

TENNESSEE CLERKS OF COURT CONFERENCE ANNUAL MEETING



SEPTEMBER 13-15, 2011
MONTGOMERY BELL STATE PARK

Brought to you by the AOC and your 2010-2011
Board of Directors
Charlotte Broyles, President

CONFERENCE INFORMATION

The fall Clerks of Court Conference Annual Meeting is scheduled for September 13-15, 2011, at Montgomery Bell State Park. **Please return the attached registration form no later than Friday, August 5, 2011.** If you are unable to meet this deadline, please contact Wendy Borthwick in order to make other arrangements.

REGISTRATION

Please keep in mind that the annual meeting is for appointed and elected officials only.

For your convenience, you may fax the completed form to (615) 532-9818 or (615) 741-6285, ATTN: Wendy Borthwick or e-mail to wendy.borthwick@tncourts.gov.

You may also register online. Conference registration is password protected and is for elected/appointed officials only. To register please go to www.tncourts.gov. Click Administration at the top of the page. Then click Continuing Legal Education on the left side of the page. Password: justice. Then choose Tennessee Clerks of Court Conference.

Once you have registered for the conference you should receive a confirmation memo. This usually takes one to two weeks. If you do not receive a confirmation, please contact the AOC to ensure your registration was received.

ROOM RESERVATIONS

The AOC will make room reservations at the Park Inn. Approved nights of stay are Tuesday, September 13 and Wednesday, September 14, 2011. Check-in is at 4:00 p.m. and check-out is 11:00 a.m. (all times are CST). As of October 1, 2007, all rooms are non-smoking. Accommodations are available on a first-come, first-served basis. **Please return the attached registration form no later than Friday, August 5, 2011.**

PLEASE NOTE: All attendees are responsible for paying their incidental charges upon their departure. If you decide to cancel, you must notify Wendy Borthwick 72 hours in advance of your scheduled arrival date or you will be billed for one night's stay.

VILLA (CABIN) REQUESTS

One villa is available this year. The villa has two bedrooms, two baths and a full kitchen with a dishwasher, microwave, full refrigerator, toaster and coffee maker. One bedroom has 2 queen beds and the master bedroom has a king size bed. The great room has a queen sofa sleeper. Both bedrooms and great room have a flat screen TV. Each villa has a large covered patio with an outdoor fireplace and gas grill. To request a villa there must be at least three occupants. Please make sure to check with everyone in your group to ensure that they are not planning on other accommodations. Indicate your room preference on your registration form in order to make the appropriate reservation. Please note the villa is available on a first-come, first-served basis and must have at least three (3) occupants. You must know the names of the persons staying in your room at the time your registration is submitted.

SUITE REQUESTS

Two suites are available this year. A suite consists of one king bed, two queen beds and two bathrooms with a parlor room in-between. The suite must have at least three occupants. Please make sure you check with everyone in your group to ensure that they are not planning on other accommodations. Indicate your room preference on your registration form in order to make the appropriate reservation. Please note that the suites are available on a first-come, first-served basis and must have at least three (3) occupants staying in the suite. You must know the names of the persons staying in your room at the time your registration is submitted.

If you require an accommodation and/or have special needs because of a qualified disability, have questions, or need additional information, please contact Wendy Borthwick at (615) 741-2687.

MEALS/PER DIEM

The restaurant at Montgomery Bell is part of the Inn and Conference Center. The restaurant seats up to 190 people and has a picturesque view of Lake Acorn. The hours of operation are:

Breakfast: 7:00 a.m. – 10:00 a.m.
Lunch: 11:00 a.m. – 2:00 p.m.
Dinner: 5:00 p.m. – 8:00 p.m.

A meal sign-in sheet will be provided at the Park Inn Restaurant. If you do not eat at the Park Inn Restaurant, we will reimburse you for meals according to the Travel Policies and Guidelines for Clerks of Court. Per diem for this county is listed below.

Breakfast	Lunch	Dinner	Incidentals	Full Day	75% Rate
\$7.00	\$11.00	\$23.00	\$5.00	\$46.00	\$34.50

PLEASE NOTE: If you commute daily to the seminar, you are only eligible for reimbursement of mileage. Anyone living within 50 miles of the seminar location who wishes to stay overnight must be granted permission to do so or pay the sleeping room expense themselves.

