

**REGISTRATION FORM: 52ND ANNUAL CONFERENCE FOR MUNICIPAL CLERKS, TREASURERS, AND FINANCE OFFICIALS OF OKLAHOMA**

NAME \_\_\_\_\_

NAME FOR BADGE \_\_\_\_\_  
I have been awarded the designation(s) of:  CMC  MMC  CPFA (for name badge purposes)

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

Shirt size:  S  M  L  XL  XXL

Have you attended this annual conference in the past?  Yes  No

- I am a member of the Oklahoma Municipal Clerks, Treasurers, and Finance Officials Association (OMCTFOA).  
 I am a member of the Oklahoma Association of Public Treasurers of the United States & Canada (OAPT US&C).  
 I am a member of the Government Finance Officers Association of Oklahoma (GFOAO).

- I will attend the OAPT US&C breakfast meeting on Thursday (members and potential members welcome).  
 I will attend the GFOAO breakfast meeting on Friday (members and potential members welcome).  
 I will bring a guest(s) on Thursday evening (\$30 per guest). Reserve \_\_\_\_\_ seats.

» REGISTER BEFORE OCTOBER XX, 2008: \$185 per member of a sponsoring association listed above, \$200 for nonmembers.  
 » REGISTER ON OR AFTER OCTOBER XX, 2008: \$200 per member of a sponsoring association listed above, \$215 for nonmembers.

- Enclosed is a check for \$ \_\_\_\_\_ made payable to Oklahoma State University.  
 Bill my municipality. \$ \_\_\_\_\_ FE# \_\_\_\_\_ Purchase Order# \_\_\_\_\_  
 Bill me personally. \$ \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Charge \$ \_\_\_\_\_ to my MasterCard/Visa \_\_\_\_\_

**Cancellation Policy:** Because of guarantee requirements for meal functions, cancellations must be received by October XX, 2008 at 4 p.m. for a refund of fees.

**3 Ways to Register:**  
 1) Return form by mail to: Center for Executive and Professional Development | 215 Business Building | Stillwater, OK 74078-4011  
 2) Fax form to: (405) 744-6143  
 3) Go online to: [cepd.okstate.edu](http://cepd.okstate.edu)

For more information: (405) 744-5208 or Toll Free 1-866-678-3933

**PARKING INFORMATION and HOTEL ACCOMMODATIONS**

All sessions will be held in the conference facilities of the Student Union at Oklahoma State University in Stillwater, Okla. Parking will be available at the Student Union parking garage at \$8 per day for all individuals including guests of the Atherton Hotel at OSU. Participants are asked to make their own hotel reservations. Rooms have been blocked at these Stillwater hotels.

The Atherton Hotel at OSU	OSU-Stillwater Campus	(405) 744-6835
Best Western	600 E. McElroy	(405) 377-7010
Fairfield Inn	418 E. Hall of Fame	(405) 372-6300
Hampton Inn & Suites	717 E. Hall of Fame	(405) 743-1306
Holiday Inn	2515 W. 6th Street	(405) 372-0800

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 Center for Executive and Professional Development  
 215 Business Building  
 Stillwater, OK 74078-4011

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# fifty-second annual conference 2008

OCTOBER 15 – 17, 2008 • STUDENT UNION • OKLAHOMA STATE UNIVERSITY • STILLWATER, OKLAHOMA

**Sponsored by:**

- »» Municipal Clerks, Treasurers, and Finance Officials Association of Oklahoma
- »» Oklahoma Association of Public Treasurers of the United States & Canada
- »» Government Finance Officers Association of Oklahoma

**In Cooperation with:**

- »» Oklahoma Municipal League
- »» Center for Executive and Professional Development  
Spears School of Business, Oklahoma State University



OCTOBER 15 – 17, 2008 • OKLAHOMA STATE UNIVERSITY • STILLWATER, OKLAHOMA

**Oklahoma Municipal Clerks, Treasurers and Financial Officers of Oklahoma**

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**better education develops leaders among municipalities**

