SDAO Conference

February 7-9, 2014 | Seaside, Oregon
It’s time to register for the
Annual SDAO Conference

Don’t miss this exceptional training opportunity for board members, employees, managers, and volunteers!

You are invited to attend SDAO’s Annual Conference. The conference is the best opportunity for you to attend SDAO training and education programs, network and interact with colleagues and service providers, and conduct Association business. Whether you are a special district member, non-member, affiliate organization, or provider of goods and services to special districts, the conference will have something for you. Be sure to share this training opportunity with others who may be interested in attending.

The conference program includes preconference seminars, informative and motivational speakers, concurrent sessions, interactive discussions, business meetings, and more. Returning to the annual conference will be the ever-popular Exhibitor Trade Show, Awards Banquet, and an exciting evening of interactive entertainment.

The conference will be held at the SEASIDE CIVIC & CONVENTION CENTER located at 415 First Avenue in Seaside, Oregon.

REGISTRATION is easy! Complete and submit the form included in this brochure or register online at www.sdao.com. The registration deadline is January 24, 2014.

Special thanks to the 2013-14 SDAO CONFERENCE & EDUCATION COMMITTEE:

Chair: Lori Stirn of Hood River Valley Parks & Recreation District

Committee Members:
Shawn Gerdes of Arnold Irrigation District
Diedre Conkling of Lincoln County Library District
Val Koss of Columbia River PUD
Donna Nichols of Oregon International Port of Coos Bay
Steve Schelb of Klamath 9-1-1 Communications District

Image courtesy of the Clatsop County Historical Society
Featured events

Keynote
Steve Uzzell
Open Roads, Open Minds
Using his striking photographs as illustrations of his metaphor about possibility and creativity, Steve inspires audiences to take advantage of his experience and vision to make any venture an adventure.

Friday
Keynote  Steve Uzzell: Open Roads, Open Minds

Exhibitor Trade Show and Reception
Special Districts have a multitude of service needs and product requirements that our exhibitors can meet. At Friday's Exhibitor Trade Show, providers will showcase their products and services. Later in the day, exhibitors are honored at a special exhibitor reception, complete with hors d'oeuvres and refreshments.

Caucus Meetings and Board Member Nominations
Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and At-Large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions. The expiration of terms on the SDAO Board creates an opportunity for you to contribute to the success of SDAO and special districts throughout Oregon. Positions due to expire on June 30, 2014 include one position each for fire, sanitary, irrigation, and true at-large; and two at-large.

Saturday
Awards Banquet
The Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members.

Annual Business Meeting and Board Member Elections
The Annual Business Meeting will include a presentation of the previous year's Annual Report and Audit and Financial Report, caucus meeting reports, board member elections, and other association business.

An evening of Interactive Entertainment
Join us for two fabulous hours of action including blackjack, craps, Texas Hold'em, and roulette. For the non-gamblers there will be a DJ/karaoke, Wii games, and a caricature artist. This is sure to be an evening of fun!

Sunday
Closing  Scott Christopher: The Levity Effect
Thursday | February 6

REGISTRATION DESK | 8:00 am - 5:00 pm

Pre-Conference Sessions

8:30 am - 4:30 pm

Board Duties, Responsibilities, and Liabilities
Eileen Eakins, Law Offices of Eileen Eakins, and George Dunkel, SDAO

The registration fee for this session is $100. Includes training session, continental breakfast, and lunch for one attendee.

Join Attorney Eileen Eakins and SDAO Consulting Services Administrator, George Dunkel, for this comprehensive overview of laws affecting special districts. It is essential training for newly elected board members and newly appointed management staff, but even experienced board members and staff will benefit from a review of the varied and often complex laws governing Oregon’s special districts.

8:30 am - 4:30 pm

HR Practices that Prevent Lawsuits
Judy Clark, SPHR, IPMA-CP, HR Answers, Inc.

The registration fee for this session is $100. Includes training session, continental breakfast, and lunch for one attendee.

