

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Oregon State FSA Office  
Tualatin, Oregon 97062

**OR NOTICE GEN – 107**

**FOR: COUNTY OFFICES**

**Oregon State Management Conference**

**APPROVED BY:** State Executive Director  
*Larry C. Frey*  
RT

**1 Overview**

**A Background**

It has been 7 years since Oregon FSA held a management conference that included county committees. It is important to have state conferences whenever the budget allows in order to keep all management level employees informed about the activities that are going on in the agricultural community.

**B Purpose**

This notice provides employees with the information necessary to make arrangements for attending the management training.

**2 Training Information**

**A Authorized Attendees**

Travel and per diem are authorized for State Committee Members, County Committee Members, County Committee Advisors, CED's, FLM's, COT's, COR, and management level employees from the State Office, which includes Administrative and Program Specialists.

**B Dates and Location**

The management conference will be held from 8:00 AM on Tuesday, September 9 through noon on Thursday, September 11. The location will be at the Shilo Inn in Bend, Oregon. The address is 3105 NE OB Riley Road, Bend, OR 97701.

<b>DISPOSAL</b> December 1, 2003	<b>DISTRIBUTION</b> County Offices, DD's STO
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### **C Reservation Information**

Contact the hotel at 1-800-222-2244 or 541-389-9600 and let them know you are with the USDA-Farm Services Conference. The Per Diem rate for Bend is \$69 for lodging and \$42 for M & IE. Tax exempt forms are accepted; however, attendees need to bring their own forms.

The last date for making reservations is 8/8/03.

### **D State Office Contacts**

Contact Pam Shelton at the state office if there is any problems with reservations. Contact Roger Tresham if you have questions about the training.

### **E COC's Meeting with STC**

The State Committee will be available to meet individually with County Committees if arrangements are made prior to the meeting. CED's shall contact their District Director prior to August 29, 2003 if their County Committee would like to meet individually with the State Committee. They should also inform the DD concerning the items they wish to discuss. The District Directors will contact Larry Frey and let him know if they have a County Committee that wants to meet with the State Committee. They should also let Larry know the items the County Committee wishes to discuss. This will help the STC to be prepared to discuss the topics.

### **F Meeting Agenda**

A tentative agenda was emailed to CED's, FLM's and STO employees in June. The agenda topics remain the same at this point. Anyone who would like another copy of the tentative agenda should contact Roger Tresham at 503-692-1973 Extension 227 or email him at [roger.tresham@or.usda.gov](mailto:roger.tresham@or.usda.gov).

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Persons with disabilities who require accommodation to attend or participate in this conference should contact Marjorie Crooker at (503) 692-1973 Extension 232 (Voice) or Federal Relay Service at 1-800-877-8339 (TDD) or by email at [majorie.crooker@or.usda.gov](mailto:majorie.crooker@or.usda.gov) by 8/29/03.