

COME TAKE A
RIDE.....



MISSOURI
ASSOCIATION FOR
COURT
ADMINISTRATION

2010 ANNUAL
PROFESSIONAL
DEVELOPMENT
CONFERENCE

MAY 24-28 2010
TAN-TAR-A RESORT
OSAGE BEACH,
MISSOURI

CONFERENCE INFORMATION

ENDORSEMENT/SPONSORSHIP

The MACA conference is an educational program endorsed by the Office of State Courts Administrator and the Missouri Municipal League. It is designed to meet education requirements for the Certified Court Administrator program in any year. The 2010 conference is being sponsored by the College of Business, Missouri Training Institute, in cooperation with the Missouri Association for Court Administration.

LOCATION/HOTEL ACCOMMODATIONS

All sessions will be held at the Tan-Tar-A Resort, Osage beach, Missouri. A block of rooms is being held for the conference. The single/double/triple/quad rate is 109.18; one bedroom suite is 180.25 and two bedroom suite is 241.02. A 3% tourism tax (not tax exempt) is included in the above prices per night. Payment must be made with a city check or credit card as well as providing a copy of the city's tax exempt letter to be sales tax exempt. The number to call for room reservations is 1-800-826-8272; be sure to mention that you are attending the MACA Conference to qualify for the special rate. The reservation deadline is April 25, 2010.

CONTINUING EDUCATION UNITS (CEU'S)

CEU's are granted by the University of Missouri and will be mailed approximately 12 weeks after completion of the conference. The 2010 conference offers 35 contact hours. Attendance at session will earn .10 CEU for each contact hour. Participants may request a complete copy of all CEU transcripts in writing to Carol Heffner, 22 Heinkel, Columbia, MO 65211. Telephone number (573) 882-7146 and email: heffnercj@missouri.edu. Please include the following in request: name, address, signature, social security number and \$10.00. CEU's will accumulate for various certificates.

REGISTRATION AND FUTURE INFORMATION

Complete and return the registration form provided in this brochure. A photocopy of the form is acceptable. Complete **ALL** information and return with a copy of your 2010 MACA Membership postcard by the registration deadline of April 30, 2010 to:

MACA 2010 Professional Development Program
Missouri Training Institute
304 Cornell Hall
Columbia, MO 65211-6220

If you prefer, you may FAX your completed registration to MTI at 573-884-5141. For further information on any registration details, call the Missouri Training Institute at 573-882-2860, or contact Fikreta Hamadto at 573-884-6665, email: hamadtrof@missouri.edu

CONFERENCE FEES

This includes program costs, meals, as listed and conference certificates. The registration fee is:

MACA Membership: \$200.00 (after 4/30/10 - \$225.00)

Non-Members \$250.00 (after 4/30/10 - \$275.00)

For one day, members \$125.00 (after 4/30/10 - \$135.00)

For one day, non-members \$135.00 (after 4/30/10 - \$150.00)

Make check payable to UNIVERSITY OF MISSOURI

CANCELLATIONS/REFUNDS/SUBSTITUTIONS

Cancellations made less than five working days prior to the conference start date are subject to a \$50.00 cancellation fee. Refunds will not be granted after the conference has begun. Substitutions may be made prior to the conference start date.



REGISTRATION

(Please type or print clearly. Provide proof of membership for discount)

NAME: _____ SSN(Last 4 digits only): _____

COURT: _____

COURT ADDRESS: _____

REGION/COUNTY: _____

CITY/STATE: _____ ZIP: _____

BUSINESS PHONE: _____ FAX: _____

EMAIL: _____

Please invoice me at the above address.

Payment enclosed: \$ _____

(Make check payable to: UNIVERSITY OF MISSOURI)

MTI USE ONLY: Project#115037
/ _____ / _____

I will attend the following meals:

- Monday Night "Presidential Welcome"
- Tuesday Lunch
- Wednesday - MACA Awards Luncheon
- Thursday Vendor Lunch

First time MACA Conference Attendee: Yes No

PLEASE COMPLETE THIS FORM AND MAIL ALONG WITH A CHECK (PAYABLE TO "UNIVERSITY OF MISSOURI") TO:

**MACA 2010 PROFESSIONAL DEVELOPMENT PROGRAM
304 CORNELL HALL
COLUMBIA, MO 65211-6220
573-844-5141 (FAX)**





CLERK SCHOOL 2010 SCHEDULE OF CLASSES

Please return this with your registration for the conference.

Are you ready for a trip back in time???? Bring your backpacks and letterman's jackets and join us for MACA's 2010 Clerk School! In the spirit of everyone's favorite time in life, High School (NOT!), we will be offering a whole day of training in both basic and advanced court clerk topics. Today you make your own schedule, you may choose any class at any time. If you would like to attend a basic class you may need a refresher on, and then catch the end of an advanced class feel free! At the end of the day we will have a panel of all of our instructors available to answer any of your questions you did not get answered in class. Please circle the classes you are most likely to attend, this will ensure our instructors are prepared with enough materials for everyone interested.