The day that a formal notice arrives indicating that your district is being sued by a current or former employee is a bad day!! The session is designed to minimize that possibility. Actions that the district can take, materials the district should have in place, practices that reduce the likelihood of legal action, and conversation about situations that have resulted in legal action will all be addressed in this comprehensive daylong session. Come prepared to learn, to share, to ask lots of questions, and get a substantial handout packet along with samples of materials that can minimize your risks!

10:00 am - Noon

Volunteer Compensation 360 Report
Emeritus Chief Gary McQueen, Sandy Fire District, and Chief Kevin Henson, Marion County Fire District #1

There is no registration fee for this session. Meals are not included with this free session.

Public agencies that enjoy the services of volunteers have struggled to understand the many laws and rules that apply when volunteers are paid even the slightest amount. Many of these laws and rules are in conflict with one another. In 2012, the Oregon Fire Chief’s Association chartered...
the Volunteer 360 Task Force with the mission of studying these issues and attempting to recommend best practices for agencies that choose to compensate or reimburse volunteers. This discussion will help public officials understand the scope of the problem and offers ideas to guide decision making.

**WELCOMING RECEIPTION | 5:00 to 6:30 pm**
The Welcoming Reception is your chance to connect with peers, presenters, and SDAO staff in a relaxed, informal setting before the conference gets underway—and SDAO’s chance to celebrate your arrival at our Annual Conference.

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**Friday | February 7**

**REGISTRATION DESK**
Open from 7:30 am - 6:00 pm

**EXHIBITOR TRADE SHOW**
8:00 am - 6:00 pm
Providers will showcase their products and services. Special districts have a multitude of service needs and product requirements that our exhibitors can meet. Attendees can visit each booth and have exhibitors sign their Exhibitor Drawing Card to be eligible to win a special prize.

**KEYNOTE ADDRESS**
8:30 - 10:00 am
**Open Roads, Open Minds | Steve Uzzell**
The open road never fails to open your mind. Once your mind is open, the power of your imagination is released. This formidable power knows no bounds. Steve uses his mind-stretching images as illustrations about possibility and creativity, inspiring his audiences to make any venture an adventure. Learn to put this perspective to work for you everyday – in problem solving, in the creative process, and in your life. “Chance favors the prepared mind.”

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**Registration fee for Friday only is $140.** Includes keynote address, breakout sessions, continental breakfast and lunch for one attendee.

**Full Conference registration fee is $230.** Includes keynote session, Friday-Saturday breakout sessions, meals, awards banquet, entertainment, and Sunday’s breakfast and closing speaker’s presentation for one attendee.

*Image courtesy of the Clatsop County Historical Society*
CONCURRENT SESSIONS | 10:30 am - Noon

Board’s Role in District Operations
Judy Clark, SPHR, IPMA-CP | HR Answers, Inc.
Special Districts are independent governmental units governed by a Board or Commissioners charged with oversight of the operations and the District’s General Manager or Executive Officer. Often the governing and financial responsibilities are spelled out in great detail in the law and guiding documents. But sometimes the role of the Board or Commissioners regarding the staff and the General Manager is not as clear. This session will cover what are the appropriate and inappropriate actions of the Board or Commissioners as they work to ensure compliance, effective operations on behalf of the public, and solid fiscal management. Examples of best practices, Dos and Don’ts, defining how far is too far when directing staff and desired outcomes, and dealing with the supervision of the General Manager or CEO will be provided as part of the handout packet. This session promises to be lively and informative so come with your questions and your comments about how best to address decision-making and policy implementation.

Reasonable Suspicion Training for Supervisors
John Andrade | Bio-Med Testing Services, Inc.
This training is designed to educate supervisors about common drugs of abuse and how to recognize general and specific indicators that employees may be using alcohol or drugs. It is designed to build confidence by providing an array of specific, valuable tools to supervisors so that they are fully equipped to confront affected employees and maintain a safer, drug-free workplace. Specific topics include a list of clinical indicators of intoxication and withdrawal, tactics to facilitate non-confrontational reasonable suspicion testing, and common employee subversion tactics.
It is Time to Update Your Handbook
Daniel Blair | HR Answers, Inc.