# BEDLAM

A HOUSE DIVIDED

## Wednesday, October 15, 2008 • Student Union, OSU-Stillwater

8:00 – 10:00 A.M.	Registration	Theatre Lobby
9:00 – 10:00 A.M.	<b>NEW ATTENDEES RECEPTION:</b> » Charles Tomlin, Oklahoma Municipal Clerks, Treasurers, and Finance Officials Association » Barbara Andros, Oklahoma Association of Public Treasurers of the United States & Canada » Cathy Keller, Government Finance Officers Association of Oklahoma	Regency Room
9:30 – 10:00 A.M.	Refreshments	Theatre Lobby
10:00 – 10:30 A.M.	<b>OPENING CEREMONY:</b> » Presentation of Flags and Salute » National Anthem » Welcome from Stillwater Mayor Roger L. McMillian » Welcome from OMCFTFOA, OAPT US&C, and GFOAO Presidents	Theatre
10:30 A.M. – Noon	<b>GENERAL SESSION:</b> Session: "Dealing with the Customer in the Mirror" Keynote Speaker: Dr. Chuck Jackson, Human Factor Seminars Moderator: Charles Tomlin, City Clerk/Finance Director, Miami	Theatre
Noon	Group Picture	Theatre
Noon	Exhibit Hall Opens	Exhibit Rooms 1 & 2
12:30 – 1:30 P.M.	Lunch	Ballroom
1:45 – 3:00 P.M.	<b>CONCURRENT SESSIONS:</b> Session: "The Basics of a Retirement Plan" Speaker: Jodi Cox, Senior Retirement Plan Advisor, Oklahoma Municipal Retirement Fund (OMRF) Moderator: Bob Park, City Clerk/Treasurer, Sallisaw	Case Study 2
3:00 – 3:15 P.M.	Refreshments with Vendors	Exhibit Rooms 1 & 2
3:15 – 4:30 P.M.	<b>CONCURRENT SESSIONS:</b> Session: "Basic Internal Controls" Speaker: Ronald C. Cottrell, CPA Moderator: Deborah Miner, City Clerk/Treasurer, Tonkawa	Case Study 3
3:30 – 4:30 P.M.	<b>CONCURRENT SESSIONS:</b> Session: "Oklahoma Centennial Celebrations" Speaker: Jeanie McCain Edney, Deputy Director, Oklahoma Centennial Commission Moderator: Sharon Crisjahn, City Clerk/Treasurer, Yale	Case Study 2
3:45 – 4:30 P.M.	Refreshments with Vendors	Exhibit Rooms 1 & 2
4:30 – 5:00 P.M.	<b>CONCURRENT SESSIONS:</b> Session: "Insurance 101" Speaker: Pam Spinks, Loss Control Services, Oklahoma Municipal Assurance Group (OMAG) Moderator: Sharon Chapman, City Clerk, Chickasha	Case Study 3
5:00 – 5:30 P.M.	Dinner on Your Own	

## Thursday, October 16, 2008 • Student Union, OSU-Stillwater

8:30 – 9:15 A.M.	<b>BREAKFAST BUSINESS MEETING:</b> Oklahoma Association of Public Treasurers of the United States & Canada (OAPT US&C) <i>Members and potential members welcome</i>	Sequoyah Room
9:30 – 10:30 A.M.	<b>CONCURRENT SESSIONS:</b> Session: "Fair Labor Standards Act (FLSA) — From the Basics to the Outrageous" Speaker: Anita Breen, Human Resource Director, City of Edmond Moderator: Cathy Keller, Finance Director/City Clerk, Nichols Hills	Case Study 2
10:30 – 10:45 A.M.	Refreshments with Vendors	Exhibit Rooms 1 & 2
10:45 A.M. – Noon	<b>CONCURRENT SESSIONS:</b> Session: "Fair Labor Standards Act (FLSA) — From the Basics to the Outrageous" (cont.) Speaker: Anita Breen, Human Resource Director, City of Edmond	Case Study 2
Noon – 1:15 P.M.	Session: "Bond Financing 101" Speaker: Jon Wolff, CPA and Vice-President, Municipal Finance Service, Inc. Moderator: Cecilia Ward, Finance Director, Mannford	Case Study 3
1:30 – 2:45 P.M.	Lunch with Introduction of Corporate Sponsors and Vendors Moderator: Bob Park, City Clerk/Treasurer, Sallisaw	Ballroom
2:45 – 3:00 P.M.	<b>CONCURRENT SESSIONS:</b> Session: "Basics of Good Customer Service" Speaker: Palma Maple, Energy Services Coordinator, Oklahoma Municipal Power Authority Moderator: Cecilia Ward, Finance Director, Mannford	Case Study 2
3:00 – 4:30 P.M.	Refreshments with Vendors	Exhibit Rooms 1 & 2
3:30 – 4:30 P.M.	<b>CONCURRENT SESSIONS:</b> Session: "Municipal Accounting 101" Speakers: Frank Crawford, CPA and President, Crawford & Associates, PC Michael Crawford, CPA and Chairman, Crawford & Associates, PC Moderator: Lisa Root, City Clerk/Treasurer, Eakly	Case Study 2
6:30 – 7:00 P.M.	Session: "Open Meetings/Open Records" Speaker: John Dorman, City Attorney, City of Stillwater Moderator: Barbara Andros, Customer Service, Norman	Case Study 3
7:00 – 9:00 P.M.	Reception with Cash Bar Dinner/Entertainment (Semi Formal/Business Attire)	Ballroom
Starting at 9:00 P.M.	Afterglow	Ballroom

