

Conference Agenda

Thursday, February 20, 2020

- 6:30-9:30 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 8:00 a.m. Exhibitor's set-up displays
- 8:00 a.m. **Annual Golf Tournament - Buenaventura Golf Course**
- 3:00-5:00 p.m. Board of Directors Meeting - Observers Welcome
- 4:30-5:30 p.m. Registration Desk Open
- 5:30-7:00 p.m. **Hospitality in Exhibitor's Showroom**

Friday, February 21, 2020

- 6:30-9:30 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 7:15 a.m. Registration Desk Opens
- 8:00 a.m. Call To Order—Pledge of Allegiance
Welcome/Program Introductions
- 8:15 a.m. Featured Cemetery - Presented by: *Dayle DeBry, Antelope Valley Cemetery District*
- 8:30 a.m. Hiring & Firing Do's and Don'ts, Presented by: *Robert Hunt, Attorney*
- 10:30 a.m. Break: Visit Exhibits
- 11:00 a.m. Records & Risk Management, Presented by: *Richard Houston of Web Cemeteries*
- 12:00 Noon Lunch: Exhibitors Introduction
- 1:20 p.m. Donation Drawing
- 1:30 p.m. Ethics Training AB1234, Presented by: *Karen O'Neil of Kirk & Simas*
- 3:30 p.m. Adjourn—Visit Exhibits—Cash Door Prize
- 6:00 p.m. Dinner/Line Dancing/Door Prizes

Saturday, February 22, 2020

- 7:00-10:00 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 7:15 a.m. Registration Desk Opens
- 8:00 a.m. Combined Discussion Session:
Trustees/Managers/Secretaries
- 10:00 a.m. Break: Visit Exhibits
- 10:50 a.m. Exhibitor's Drawing
- 11:00 a.m. Legislation Update, Presented by: *CSDA*
- 12:00 Noon Lunch
- 1:20 p.m. Donation Drawing
- 1:30 p.m. Annual Meeting - Board of Directors Election
- 2:30 p.m. When Your District is Out of Space: How to Maximize
What You Have Left, Presented by: *Mark Velasquez of Best Best & Krieger*
- 3:30 p.m. Adjourn "Grand Prize Drawing"
- 4:00 p.m. Board of Directors Meeting-Election of Officers
- 6:00 p.m. Annual Awards Dinner

Door Prizes

CONFERENCE LOCATION Embassy Suites Mandalay Bay 2101 Mandalay Beach Rd. Oxnard, CA 93035

Make your hotel reservations directly with the Embassy Suites Hotel. The hotel is charging CAPC guests \$192.50 - \$238.05 (Tax included), depending on the type of room you reserve.

For Reservations call the hotel directly at (805) 984-2500 and mention you are with CAPC.

**The hotel is holding a block of rooms for us until
Sunday, January 19, 2020.**

For additional information call the CAPC office at (951) 925-1111 or toll free (888) 344-9858. Hotel check-in time is 4:00 p.m. and check-out time is 11:00 a.m.

Hotel room rate includes cooked-to-order breakfast each day for hotel guests. Served at the Coastal Grill 6:30 a.m. - 9:30 a.m. weekdays and 7:00 a.m. - 10:00 a.m. weekends.

Complementary wireless internet service is available throughout the hotel.

Self Parking is \$12.00 per day and Valet Parking is \$20.00 per day.

**MAKE YOUR HOTEL RESERVATIONS
TODAY!**

California Association of Public Cemeteries



62nd
Annual Conference

February 20-22, 2020

Embassy Suites Mandalay Bay
2101 Mandalay Beach Rd.
Oxnard, CA 93035

**CALIFORNIA ASSOCIATION OF PUBLIC CEMETERIES
62nd ANNUAL CONFERENCE
February 20-22, 2020
REGISTRATION**

Name _____ Position _____

Guest Name _____

District _____

Address _____

City/State/Zip _____

First time attendee at CAPC event, Yes ____ No ____

Please complete separate registration for each attendee and return with payment no later than Tuesday, January 21, 2020. Refunds will only be made on cancellations received in the CAPC office by January 21, 2020.

Member Registration Fee (For One Person): \$ 458.00
(Non-Member Registration Fee For One Person \$ 558.00)

Includes:

- Thursday Evening Hospitality
- Friday Lunch (Buffet)
- Friday Dinner (Buffet)
- Saturday Lunch (Buffet)
- Saturday Awards Dinner (Plated)
(Special Need: ____ Vegetarian Dinner)

_____ **Guest Friday Lunch @ \$ 54.00 each** \$ _____
Strawberry Spinach Salad, Tortilla Chips & Salsa, Grilled Tri-Tip, Lemon Garlic
Marinated Chicken Breast, Spanish Rice, Piquito Beans, Churros & Lemon Bars