An Employee Handbook must be a living document. Enforcement agencies and courts are increasingly scrutinizing how Handbook policies are written and enforced so up-to-date compliance is more important than ever. For example, the National Labor Relations Board (NLRB) has invalidated numerous employer Handbook policies in the last several years. We will cover recent changes in local, state and federal law and the Handbook changes needed to comply. We will also review the important steps necessary to ensure that your Handbook doesn’t inadvertently become a legally binding contract or impact the “employment at-will” status of your employees.

Workplaces are also changing rapidly, requiring changes in policies and the consideration of additional policies to meet new workplace dynamics. For example, social media has quickly emerged as a significant workplace issue with policy implications that employers are in varying stages of addressing. We will discuss trends in new Handbook issues and what your organization needs to consider.

Worksite Wellness that Works - Understanding the Basics
Vanessa Polvi | PacificSource

With a spotlight on prevention and wellness, and a desire to manage health care costs, organizations are engaging in wellness initiatives now more than ever. Worksite wellness programs can vary from basic initiatives to a total health management approach, encompassing benefit design wellness, chronic condition management, and employee assistance. Even small-scale programs can create change in the short term. However, the most effective wellness programs are focused on long-term initiatives that target modifiable risk factors like smoking, poor nutrition, lack of exercise, and stress.

The major benefits of a long-term, well-designed, worksite wellness program include:
- Reduced absenteeism and time lost
- Enhanced on-the-job performance and decision making
- Improved worker morale, resulting in lower turnover
- Management of health care costs

This session will focus on how you can get started with worksite wellness. We will cover the basics including collecting wellness data, program design, implementation, and evaluation. You will also learn how to leverage the valuable worksite wellness resources available through PacificSource Health Plans.

LUNCH | Noon - 1:30 pm
ConCurrent Sessions | 1:30 - 3:00 pm

Public Meetings  
*Eileen Eakins* | Law Offices of Eileen Eakins  
At this 90-minute session, Attorney Eileen Eakins will review the legal requirements of holding public meetings, including quorum and voting requirements; notice; executive sessions; and liabilities for not complying with public meetings requirements.

Supervision in the Workplace  
*Bob Ringering* | SDAO  
This session will discuss SDAO’s Risk Management Team’s experience when dealing with our members and the accidents they have encountered over the years. We will look at both employee injury and property damage claims that resulted from lack of supervision and could have been prevented. The session will provide tools attendees can take back to their district to help supervisors implement strategies to prevent future losses.

Things Supervisors Do to Get Sued  
*Morgan Smith* | Oregon School Boards Association  
Learn about the things that supervisors do to get sued – and don’t do them! Learn why employees file lawsuits and get tips to help you handle litigious situations.

Legislative Summary  
*Hasina Squires and Mark Landauer* | SDAO  
The Oregon State Legislature convenes for its short session in February. Expected to last no more than thirty-five days, SDAO staff will follow several hundred pieces of legislation that affect all types of special districts. SDAO legislative staff will provide an update on the State of Oregon’s current financial status. Legislative staff will also provide an overview of bills introduced that affect special districts that could have both positive and negative impacts. Districts interested in pending legislation regarding collective bargaining, 9-1-1 taxation and system funding, property taxation, fees, public contracting and other important local government issues should not miss this legislative update. In addition, SDAO legislative staff will distribute a copy of the 2013 legislative report that contains important information regarding bills that affect operations of special districts.
Breaking News | 3:00 - 3:15 pm

Caucus Meetings | 3:15 - 5:00 pm

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions.

Exhibition Reception | 5:00 - 6:00 pm

Exhibitors are honored at a special reception, complete with hors d’oeuvres and refreshments. Following the reception, attendees are on their own for the evening.

The expiration of terms on the SDAO Board creates an opportunity for you to contribute to the success of SDAO and special districts throughout Oregon. Six positions will be open for election at the Annual Business Meeting on Saturday. Positions open for nomination and the present representative include:

**FIRE**
Clark Balfour, Tualatin Valley Fire & Rescue

**IRRIGATION**
Shawn Gerdes, Arnold Irrigation District

**SANITARY**
Carl Tappert, Rogue Valley Sewer Services

**AT-LARGE**
John Chirrick, Charleston Sanitary District
Keith Hobson, Tualatin Hills Park and Recreation District

**TRUE AT-LARGE**
Steve Schelb, Klamath County Emergency Communications District

Board members are elected for two year terms extending from July 1, 2014 through June 30, 2016.