POTLUCK SOCIAL: BRING YOUR FAVORITE RECIPE FROM ANY CATEGORY

A Potluck Social will be held on Tuesday, September 13, 2011. The Potluck Social will begin at 5:30 p.m. at the Swim Pavilion Area. **If you would like to participate, please bring your favorite recipe, serving spoon and a copy of the recipe. Prizes will be given for the tastiest items, one prize per category (categories to be determined by the Hospitality Committee during potluck).** Parking is available near the Pavilion.

BBQ & DANCE

A BBQ will be held on Wednesday, September 14, 2011. The BBQ will begin at 5:30 p.m. at the Swim Pavilion Area. **If you would like to attend, please check the box on the registration form.** Parking is available near the Pavilion.

Want to bring a guest to the BBQ? The more the merrier! Guests are \$20.00 per person and can be paid by check or cash prior to the conference or you can pay at the registration desk. Please make checks payable to: Administrative Office of the Courts.

Following the BBQ, D.J. Terry Hudson will be hosting an evening social. Music, prizes and laughter will be provided. Prizes will be drawn every half-hour; winner must be present at time of drawing.

COMMITTEE MEETINGS

If you are a committee chair and wish to schedule a meeting during the seminar, please contact Wendy Borthwick at (615) 741-2687 to make arrangements. **All requests for meetings must be finalized by Friday, August 5, 2011. It will be your responsibility to notify your committee members of the pending meeting.**

Current Committee Meetings Schedule

Tuesday, September 13, 2011

Hospitality Committee Meeting

Location: Conference Room B/C

Time: 4:00 p.m. – 5:00 p.m.

Legislative Committee Meeting

Location: Conference Room B/C

Time: 7:30 p.m. – 8:30 p.m.

Wednesday, September 14, 2011

Board of Directors Lunch Meeting

Location: Private Dining Area

Time: 12:00 p.m. – 1:15 p.m.

CEU PROGRAM

This year's seminar will offer approximately 6.75 hours of recertification CEU credit. An updated agenda will be sent to you as the conference date approaches.

TENTATIVE CONFERENCE AGENDA

Tennessee Clerks of Court, September 13-15, 2011
Montgomery Bell State Park

		Tuesday, September 13, 2011	
1:00 pm – 5:00 pm		Registration	
4:00 pm – 5:00 pm		Hospitality Committee Meeting Conference Room B/C	
5:30 pm – 6:30 pm		Potluck Social Bring Your Favorite Dish!	
7:30 pm – 8:30 pm		Legislative Committee Meeting Conference Room B/C	
		Wednesday, September 14, 2011	
9:00 am – 9:15 am	Exhibits Open	Opening Remarks and Vendor Introduction Charlotte Broyles, President	
9:15 am – 10:00 am		Personnel Issues: Working with Difficult Employees	
10:00 am – 10:15 am		Break	
10:15 am – 11:15 am		Personnel Issues: Family Medical and Leave Act & Overview of Federal Laws as it Pertains to Employment Issues (How Employers Can Protect Themselves from Law Suits and Impropriety, The Appearance of Discrimination and Handling Terminations Effectively)	
11:15 am – 11:30 am		Break	
11:30 am – 12:00 pm		Personnel Issues: Question and Answer Period	
12:00 pm - 1:15 pm		Board of Directors Luncheon Private Dining Area ~ Inn Restaurant	
1:30 pm – 2:30 pm		Breakout: The Clerk's Responsibility to the Department of Safety	Breakout: Chancery Court Breakout Discussion Group
3:45 pm – 4:00 pm		Break	
2:45 pm – 3:45 pm		Breakout (Topic Continued): The Clerk's Responsibility to the Department of Safety	Breakout (Topic Continued): Chancery Court Breakout Discussion Group
3:45 pm – 4:00 pm	Break		
4:00 pm – 4:45 pm	Retirement Planning and Considerations for Court Clerks		
5:30 pm – 7:00 pm	BBQ at the Swim Pavilion		
8:00 pm – 12:00 am	Dance with D.J. Terry Hudson		
		Thursday, September 15, 2011	
9:00 am – 10:00 am		County Audit-What New Clerks Need to Know and What the Old Clerks Don't Want to Forget	
10:00 am – 10:15 am		Break	
10:15 am – 11:00 am		2011 Legislation Discussion of What You Would Like to See Take Place at the Legislature in the Future	
		Adjournment	

REGISTRATION FORM
TENNESSEE CLERKS OF COURT CONFERENCE
ANNUAL MEETING ~ SEPTEMBER 13-15, 2011
MONTGOMERY BELL STATE PARK

Name: _____

County: _____ Office: _____

Office Number: _____ Fax Number: _____

Email: _____

Please note that all lodging reservations will be made by the AOC.

