

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE GEN - 91

FOR: COUNTY OFFICES

MANAGEMENT CONFERENCE - MAY 7- 9, 2002

APPROVED BY: State Executive Director
Gary A. Frey
LEF:mac

1 Overview

A

Purpose

The purpose for this Oregon Notice is to:

- provide Supervisory employees with information on the Management Conference:
- specify which FSA employees should attend the management conference.
- Provide information for making lodging arrangements.

B

Authorized Attendees

Only the following employees are authorized to attend the Management Conference:

- **County Executive Directors, Chief PT (1) & COT's**
- **Farm Loan Managers**
- **District Directors**
- **Supervisory state office employees**

C

Conference Location & Reservation Information

Motel Information:

- Eagle Crest Resort (The Inn at Eagle Crest)
1522 Cline Falls Highway Redmond, Oregon 97756

For reservations call (800) 682-4786 or (541) 923-2453. When you call in say "USDA Farm Service Agency Management Conference" meeting beginning on May 7, 2002.

| Room | Single Rate | +9.5% Tax |
|-------------------|-------------|-----------|
| Queen Room | \$59.00 | 9.5% |
| Double Queen Room | \$59.00 | 9.5% |
| Suite | \$59.00 | 9.5% |

Note: Tax charges will be put on your travel voucher under miscellaneous.

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|---------------------------------|---|
| DISPOSAL August 30, 2002 | DISTRIBUTION CED's, COT's, DD's, STO |
|---------------------------------|---|

C
**Conference Location
& Reservation
Information, *Continued***

Reservation Cut Off Date:

- **April 23, 2002** - Please make reservations before this date, if you make reservations after this date it will be at Eagle Crest regular rate, not at the government rate.

Check in date will start on May 06, 2002. Departure date will be May 09, 2002.

***** All guestrooms need to be guaranteed by Tuesday, April 23, 2002*****

D
Travel Authorization

Travel and per diem are authorized for the following employees:

- **STO Specialist's, DD's, CED, Chief PT (1), COT's & Farm Loan Managers.**

Employees are authorized to travel on the dates of April 06th, 2002 and April 09, 2002.

There will be no changes to the above authorized attendees. If you have questions, contact Roger Tresham or Marjorie Crooker at the STO.

Employees should consider all courses of action that will reduce the total cost of the training i.e., sharing rides.

E
**Conference Schedule
& Topics**

The meeting will start at 8:00 a.m. on Tuesday May 07, 2002, and end at 12:00 p.m. on Thursday May 09, 2002.

Topics that will be covered include:

- **KCMO Employee Branch staff member will address performance, attendance, and conduct related issues.**
 - **National Seminars Group will present "Creative Leadership Crash Course".** Reduce turnover, increase productivity, boost morale, motivate peak performance, reward achievement, inspire loyalty, earn respect, and much more.
 - **Nancy Cole nationally acclaimed speaker will present "Personality Styles", & etc.**
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Direct questions concerning the management conference to the following STO contacts:

F
STO Contacts

- **Roger Tresham**
- **Marjorie Crooker**