Registration form on next page!

Prefer to register online? Visit [www.sdao.com](http://www.sdao.com) and follow the Annual Conference links. Individuals who register online may choose to pay by credit card or be billed.
Please type or print legibly. The registration deadline is January 24, 2014.

Name: ___________________________ Title: ___________________________

District/Company: ___________________________ ___________________________

Mailing Address: __________________________________________________________

City: ___________________________ State: ___________________________ Zip: ___________________________

Phone: ___________________________ E-mail: ___________________________

Spouse/Guest Name: ___________________________ (Be sure to indicate meals for your spouse/guest, if any, below.)

Check all that apply:

- First Time Conference Attendee
- District Voting Delegate
- We Will Provide a Door Prize ($50 limit)

**PRE-CONFERENCE REGISTRATION | Thursday, February 6**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Fee</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Volunteer Compensation 360 Report</td>
<td>N/C</td>
<td></td>
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<tr>
<td>Gary McQueen, Cheif Emeritus at Sandy Fire and J. Kevin Henson, Chief at Marion County Fire District #1</td>
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<td></td>
</tr>
<tr>
<td>Includes session from 10:00 am to Noon. Meals are not included for this free session</td>
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<tr>
<td>Board Duties, Responsibilities, and Liabilities</td>
<td>$100.00</td>
<td>$100.00</td>
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<tr>
<td>Eileen Eakins, Law Offices of Eileen Eakins, and George Dunkel, SDAO</td>
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<tr>
<td>Includes session from 8:30 am to 4:30 pm, continental breakfast, &amp; lunch</td>
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<tr>
<td>HR Practices that Prevent Lawsuits</td>
<td>$100.00</td>
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<tr>
<td>Judy Clark, SPHR, IPMA-CP, HR Answers, Inc.</td>
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<td>Includes session from 8:30 am to 4:30 pm, continental breakfast, &amp; lunch</td>
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**CONFERENCE REGISTRATION | Friday-Sunday, February 7-9**

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<tr>
<td>Full Conference Registration</td>
<td>February 7-9</td>
<td>$230.00</td>
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<tr>
<td>Includes keynote session, meals (except Friday dinner), Friday &amp; Saturday breakout sessions, awards banquet, &amp; closing session</td>
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Please indicate any special dietary needs:

**PAYMENT METHOD**

- Check | Make checks payable to SDAO
  Mail to: SDAO
  PO Box 12613
  Salem OR 97309-0613
  
  To pay by Visa or Mastercard, sign in at www.sdao.com and register online.

Questions? Contact us at MemberServices@sdao.com or 800-285-5461.
GUEST MEALS: Attendees’ meals are included as indicated above.

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<tr>
<th>Day</th>
<th>Item</th>
<th>Quantity</th>
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<tr>
<td>Friday, February 7</td>
<td>Continental Breakfast</td>
<td>_____</td>
<td>$13.25</td>
<td>$ _______</td>
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<td></td>
<td>Lunch</td>
<td>_____</td>
<td>$17.25</td>
<td>$ _______</td>
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<tr>
<td>Saturday, February 8</td>
<td>Continental Breakfast</td>
<td>_____</td>
<td>$14.50</td>
<td>$ _______</td>
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<tr>
<td></td>
<td>Lunch</td>
<td>_____</td>
<td>$16.50</td>
<td>$ _______</td>
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<tr>
<td></td>
<td>Awards Banquet &amp; Entertainment</td>
<td>_____</td>
<td>$33.00</td>
<td>$ _______</td>
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<tr>
<td>Sunday, February 9</td>
<td>Breakfast Buffet &amp; Closing Speaker</td>
<td>_____</td>
<td>$17.25</td>
<td>$ _______</td>
</tr>
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Please indicate any special dietary needs: ________________________________

PAYMENT METHOD

- Check | Make checks payable to SDAO

Mail to: SDAO
        PO Box 12613
        Salem OR 97309-0613

TOTAL ENCLOSED $ _________

To pay by Visa or Mastercard, sign in at www.sdao.com and register online.

