions: Please fill out the registration form and class selection form and return with payment to:

OSFA, c/o Class Act Event Coordinators, 4555 Liberty Road SE #120 Salem, OR 97302
Phone: 503-371-8904 Fax: 503-589-9166 or email to respond@classactevents.net

Name: _____

Working Title: _____

Agency Name: _____ Agency Number: _____

Mailing Address: _____

E-mail: _____ Daytime Phone: _____

Registration: Fee includes annual OSFA Membership (valid for 1 year from date of purchase order or payment receipt)

- Any governmental fiscal employee - **\$150 (\$125 IF REGISTERED & PAYMENT RECEIVED by March 26, 2011)**
- Any full or part-time student, non-governmental employee - **\$135 (\$115 IF REGISTERED & PAYMENT RECEIVED by March 26, 2011)**
- Any other person not eligible for Governmental or Student Membership - **\$300 (\$170 IF REGISTERED & PAYMENT RECEIVED by March 26, 2011)**

Please make check or purchase order payable to OSFA- OSFA's Tax ID Number is 94-3099572

Final Registration Deadline (no discount applies): Monday, April 11, 2011
(post marked by April 11, 2011)

Cancellation/Refund Policy

Please Contact Susan Adkins or Blythe Adkins at Class Act Event Coordinators 503.371.8904 or visit http://www.oregonstatefiscalasn.org/OSFA_RefundPolicy.htm for a detailed cancellation/refund policy.

OSFA Membership Fee:

If you are not able to attend this year's annual conference, but would like to renew your annual OSFA Membership for the 2011/2012 year, please indicate the appropriate membership fee and return this form with your payment.

Annual Renewals and New Memberships

- \$30 Governmental Membership** - Any governmental fiscal employee
- \$15 Student Membership** - Any full or part-time student, not a governmental employee
- \$90 Associate Membership** - Any other person not eligible for Governmental or Student Membership

Summary Section

Annual Conference (includes one year's membership fee)	\$ _____
OSFA Membership Fee only (not attending the April 2011 Annual Conference)	\$ _____
Total Enclosed	\$ _____

Purchase Order Number # _____

One registration form per attendee please.
PLEASE COMPLETE THE CLASS SELECTION FORM ATTACHED

Class Selections- Please select one class from each breakout session

Conference registration and continental breakfast begin at 8:00am, followed by a keynote address at 9:00am. In order for us to provide adequate seating in each session, please select ONE class in each breakout section you plan to attend. Classes will be assigned on a first come, first served basis.

Breakout Session #1 10:30 – 11:45 a.m.

_____ “What you need to know BEFORE creating a Budget!” State Budget 101 presented by Brian DeForest, Oregon Department of Administrative Services, Budget & Management Division. (A/F)

_____ “Creating Healthy Worksites: Making the Business Case” presented by Inge Aldersebaes and Dawn Robbins, Oregon Public Health Division. Oregon, like all states, is suffering from skyrocketing costs of health care. With most adults spending nearly half their waking hours on the job, worksites are becoming an important venue to encourage employees to quit tobacco, move more, eat better and live healthier lives. Learn how healthy worksites keep costs under control by improving productivity, reducing absenteeism, and lowering worker’s compensation, disability and health care claims. (L/M)

_____ “Intermediate Excel 2003” presented by Douglas Gabbard, City of Salem. This session is all about pivot tables. You will learn how to (1) set up your raw data to make the most use of a pivot table, (2) construct a pivot table that gives you the numbers you need, and (3) use the GETPIVOTDATA function to draw information from a pivot table into a formatted report. (T)

_____ “How’d all these ping pong balls get into my bag?” presented by Leigh Anne Jasheway, The Comedy Workout. Ping pong balls – our lives are filled with them. Little stressful things that shouldn’t bother us, but because there are so many of them and they come at us so fast, they freak us out! How’d All These Ping Pong Balls Get in My Bag? is all about letting the balls bounce away instead of stuffing them in your bag and toting them around. It’s perfect for anyone who is ready to let go of the small stuff and use their sense of humor to do it. Get ready to laugh, but more importantly get ready to learn how to finally live a happier (and funnier) life. (SS)

Lunch served from 12:00pm-1:30pm. Please check one:

Salmon Filet _____

Teriyaki Chicken _____

Seasonal Ravioli (vegetarian) _____

Breakout Session #2 1:30 – 2:45 p.m.

_____ “The Life of a D23 Fund: From Cradle to Grave” presented by Trudy Vidal, DAS State Controllers Division. Greatly improve your knowledge of SFMS D23 Fund. How it creates the relationships for the agency’s fund to the appropriated fund, how it un-schedules the budget, and how it builds relationships among funds such as Treasury funds. (A/F)

_____ “Staying Competitive in the Changing Workplace – The Power of Organization-Service-Fundamentals and Attitude!” presented by Art Bobrowitz, Compass Rose Consultants. If our current economy were a compass needle, it wouldn’t be hard figuring out where it is pointing. Whether we like it or not, the workplace is changing. The recent economic focus has added new dimensions to the work we do... and the way we will be doing it! This session will give you solid ideas on what skills might be needed for your career! Find out what can make a difference in your portfolio of skills! (L/M)

_____ “Hyperion / BRIO Tips and Tricks” Presenter TBA, This session will provide tips and hints for all levels of BRIO/Hyperion query users. Enhance your skills to improve your effectiveness, efficiency, and accuracy. (T)

_____ “Career Development” presented by Alice Bergman Cascade Centers EAP. This presentation introduces participants to the opportunities that may be available to employees who would be interested in transferring their skills to other professions. Skills, abilities, and interests will be examined for the purpose of exploring possible career opportunities. Community resources to assist in career development will be identified for participants. (SS)

Breakout Session #3 3:15 – 4:30 p.m.

_____ “SOS Audits” presented by Amy Palacios, Oregon Secretary of State, Audits Division. Overview of the Secretary of State Audit process, including how the focus of an audit is chosen, what type of testing is typically done during an audit, what happens when a material audit finding is discovered, and how agencies can be proactive with their fiscal and internal control processes by advocating sound business practices that reduce the risk of audit findings. (A/F)

_____ “Aspiring Leadership” presented by Stephanie Holmes, State Services Division. The Managerial Leadership Program (MLP) is a fast paced, highly energetic, interactive twelve month training program for managerial employees. Skills learned during the program are applicable both at work and in your personal life. Stephanie will present a condensed version of one of the interactive MLP training sessions. DAS also offers an Aspiring Leadership Program, for non-managerial employees. For additional information regarding MLP and ALP, please contact Stephanie. (L/M)

_____ “Advanced Excel 2003” presented by Douglas Gabbard, City of Salem. This section will introduce the concept of the modeling event. Learn how to create a financial model that you can use on a laptop in a meeting to test (and visualize the implications of) different assumptions and scenarios. (T)

_____ “Giving & Receiving Feedback” presented by Dan Cooper, State of Oregon, Department of Justice. This session will cover what is feedback, why it is important and how it produces better results. The challenges and methods that make it easier and more productive will be covered for both positive and constructive feedback. (SS)

Class Categories:

A/F- Accounting & Finance

L/M- Leadership & Management

T- Technical

SS- Soft Skills

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