Basic Class Schedule

9:30AM - 10:10AM	Rule 37	Judge Rick Brunk
10:10AM - 10:40AM	Accounting Procedures	Laura Ellis
10:50AM - 11:30AM	Record of Convictions	Shara Meyer

Lunch Break

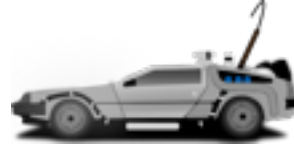
1:30PM - 2:10PM	Bonds/Warrants	Robin Ausmus
2:10PM - 2:50PM	Fingerprint Cards/Summary Report	Shara Meyer
3:00PM - 3:40PM	Record Retention	Nancy Morr
3:40PM - 4:30PM	Instructor Panel Q&A	

Advanced Class Schedule

9:30AM - 10:50AM	How To Handle Personality Conflicts in the Workplace	Dewey Thompson
10:50AM - 11:30AM	Budgeting and Statistics	Lisa Westfall

Lunch Break

1:30PM - 2:10PM	Budgeting and Statistics (cont'd)	Lisa Westfall
2:10PM - 3:40PM	HR - Employee evaluations, hiring and interviewing skills	Kim Marshall



AGENDA

MONDAY - MAY 24, 2010

10:00 AM - 6:00 PM **CONFERENCE OPENS/REGISTRATION**

6:00 PM - 7:00 PM **REGIONAL BREAKOUT SESSIONS**

7:00 PM - 8:00 PM **PRESIDENTIAL WELCOME**

TUESDAY - MAY 25, 2010

8:00 AM - 12:00 PM **REGISTRATION**

9:00 AM - 9:30 AM **PRESIDENTIAL WELCOME & MACA BUSINESS MEETING**

9:30 AM - 11:30 AM **“A VOICE FROM OUR PAST MAKING SENSE FOR TODAY”** **PATRICK LEE**

Watch President Thomas Jefferson come to life before your eyes! Hear his thoughts on change, the advice he has for you, and what he might say about your future! Join the adventure with Capt. William Clark! See what he learned from the Lewis and Clark Expedition and how it can help you today! Patrick Lee, a professional speaker, actor and entertainer, will present both characters to us for our Keynote Address. We really are going back ... to the future!

11:30 AM - 1:00 PM **LUNCH - SPONSORED BY MACA** **NACM REPRESENTATIVE**

1:00 PM - 2:30 PM **STAGES OF DRINKING AND ITS EFFECTS ON THE BODY** **PAM HOLT**

Watch a panel of various people consume alcohol and be put through the actual Field Sobriety Tests by a law enforcement officer. This will allow you to see first hand how age, weight, height and gender might affect alcohol in your system. You will also hear a presentation on drunk driving and the personal effects it has had on certain lives.

2:45 PM - 4:00 PM **MUNICIPAL COURT FROM THE DEFENSE ATTORNEY’S POINT OF VIEW** **JOE PASSANISE**

Get and inside look on how one of Missouri’s premier Criminal Defense Attorneys prepares for a day at Municipal Court. He will also be answering any questions you have always wanted to ask a Defense Attorney but never had the chance!

4:00 PM - 4:30 PM **CCA/ACCA/MAC CERTIFICATION** **MINERAL AREA COLLEGE**





AGENDA

WEDNESDAY - MAY 26, 2010

8:30 AM - 9:30 AM

MACA BUSINESS MEETING & ELECTION

9:30 AM - 11:30AM

“CLERK SCHOOL” (SEE ATTACHED)

VARIOUS PRESENTERS

11:30 AM - 1:30 PM

MACA AWARDS LUNCHEON

1:30 PM - 4:30 PM

“CLERK SCHOOL” (CONT'D)

VARIOUS PRESENTERS

THURSDAY - MAY 27, 2010

8:30 AM - 10:00 AM

CANONS/ETHICS

**JUDGE ROBERT ALGUR
JUDGE JIM DEVINE**

What is a Canon? Define ethics? Are Judges really held to higher standards than you and I? Two Judges will present on the Judicial Code of Ethics or Canons that all Judges must abide by. You will learn more details of what exactly they are and how they apply in your court.

10:00 AM - 12:00 PM

NON-LETHAL TACTICS

DET. STEVE LEWIS

This personal safety seminar is a mixture of humor and reality based solutions in crime prevention. Sensitive topics are explored in a non-threatening manner, and we will focus on some of the weapons used for personal safety. You will walk away with a sense of security and confidence in knowing what to do and how to do it!

12:00 PM - 1:30 PM

LUNCH

VENDORS

1:30 PM - 4:30 PM

DOR/OSCA

Legislation update/General Session

**TAMMY REX
KELLY MCCLANAHAN
TRACY ROBERTSON**

FRIDAY MAY 28, 2010

9:00 AM - 11:00 AM

COURTROOM JEOPARDY

This session will be a great opportunity for new and experienced clerks alike to learn answers to questions in a fun, energetic game show setting. You will definitely not want to miss the amazing prize for the winner of Final Jeopardy!



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BACK TO THE FUTURE

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