

Registration Form

“Public Cemetery District

Annual Education Seminar & Area Meeting”

Friday, October 5 & Saturday, October 6, 2018

Name _____

Position _____

District _____

Address _____

City/State/Zip _____

Telephone _____

Fax _____

First time attendee at CAPC event, Yes ____ No ____ (X)

Guest _____

Friday, October 5, 2018

Education Seminar Registration Fee...

CAPC Members \$ 108.00 / Non-Members \$ 158.00 \$ _____

(Includes Friday Lunch Buffet: Caesar salad, Caprese salad, Antipasto, Chicken parmesan, Beef ravioli, Cheese tortellini w/pecorino cream sauce, Garlic bread & Tiramisu)

_____ Guest Buffet Lunch

@ \$ 43.00 each

\$ _____

Saturday, October 6, 2018

Area Meeting Registration Fee...

CAPC Members \$ 114.00 / Non-Members \$ 164.00 \$ _____

(Includes Saturday Lunch Buffet: Fresh fruit, Mix of baby greens, Chicken picatta, Braised pork loin, Roasted red potato wedges & Chef’s desserts)

_____ Guest Buffet Lunch

@ \$ 49.00 each

\$ _____

Total Enclosed:

\$ _____

Please complete a separate registration for each attendee and return with the payment no later than Friday, September 7, 2018.

To: California Association of Public Cemeteries

P.O. Box 119

San Jacinto, CA 92581

Telephone: (888) 344-9858

Fax: (951) 652-3643

No refunds for cancellations received after September 7, 2018.

Scholarship applications from CAPC member districts are being accepted until Friday, August 17, 2018 to attend the seminar.

Contact CAPC.

Education Seminar		Area Meeting	
Thursday, October 4, 2018		Saturday, October 6, 2018	
4:30-6:30 p.m. Happy Hour for Hotel Guests		7:00-10:30 a.m. Breakfast Buffet for Hotel Guests	
Dinner on Your Own			
Friday, October 5, 2018			
7:00-10:00 a.m. Breakfast Buffet for Hotel Guests			
7:15 a.m.	Meeting Registration	7:45 a.m.	Meeting Registration
8:00 a.m.	Welcome and Program Introduction	8:30 a.m.	Combined Session: Trustees and Managers Discussion Group, Facilitated By: Dennis Shepard, General Manager, North County Cemetery District and Carol Griese, General Manager, San Jacinto Valley Cemetery District
8:15 a.m.	Featured Cemetery, Riverview Cemetery District, Presented By: Mike Shelton, Trustee	10:30 a.m.	Break
8:30 a.m.	“The Board Role in Finance and Fiscal Accountability”, Presented By: David Becker, A partner with James Marta & Company, LLP a CPA Firm	10:50 a.m.	Recap of Combined Session
10:30 a.m.	Break	11:00 a.m.	“Legislation Update”, Presented By: Anthony Tannehill, CSDA Legislative Representative
10:45 a.m.	“The Board Role in Finance and Fiscal Accountability”, Presented By: David Becker, A partner with James Marta & Company, LLP a CPA Firm	Noon:	Lunch
Noon:	Lunch	1:20 p.m.	Donation Drawing
1:20 p.m.	Donation Drawing	1:30 p.m.	“Planning Your Retirement”, Presented By: Charlene Washington, Associate Governmental Program Analyst, CALPERS
1:30 p.m.	“The Board Role in Finance and Fiscal Accountability”, Presented By: David Becker, A partner with James Marta & Company, LLP a CPA Firm	3:00 p.m.	Adjourn
4:00 p.m.	Adjourn	4:30-6:30 p.m.	Happy Hour for Hotel Guests
4:15 p.m.	CAPC Board of Directors Meeting	Dinner on Your Own	
4:30-6:30 p.m.	Happy Hour for Hotel Guests		
Dinner on Your Own			

WHO SHOULD ATTEND:

Public Cemetery District Trustees, Managers, Secretaries and Key Employees

Education Seminar

BOARD'S ROLE IN FINANCE AND FISCAL ACCOUNTABILITY

In a continuing joint venture with California Special Districts Assoc., this year's education seminar will feature the third of a series of four curriculum-based courses designed specifically for special district directors and trustees. General Managers are encouraged to enroll in the program as a member of the governance team.

The Academy represents the core set of knowledge created and accepted by the special district Community, and encompasses everything trustees need to know about:

1. Governance Foundations
2. Setting Direction and Community Leadership
3. The Board's Role in Finance and Fiscal Accountability
4. The Board's Role in Human Resources

The first of the series, "Governance Foundations", was presented at the Lake Tahoe Resort Hotel, in So. Lake Tahoe, CA in October 2016.

The second session "Setting Direction & Community Leadership", was presented at the Holiday Inn Downtown Arena in Sacramento, CA in October 2017.

Although recommended it is not necessary to have attended the first two sessions prior to attending any of the other two.

The third and this year's session, "**Board's Role in Finance and Fiscal Accountability**", focuses on how to develop a method for approving the district's annual budget, communicate budget information to the public, establish financial goals for the district, review district finances, develop and analyze capital improvement plans and reserve guidelines, comprehend the relationship between district finance and district beliefs and values as set forth in the district mission and strategic goals.

Area Meeting

- Enjoy the fellowship and share knowledge with other ceterians from all areas of the state.
- Participate in discussion of operational problems common to public cemetery districts.
- Bring your questions and participate in group discussions of cemetery district problems and concerns.
- Review proposed **Legislation** that affects your district and operational capabilities.
- Planning your retirement presentation will provide the following:

1. How to maximize your retirement benefit.
2. How your retirement benefit is calculated.
3. The steps you need to take prior to retiring.
4. The retirement application process.

Location: The Education Seminar and Area Meeting will be held at the **Lake Tahoe Resort Hotel**, South Lake Tahoe, CA. For hotel accommodations call (530) 544-5400 or go online to www.tahoeresorthotel.com. Mention you are attending the CAPC Education Seminar/Area Meeting, use code **CAP18**. A special room rate of \$174.00 (**PLUS** taxes & fees) has been obtained for CAPC participants. There is an additional \$20 charge for suites with two queen beds. The Resort fee and Valet Parking are each \$15.00 per day.

Note: Your hotel confirmation will say Resort fee \$24.00 and Valet Parking \$19.00. The CAPC discounted rates will be adjusted upon check out.

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

Breakfast included for hotel guest and free basic Wi-Fi.



Make your hotel reservations today

**Deadline for hotel reservations is
Tuesday, September 4, 2018**

California Association of Public Cemeteries

**Presents the
CAPC
Annual
Education Seminar
Friday, October 5, 2018**



Area Meeting

Saturday, October 6, 2018

**Lake Tahoe Resort Hotel
4130 Lake Tahoe Blvd.
South Lake Tahoe, CA 93454**