Please check the appropriate comment:

I will be commuting to the seminar and will **not** need a room reservation.

I would like to stay at the Park Inn at Montgomery Bell State Park.

Arrival Date: _____
(Required)

Departure Date: _____
(Required)

**Please list both your arrival and departure dates
so that we may make an accurate reservation on your behalf.**

Please notify the AOC as soon as possible if you need to cancel or change the reservation.

I request to stay in a **villa** & will have at least 2 people sharing with me. (Roommates names are required before a reservation can be made.)

I request to stay in a **suite** & will have at least 2 people sharing with me. (Roommates names are required before a reservation can be made.)

Roommate: _____

Roommate: _____

Roommate: _____

Yes, I will attend the **BBQ** on Wednesday at 5:30 p.m.

I will be bringing a guest to the **BBQ**. (see registration for more information)

PLEASE SEND COMPLETED FORM BY AUGUST 5 TO WENDY BORTHWICK
VIA FAX AT (615) 532-9818 OR (615) 741-6285
VIA EMAIL AT wendy.borthwick@tncourts.gov
You may also register online at www.tncourts.gov

Directions

Montgomery Bell State Park
1000 Hotel Avenue
Burns, TN 37029

Office: 615-797-9052

Toll Free: 1-800-250-8613

Inn: 615-797-3101

<http://www.tennessee.gov/environment/parks/parks/MontgomeryBell/>



Conference Center at
Montgomery Bell State Park

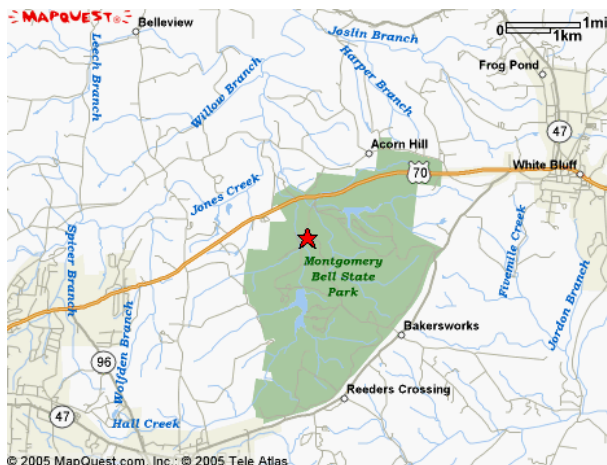
From Knoxville: I-40 West to Exit 182 (Fairview/Dickson Hwy. 96 Exit). Turn left (West) onto Highway 96. Stay on Highway 96 until it dead ends at Highway 70. Turn right (East) on Highway 70, off-ramp provided. Stay on Highway 70 approximately 3 miles. Park entrance is on the right.

From Memphis: Take I-40 East to Exit 182 (Fairview/Dickson Hwy. 96 Exit). Turn right (West) onto Highway 96. Stay on Highway 96 until it dead ends at Highway 70. Turn right (East) on Highway 70, off-ramp provided. Stay on Highway 70 approximately 3 miles. Park entrance is on the right.

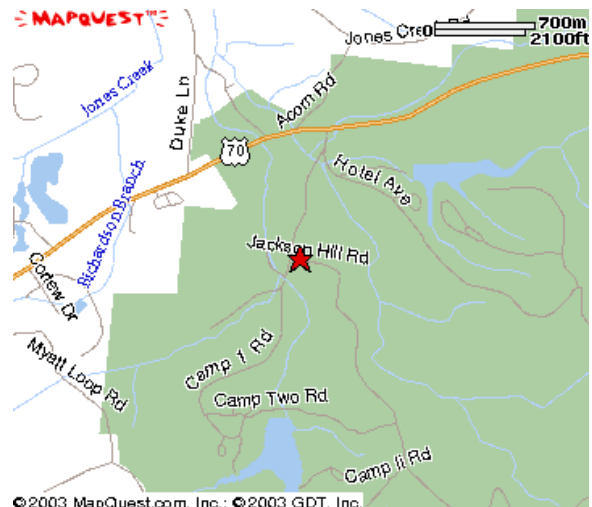


Lake Acorn at Montgomery
Bell State Park

From Nashville: I-40 West to Exit 182 (Fairview/Dickson Hwy. 96 Exit). Turn left (West) onto Highway 96. Stay on Highway 96 until it dead ends at Highway 70. Turn right (east) on Highway 70, off-ramp provided. Stay on Highway 70 approximately 3 miles. Park entrance is on the right.



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