_____ **Guest Friday Dinner @ \$ 81.00 each** \$ _____
Rustic Breads & Herbed Oil, Arugula Salad, Flank Steak, Veggie Lasagna,
Shrimp Fra Diavolo, Garlic Roasted Broccoli, Tiramisu, Double Chocolate Torte

_____ **Guest Saturday Lunch @ \$ 54.00 each** \$ _____
Watermelon Wedges, Coleslaw, Potato Salad, Cheeseburgers, Nathan's Beef Franks,
Potato Chips, Strawberry Shortcake

_____ **Guest Saturday Awards Dinner @ \$ 81.00 each** \$ _____
(Special Need: ____ Vegetarian Dinner)
Spinach Salad, Braised Chicken, Whipped Potatoes, Carrot & Zucchini,
Apple Crumble Cinnamon Crème Anglaise

Hospitality Co-Sponsor (Optional) \$ _____
\$ 50.00 to \$ 99.00 Silver
\$ 100.00 to \$ 199.00 Gold
\$ 200.00 and up Platinum

Total Enclosed: \$ _____

Send completed registration and check to:
California Association of Public Cemeteries Phone: 951-925-1111
P.O. Box 119 Toll Free (CA): 888-344-9858
San Jacinto, CA 92581 Fax: 951-652-3643

**No refunds for cancellations received after January 21, 2020.
Applications from CAPC member districts are being accepted until
December 31, 2019 for Scholarships to attend the conference. Contact CAPC.**

CAPC CONFERENCE HIGHLIGHTS

Who should attend: Trustees, Managers, Secretaries and employees interested in increasing their knowledge of public cemetery district governance, operation and administration.

Featuring:

- **Hiring & Firing Do's and Don'ts:** Attorney Robert Hunt will address best practices and pitfalls in hiring and terminating employees, including new laws restricting what an employer can ask a candidate, when you might get such information, and what you need to do when a candidate is rejected. In addition, this presentation will discuss laying the groundwork before terminating employees and pitfalls to avoid.
- **Records & Risk Management:** Cemetery record management and access of those records are the very nature of our business. Risk management by itself is an inadequate rationale for business records management because it is essentially responsive. Electronic records management (ERM) fully implemented, creates positive benefits and adds real cost savings while elevating the service experience to the families.
- **Ethics Training AB1234:** Attorney Karen O'Neil presents training required for Trustees & designated Staff Members.
- **State legislation:** Hear the up-to-date legislative information that affects public cemetery districts.
- **When Your District is Out of Space; How to Maximize What You Have Left:** A discussion of the procedure and costs of reclaiming abandoned plots including determining which plots can be declared abandoned, the physical inspection of the plots for remains, the internal and external records review to determine the internment right owners, the notice requirements to previous owners and the public, the court petition, the subsequent notice of the court's order to previous owners and the public, and the recording of the court's order with the County. Also discussed will be changing remaining plots size to allow for cremains only, and including niches on the remaining land.
- **Problem Solving:** Trustees, Managers/Secretaries combined breakout session will provide the opportunity to share information and ask questions about problems that are common to other districts.
 - **To ensure your problem will be addressed, submit your problem/question in advance with the attached Registration.**
- **Exhibitors of Cemetery:** Equipment, supplies, computer programs, liability/property & workers' compensation insurance and much more.
- **Door Prizes:** Traditionally, Districts bring door prizes that are common to their area of the state. These are distributed to attendees at the evening events.
- **Grand Door Prize:** A drawing for the Grand Door Prize will be held at the end of the conference programs on Saturday afternoon. You have to be present to win.

“AND MUCH MORE”

Special Events:

Thursday, February 20, 2020:

- **CAPC Annual Golf Tournament:** Buenaventura Golf Course
- **Hospitality:** Don't miss the Thursday evening hospitality from 5:30 - 7:00 p.m. Co-Sponsored by CAPC, Participating Districts and Exhibitors. There will be a tempting variety of hors d'oeuvres, and fellowship with other cemeterians from districts throughout the state.
 - Districts and Exhibitors are encouraged to help make this another successful event. All co-sponsors funds collected will be used for the Thursday evening hospitality.
- **Recognition for Hospitality Co-Sponsors:**
 - \$ 50.00 to \$ 99.00 Silver
 - \$ 100.00 to \$ 199.00 Gold
 - Over \$ 199.00 Platinum

Friday, February 21, 2020:

Join us Friday Evening
Dinner
Line Dancing
Door Prizes

Saturday, February 22, 2020: Saturday evening will be our Annual Awards Dinner which will include announcing the selection of the Honorary Membership Award, Mel Lewis Memorial Award, Presidents' Award, Trustee & Manager of the Year, Cemeterian of the Year and Ruben Siemens-Wayne Byington Memorial Award.

“Donated Door Prizes

are encouraged and appreciated”

Drawings for door prizes donated by Districts and Exhibitors will be held at Friday and Saturday evening events.