Questions? Contact us at MemberServices@sdao.com or 800-285-5461.
Saturday | February 8

**REGISTRATION DESK** | Open from 7:30 am - 6:00 pm

**CONCURRENT SESSIONS** | 8:30 - 10:00 am

**Government and Liability Training for New Board Members**

*Frank Stratton | SDAO*

This session is for new board members with little or no experience with special districts or local government. Learn how and why special districts are formed, how they interact with the State of Oregon and other local governments. Attendees will also gain an understanding of the powers and responsibilities of special district board members and their legal liabilities.

**Doing Everything Right but Still Getting Sued**

*Geoff Sinclair and Jens Jensen | SDAO*

Have you ever thought, “Why did SDIS pay that claim when we did nothing wrong?” Have you ever wondered what a claims adjustor’s worst fear is? Geoff Sinclair and Jens Jensen of SDAO will remove the blinders and give attendees insight into the insurance perspective of a claim. This session will look at recent litigation, how cases really play out in the courtrooms, and give insight into how juries think. Attendees will leave with the tools necessary to help their attorney go to court, confident in their case and prepared to face the jury.

**Conflict Resolution**

*Jill Goldsmith | Workplace Solutions NW*

Conflict is inevitable. We can’t eradicate it and we can’t ignore it. The only things we can do are to:

1. Understand what you are bringing to the conflict party (and how you make it worse when you operate on automatic pilot);
2. Stop taking conflict personally;
3. Understand what happens in a conflict – to you and to others; and
4. Manage conflict positively and proactively.

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**SCHEDULE**

**SATURDAY, FEBRUARY 8**

<table>
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<tr>
<th>Time</th>
<th>Event</th>
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<td>Break</td>
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<td>Concurrent Sessions</td>
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<td>Noon - 1:30 pm</td>
<td>Lunch</td>
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<tr>
<td>1:30 - 3:00 pm</td>
<td>Concurrent Sessions</td>
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<tr>
<td>3:00 - 3:15 pm</td>
<td>Break</td>
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<tr>
<td>3:15 - 4:30 pm</td>
<td>Annual Business Meeting</td>
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<tr>
<td>6:00 - 8:00 pm</td>
<td>Awards Banquet</td>
</tr>
<tr>
<td>8:00 - 10:00 pm</td>
<td>Entertainment</td>
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**SUNDAY, FEBRUARY 9**

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>8:00 - 10:00 am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:45 - 10:00 am</td>
<td>Closing Speaker</td>
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**Registration Fee**

- **Saturday only is $140.** Includes breakout sessions, continental breakfast and lunch for one attendee.

- **Full Conference registration fee is $230.** Includes keynote session, Friday-Saturday breakout sessions, meals, awards banquet, entertainment, and Sunday’s breakfast and closing speaker’s presentation for one attendee.
If you have ever had workplace conflict take a wrong turn, this workshop is for you. Understanding how conflict can go wrong is only the first step. This workshop will open your eyes to your own approach in addition to laying out a process for handling conflict in a way that can build relationships and trust.

**Internal Control - Practical Applications in Small and Midsize Districts**

*Robert G. Moody, Jr | Talbot, Korvola & Warwick LLP*

In this session, Rob will cover the basic requirements of a system of internal controls and discuss implementation in small to medium size districts. Attendees will be provided examples of and discuss the values and applications of having solid documentation of the district’s controls and how that documentation can be used by management, the board, staff and the audit firm.

**BREAK | 10:00 - 10:30 am**

**CONCURRENT SESSIONS | 10:30 am - Noon**

**The Art of Chairing a Meeting**

*Christy K. Monson, Speer Hoyt | Don Trotter, OFDDA Board Member | Sean Curry, Jackson County Fire District #5*

“The most dangerous leadership myth is that leaders are born - that there is a genetic factor to leadership. This myth asserts that people simply have certain charismatic qualities or not. That’s nonsense; in fact, the opposite is true. Leaders are made rather than born.” - Warren G. Bennis

In this session, an experienced Board President, a new Board President, and a government attorney will teach, through role-playing and discussion, the critical mechanics, strategies, and art of chairing a meeting. It is designed for Board Presidents, Board Chairs, and high level managers.