## Friday, October 17, 2008 • Student Union, OSU-Stillwater

8:30 – 9:15 A.M.	<b>BREAKFAST BUSINESS MEETING:</b> Government Finance Officers Association of Oklahoma (GFOAO) <i>Members and potential members welcome</i>	Sequoyah Room
9:30 – 10:30 A.M.	<b>CONCURRENT SESSIONS:</b> Session: "50 Golden Ways to Bring Passion to Your Life" Speaker: Tom Rider, Director of Professional Development, Municipal Electric Systems of Oklahoma (MESO) Moderator: Barbara Andros, Customer Service, Norman	Case Study 2
10:30 – 10:45 A.M.	Refreshments with Vendors	Exhibit Rooms 1 & 2
10:45 – 11:45 A.M.	<b>CONCURRENT SESSIONS:</b> Session: "50 Golden Ways to Bring Passion to Your Life" (cont.) Speaker: Tom Rider, Director of Professional Development, Municipal Electric Systems of Oklahoma (MESO)	Case Study 2
Noon – 1:30 P.M.	Session: "The Purchasing Card" Speaker: Marcia Matthews-Hutton, JP Morgan Chase Moderator: Rhinea Stewart, Treasurer, Oklahoma City	Case Study 3
Noon – 1:30 P.M.	<b>LUNCHEON AND BUSINESS MEETING</b> » Door prizes will be awarded. (Must be present to win.)	Ballroom

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**2008**

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**BEDLAM**  
A HOUSE DIVIDED



**OMCFTFOA**  
**BOARD**

Charles Tomlin  
CMC, CPFA

Finance Director, Miami

Deborah Miner  
CMC, CPFA

Clerk/Treasurer, Tonkawa

Sharon Chapman  
CMC

Clerk, Chickasha

Cecilia Ward

Finance Director, Mannford

Rhinea Stewart

Treasurer, Oklahoma City

Clara Welch

CMC

Deputy Clerk, Stillwater

Bob Park

Clerk/Treasurer, Sallisaw

Sharon Crisjahn

CMC

Clerk/Finance Director, Yale

Barbara Andros

(OAPT US&C)

Customer Service, Norman

Cathy Keller

CMC, CPFA (GFOAO)

Clerk/Finance Director,

Nichols Hills

Tricia Morris

CMC, CPFA

Clerk/Treasurer, Glenpool

Diane Elliott

Program Coordinator, OSU

Sue Thurston

Liaison, OML

**A NOTE**  
**PRESIDENT**

Dear Colleagues:

I want to personally invite you to join us for the 52nd Annual Conference for Municipal Clerks, Treasurers, and Finance Officials of Oklahoma to be held on the campus of Oklahoma State University in Stillwater. And if you've never attended an annual conference, please make this gala event your first.

My promise to all of you is that you will not only have a great time of fellowship with other clerks, treasurers, and finance officials, but I believe the conference committee has done a fantastic job in scheduling educational sessions that will be of benefit to you no matter what size of community you represent.

Again, please come to Stillwater this October and expect to have a great time.

~ Charles A. Tomlin, President, OMCFTFOA