

# 2019 WMCA CONFERENCE SCHEDULE

(Updated 2/6/19)

## TUESDAY, MARCH 12

7:30 – 8:30 am	<b>Breakfast on your own</b>
8:30 am – 12:00 pm	<b>Advanced Academy</b> Topic: Simplified Solutions – Organizing and Productivity Strategies for the Workplace Speaker: Bethanne Kronick Location: <i>Lopez/Pender/Saltspring Rooms</i>
12:00 pm – 1:00 pm	<b>Lunch</b> Location: <i>Lopez/Pender/Saltspring Rooms</i>
1:00 pm – 4:00 pm	<b>Advanced Academy Continued</b> Topic: Simplified Solutions – Organizing and Productivity Strategies for the Workplace Speaker: Bethanne Kronick Location: <i>Lopez/Pender/Saltspring Rooms</i>
5:00 pm – 5:30 pm	<b>Meet and Greet First Time Attendees</b> Location: <i>Lopez/Pender Rooms</i>
5:30 pm – 7:00 pm	<b>President’s Reception</b> Location: <i>Stars Room</i>
	<b>Dinner on your own</b>

## WEDNESDAY, MARCH 13

8:00 am – 9:00 am	<b>First Time Attendee/New Clerks Breakfast Session</b> Location: <i>Victoria Room</i>		
8:00 am – 9:00 am	<b>Breakfast for all other attendees</b> Location: <i>Orcas Room</i>		
9:00 am – 9:45 am	<b>Opening Ceremony</b> Location: <i>Blakeley/Cypress Rooms</i>		
9:45 am – 10:00 am	<b>Exhibitor Viewing &amp; Break</b> Location: <i>Pre-function Area</i>		
10:00 am – 11:30 pm	<b>General Session/Keynote Address</b> Topic: Going the Extra Mile (When you’re Running on Empty) Speaker: Brenda Viola Location: <i>Blakeley/Cypress Rooms</i>		
Break 11:30 – 12:00	<b>Exhibit Viewing &amp; Break</b> Location: <i>Pre-function Area</i>		
12:00 pm – 1:30 pm	<b>Lunch – Region IX Meeting &amp; Honored Guest Comments</b> (Silent Auction Opens at Noon) Location: <i>Orcas Room</i>		
1:30 pm – 3:00 pm	<b>Class: Mastering the Media – Communication Tips for the City Clerk</b> <b>Speaker:</b> Brenda Viola <b>Location:</b> <i>Victoria Room</i>	<b>Class: Take Control of Your Email: Outlook &amp; Email Management Best Practices</b> <b>Speaker:</b> Bethanne Kronick <b>Location:</b> <i>Lopez/Pender/Saltspring Rooms</i>	
3:00 pm – 3:30 pm	<b>Exhibitor Viewing &amp; Break</b> Location: <i>Pre-function Area</i>		
3:30 pm – 5:00pm	<b>Class: New Clerks</b> <b>Speaker:</b> Alice Attwood <b>Location:</b> <i>Victoria Room</i>	<b>Class: Roundtable: Sharing Successes and Challenges; Brainstorming Topics and Potential Process Improvements</b> <b>Speaker:</b> Liz Adkisson, City of Monroe <b>Location:</b> <i>Lopez/Pender Rooms</i>	<b>Class: Clerk Roundtable: Technology and Software Solutions</b> <b>Speaker:</b> Christine Brown, City of Bainbridge Island and Tisha Geiser, City of Issaquah <b>Location:</b> <i>Saltspring/Saturna Rooms</i>
5:00 pm – 5:30 pm	<b>WMCA Incoming &amp; Outgoing Committee Chairs Meeting</b> Location: <i>Victoria Room</i>		
5:45 pm – 9:00 pm	<b>Dinner, LIVE Auction and dance lessons</b> Location: <i>Orcas/Cypress Room</i>		

## 2019 WMCA CONFERENCE SCHEDULE

### THURSDAY, MARCH 14

8:00 am – 9:00 am	<b>Breakfast</b> Location: <i>Orcas Room</i>		
9:00 am – 10:00 am	<b>Annual Business Meeting</b> Location: <i>Orcas Room</i>		
10:15 am – 10:15 am	<b>Exhibitor Viewing &amp; Break</b> Location: <i>Pre-function Area</i>		
10:15 am – 11:45 am	<b>Class:</b> JLARC Lessons Learned from 2018 and Public Records Technology Guidance <b>Speaker:</b> Oskar Rey MRSC and Morgan Damerow Attorney General's Office <b>Location:</b> <i>Victoria Room</i>	<b>Class:</b> Digital Archive Transfers and Organizing Files for Transfers <b>Speaker:</b> Frank Oesterheld Cheney <b>Location:</b> <i>Lopez/Pender Rooms</i>	<b>Class:</b> Best Practices in Employment Risk Management <b>Speaker:</b> Jayne Freeman, Keating, Bucklin & McCormack  <b>Location:</b> <i>Saltspring/Saturna Rooms</i>
11:45 am – 1:00 pm	<b>Lunch</b> (Silent Auction Closes at 1 pm) Location: <i>Orcas Room</i>		
1:00 pm – 2:30 pm	<b>Class:</b> JLARC Lessons Learned from 2017 and Public Records Technology Guidance <b>Speaker:</b> Oskar Rey MRSC <b>Location:</b> <i>Victoria Room</i>	<b>Class:</b> Digital Archive Transfers and Organizing Files for Transfers <b>Speaker:</b> State Archives – Frank Oesterheld Cheney <b>Location:</b> <i>Lopez/Pender Rooms</i>	<b>Class:</b> Best Practices in Employment Risk Management <b>Speaker:</b>  <b>Location:</b> <i>Saltspring/Saturna Rooms</i>
2:30 pm – 3:00 pm	<b>Exhibitor Viewing &amp; Break</b> Location: <i>Pre-function Area</i>		
3:00 pm – 4:30 pm	<b>Class:</b> Hot Topics <b>Speaker:</b> MRSC, Toni Nelson <b>Location:</b> <i>Victoria Room</i>	<b>Class:</b> <b>CMC/MMC Certification Q/A</b> <b>Speakers:</b> Joann Tilton/Alice Attwood <b>Location:</b> <i>Lopez/Pender Rooms</i>	<b>Class:</b> <i>Notary Law after July 2018 Implementation</i>  <b>Speaker:</b> Rebecca Jacob, Attorney and Notary Supply <b>Location:</b> <i>Saltspring/Saturna Rooms</i>
6:00 pm – 7:00 pm	<b>Vendors/Exhibitors Reception Social</b> Location: <i>Pre-function Area</i>		
7:00 pm – 12:00 am	<b>Annual Banquet (DJ and dancing afterwards)</b> <i>Clerk of the Year, Swearing in of WMCA Officers</i> Location: <i>Orcas/Cypress Rooms</i>		

### FRIDAY, MARCH 15

7:30 – 8:30 am	<b>Breakfast on your own</b>
8:30 am – 10:00 am	<b>Class:</b> Self Talk and Mindfulness: Changing your Work Narrative <b>Speaker:</b> Karin Peabody <b>Location:</b> Blakely Room
10:00 am – 10:30 am	<b>Break</b>
10:30 am – 12:00 pm	<b>Class:</b> Self Talk and Mindfulness: Changing your Work Narrative (continuation) <b>Speaker:</b> Karin Peabody <b>Location:</b> Blakely Room
12:00 pm	<b>Conference Adjourns / Fundraising Committee \$1 raffle</b>
12:30 pm – 5:00 pm	<b>Executive Committee Board Meeting</b> Location: Board Room