**Cyber Liability**

*Detective Micah Smith | Linn County Sheriff’s Office*

In the technology landscape of today, businesses and public entities must give attention to their “cyber footprint,” including that of their employees and officers. This discussion will talk about what rights a business has to control activities of their employees and officers both in and out of work hours, how businesses and public bodies can best represent themselves online, and include numerous tips on how to leverage social media to best benefit your business or public entity.
ADA: From Job Posting to Accommodation
Krishna Balassubramani and Jamie Carlton | Sather Byerly & Holloway
The presenters will discuss ADA best practices and pitfalls from beginning to end of employment - job posting, interviews, post-offer physicals, fitness-for-duty evaluation, the interactive process and accommodation. This process focuses on the fundamental goals and requirements of the ADA throughout the employment process.

How to Prepare Your District for an OR-OSHA Visit
Jason Jantzi | SDAO
This session will enlighten the attendees on SDAO’s experience when dealing with OR-OSHA compliance issues at member locations, policy development/creation and the OR-OSHA self-insured requirements for members of SDIS’s workers’ compensation program. We will provide some real life examples of compliance visits to our members and explain to the group what was found and ways to mitigate the exposures. We will look at the various policies required by the OR-OSHA rules that apply to our members and give examples of where to find help when updating or developing them. And finally, the attendees will get a quick description for the self-insured requirements by OR-OSHA.

LUNCH | Noon - 1:30 pm

CONCURRENT SESSIONS | 1:30 - 3:00 pm

Avoiding Undue Stress and Strain on Your Board
George Dunkel | SDAO
Join George Dunkel and his associates for this interactive discussion about case studies on board actions. Walk through a situation, options that were available, the decision the board made, and the consequences of their actions. Through these real-life examples, you will learn how to avoid creating undue stress and strain on your board members and your district.

It’s All Fun and Games Until Someone Loses a Limb: A Light-Hearted Approach to Understanding Workers’ Compensation
Aubrey Sakaguchi, Chelsea Harrison, and Jordan Snyder | SDAO
Join Chelsea Harrison, Jordan Snyder and Aubrey Sakaguchi as they tackle the ins and outs of three complex Workers Comp topics. Follow the Clue with Chelsea to understand the filing and investigating of a claim. Attempt to become A Millionaire as Jordan tests your knowledge of time loss and wages until you have the Final Answer. Finally if you haven't had enough game show fun, Aubrey will crack you up while filling your head with return to work know how with Mad Libs.
Interrelationship Between the ADA, FMLA, OFLA, and Workers’ Compensation Laws
Ronald G. Guerra | Jordan Ramis PC
This is an informative, interactive, and practical seminar to provide participants with a better understanding of the basic requirements of the ADA, FMLA, OFLA, Workers’ Compensation, and how to manage employee leaves of absence when these laws intersect. Participants will receive practical advice on how to manage performance issues that arise in relation to these statutes and how to draft compliant policies, job descriptions, and performance reviews.

Play or Pay: Practical Ways to Implement Health Care Reform and Avoid Penalties
Tom Kramer | Bullard Law
Two kinds of employers may be seriously affected by health care reform in 2014-15: those with insured medical plans that discriminate in favor of highly compensated individuals and those with at least 50 full-time-equivalent employees that don’t offer affordable, minimum essential health coverage to substantially all of their full-time employees. This session will help these employers to recognize their situation and understand their risks and options.

BREAK | 3:00 - 3:15 pm

ANNUAL BUSINESS MEETING | 3:15 - 4:30 pm
The Annual Business Meeting will include a presentation of the previous year’s Annual Report and Audit and Financial Report, caucus meeting reports, board member elections, and other association business.

AWARDS BANQUET | 6:00 - 8:00 pm
The Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members.
Join us for two fabulous hours of action including blackjack, craps, Texas Hold’em, and roulette. For the non-gamblers there will be a DJ/karaoke, Wii games, and a caricature artist. Enjoy the party!

Sunday | February 9

BREAKFAST BUFFET | 8:00 - 10:00 am

CLOSING SPEAKER | 8:30 - 10:00 am

The Levity Effect: Why It Pays to Lighten Up
Scott Christopher | Speaker, Author, Actor, Mild Irritant

Scott Christopher, co-author of The Levity Effect: Why It Pays to Lighten Up, will explain the serious science to reveal the remarkable power of humor and fun in business. Laugh out loud while learning how humor in the workplace will help you communicate messages, build camaraderie, and encourage creativity for a better workplace.

The information in this brochure is subject to change. Visit our website, www.sdao.com, for up-to-date conference information.

Check in at the SDAO conference registration desk to receive your conference packet. The packet will include a conference program listing the location of each activity/session, speaker biographies handout, exhibitor drawing card, the overall conference evaluation, and much more! Be sure to look it over before starting your conference experience.
REGISTRATION INFORMATION
To register you may complete and return the registration form provided in this booklet, or register online at www.sdao.com.
Mail: SDAO | PO Box 12613 | Salem, Oregon 97309-0613
Fax: 503-371-4781
E-mail: sdao@sdao.com

Additional registration information:
- All registration forms must be received in the SDAO office by January 24, 2014. If payment is not received, a bill will be mailed to your district, agency, or organization. Unless prior arrangements are made, guest meals will be billed to the attendee, not the district.
- Conference information and forms are available for download at www.sdao.com.
- All cancellations must be received by January 24, 2014. Due to contractual obligations, we regret that refunds cannot be granted after this date. Late cancellations or “no-shows” will be billed at the regular fee.
- If you require special arrangements in order to fully participate in the conference, please call the SDAO office at 503-371-8667 or 800-285-5461 so we can discuss how to meet your needs.
- Allow extra travel time to accommodate changing weather conditions and snow.
- Attendees should plan to dress in layers during the conference since everyone’s personal thermostat is different.

HOTEL INFORMATION

Best Western Ocean View Resort
800-234-8439
Rates from $69-$149 + taxes/fees
Room block expires January 7, 2014

Comfort Inn
503-738-3011
Rates from $89.99-$118.99 + taxes/fees
Room block expires January 14, 2014

Ebb Tide Resort
800-468-6232
Rates from $90-$110 + taxes/fees; Two night minimum
Room block expires December 31, 2013

Holiday Inn Express
503-717-8000
Rates from $89.99-$109.99 + taxes/fees
Room block expires January 2, 2014

Inn at Seaside
800-699-5070
Rates from $89-$99 + taxes/fees
Pet friendly rooms available for fee
Room block expires January 5, 2014

The Lanai at the Cove
Call 800-738-2683 for special rates on Ocean Front Rooms
Prices as low as $80 per night
AAA, AARP, or Military Card: Save $10 per night
Discounts/special offers cannot be combined

Rivertide Suites
877-871-8433
Rates from $99.00-$129.00 + taxes/fees
Room block expires January 5, 2014

Please note: Rates and availability subject to change
About Clatsop County Historical Society
The Clatsop County Historical Society is an educational organization dedicated to preserving and presenting the history of Clatsop County Oregon and the surrounding area.

The Clatsop County Historical Society offers three distinctively different museums all housed in historic buildings for you and your family to explore during your visit to Astoria.

Captain George Flavel House
Experience the elegance of the late Victorian period by touring the home of Captain George Flavel. This 1886 Queen Anne home features original Eastlake influenced woodwork, period furnishings, and exotic hardwood fireplace mantels. Begin your tour at the Carriage House Visitor Center (located behind the house on the corner of 7th & Exchange Streets), which houses additional exhibits, the museum store, and orientation video.

Heritage Museum
Built in 1904 as Astoria’s City Hall, this building is now home to the Clatsop County Historical Society’s regional museum. Explore the history of Clatsop County through temporary and permanent exhibits featuring Native Americans, early pioneers, immigrants, and local industries. The Society’s Research Center and Archives are also at this location.

Uppertown Firefighters Museum
The Uppertown Firefighters Museum houses an extensive collection of fire fighting equipment dating from 1873 to 1963. Featured are hand-pulled, horse-drawn, and motorized fire engines, as well as fire fighting memorabilia and photos. Seasonal Hours. Please call for availability.

Planning a visit?
Check out the Clatsop County Historical Society’s website at http://www.cumtux.org/default.asp for events, schedules, and pricing.

Clatsop County Historical Society
714 Exchange St
Astoria OR 97103-0088
### Conference At-A-Glance

#### THURSDAY, FEBRUARY 6

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 - 8:00 am</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td>8:30 am - 4:30 pm</td>
<td>Board Duties, Responsibilities, and Liabilities (Eileen Eakins, Law Offices of Eileen Eakins; George Dunkel, SDAO)</td>
</tr>
<tr>
<td>10:00 am - Noon</td>
<td>OFCA’s Volunteer 360 Compensation Report (Chief Gary McQueen, Sandy Fire Department and Chief Kevin Henson, Marion County Fire District #1)</td>
</tr>
<tr>
<td>Noon - 1:00 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:45 - 3:00 pm</td>
<td>Afternoon Break</td>
</tr>
<tr>
<td>4:30 pm</td>
<td>Pre-Conference Adjourns</td>
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#### FRIDAY, FEBRUARY 7

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<tr>
<td>7:30 - 8:30 am</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td>8:00 am - 6:00 pm</td>
<td>Exhibitor Trade Show</td>
</tr>
<tr>
<td>8:30 - 10:00 am</td>
<td>Welcome and Keynote Address (Steve Uzzell, National Geographic Photographer)</td>
</tr>
<tr>
<td>10:00 - 10:30 am</td>
<td>Morning Break</td>
</tr>
<tr>
<td>10:30 am - Noon</td>
<td>Board's Role in District Operations (Judy Clark, SPHR, IPMA-CP HR Answers, Inc)</td>
</tr>
<tr>
<td>Noon - 1:00 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>3:00 - 3:15 pm</td>
<td>Afternoon Break</td>
</tr>
<tr>
<td>3:15 - 5:00 pm</td>
<td>District Caucus Meetings (At-Large: Fire, Irrigation; Ports: Park &amp; Recreation, Water)</td>
</tr>
<tr>
<td>5:00 - 6:00 pm</td>
<td>Exhibitor Reception</td>
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### Saturday, February 8

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<tr>
<td>8:00 am - 10:00 am</td>
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<td>8:30 - 10:00 am</td>
<td>Doing Everything Right but Still Getting Sued (Geoff Sinclair and Jen Jensen, SDAO)</td>
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<td>10:00 - 10:30 am</td>
<td>Morning Break</td>
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<td>10:30 am - Noon</td>
<td>The Art of Chairing a Meeting (Christy K. Monson, Speer Hoyt; Sean Curry, Jackson County Fire District 5; Don Trotter, OFDDA Board Member)</td>
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<tr>
<td>Noon - 1:30 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:30 - 3:00 pm</td>
<td>Avoiding Undue Stress and Strain on Your Board (Eileen Eakins, Law Offices of Eileen Eakins; Bob Ringering, SDAO; Morgan Smith, OSBA)</td>
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<td>3:00 - 3:15 pm</td>
<td>Afternoon Break</td>
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<tr>
<td>3:15 - 5:00 pm</td>
<td>Annual Business Meeting/SDAO Board Elections (George Dukel, SDAO; Aubrey Sakaguchi, Chelsea Harrison, and Jordan Snyder, SDAO)</td>
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<tr>
<td>5:00 - 6:00 pm</td>
<td>Entertainment (Casino, Wii, Karaoke, and Caricatures)</td>
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### Sunday, February 9

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<tr>
<td>8:00 am - 8:30 am</td>
<td>Breakfast Buffet</td>
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<td>8:30 am - 10:00 am</td>
<td>Closing Speaker (Scott Christopher, Speaker, Author, Actor, Mild Irritant)</td>
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