TREASURES in the GOLDEN ISLES

March 24–27, 2019
Jekyll Island Convention Center
75 N. Beachview Drive
Jekyll Island, GA 31527
(912) 635-6400
PRESIDENTS’ INVITATION

The Golden Isles of Georgia include Jekyll Island, St. Simons Island, Sea Island, Little St. Simons Island, and the mainland city of Brunswick. We’re looking forward to seeing you in that region March 24 – 27 for the 2019 combined conference being held at the Jekyll Island Convention Center. This will be the 50th year for VRAG and the 34th year for GEOA. Continuing education, professional networking, and establishing friendship are all opportunities to be treasured. We, along with the VRAG and GEOA Board Members, hope that you will find “Treasures in the Golden Isles” that will positively impact you and your office and therefore benefit the residents and voters of the State of Georgia.

Safe travels and best wishes,

Judge Beverly Nation
GEOA President

Kristi L. Royston
VRAG President
WHO SHOULD ATTEND
The training sessions at the conference will be directed toward counties. If you are responsible for city elections, you may attend but with the understanding that you may receive limited information relating to cities.

MANDATORY TRAINING HOURS
§ O.C.G.A 21–2–100. Training of local election officials (a) The election superintendent and at least one registrar of the county or, in counties with boards of election or combined boards of election and registration, at least one member of the board or a designee of the board shall attend a minimum of 12 hours’ training annually as may be selected by the Secretary of State. The conference is endorsed by the Secretary of State to meet the requirements of 12 hours of mandatory continuing education for election superintendents and registrars.

LOCATION
The 2019 joint conference will be held at the Jekyll Island Convention Center, 75 N. Beachview Drive, Jekyll Island, GA 31527. For directions, please visit the Jekyll Island website at https://www.jekyllisland.com/visiting/.

Vehicle entry onto Jekyll Island requires a valid parking pass which must be purchased at the entry gate or Guest Information Center upon arrival on the island. This pass gives you access to many of the island’s public outdoor areas, including picnic areas, beach parking and access points, playground, soccer complex, historic landmark district, fishing pier, bicycle and nature trails and more. The Parking Fee is charged per vehicle per day. Multi-day and annual passes are available. Bicycles and pedestrians can enter at no charge.

Parking Pass Options:
Daily Pass $6 – Valid for 24 hours from time of purchase
Weekly Pass $28 – Valid for 7 consecutive days from time of purchase

Parking passes can optionally be purchased online in advance of your arrival at https://www.jekyllisland.com/visiting/park-entry-parking-passes/. Once on the island, there are no additional charges for parking at the Convention Center or conference hotels.

LODGING
Please contact one of the hotels listed below to secure lodging arrangements. Each facility has complimentary parking and internet services, and can provide details regarding additional amenities. Requests for lodging at the hotels listed below will be open on January 11, 2019. To obtain the conference negotiated rates, use one of the group names provided below.

Georgia Hotel Fee – House Bill 170
On Monday, May 4, 2015, Governor Nathan Deal signed House Bill 170, Transportation Funding Act of 2015. This bill creates a new statewide fee of $5.00 per night on hotel rooms effective for stays on or after July 1, 2015. The fee revenue will be used to fund transportation projects and purposes in Georgia. The State Accounting Office has advised that there is no fee exemption for state or county agencies. This fee is in addition to the lodging rate shown below.

Hampton Inn & Suites
(800) 426-7866
Lodging block drop date: 02/07/2019
Rate: $169.00-$189.00 per night, plus any applicable taxes
Available rooms: 75
Group Code: GEOA/VRAG Joint Conference
Booking Link: http://group.hamptoninn.com/GEOA-VRAGConference

Lodging continued on following page
Holiday Inn Resort at Jekyll Island
(912) 635-2211
Lodging block drop date: 02/22/2019
Rate: $149.00-$229.00 per night, plus resort fee ($11/night) and any applicable taxes
Available rooms: 100
Group Code: VRAG/GEOA Elections

Jekyll Island Club Hotel
(800) 535-9547 or (912) 635-2600
Lodging block drop date: 02/20/2019
Rate: $149.00-$309.00 per night, plus resort fee ($15/night) and any applicable taxes
Available rooms: 90
Group Code: 10867987, or Voter Registrars Association of Georgia

The Westin Jekyll Island
(888) 627-8316
Lodging block drop date: 02/24/2019
Rate: $179.00-$229.00 per night, plus resort fee ($10/night) and any applicable taxes
Available rooms: 140
Group Code: Voter Registrars Association of GA
Booking Link: https://www.starwoodmeeting.com/events/start.action?id=1808025210&key=3779A531

Villas by the Sea
(800) 841-6262
Lodging block drop date: 02/24/2019
Rate: $99.00-$219.00 per night, plus resort fee (5%) and any applicable taxes
Available rooms: 50
Group Code: Voter Registrars Association of GA

All reservations require payment of one night in advance by check, major credit card, or by company guarantee. Cancellation policies are different at each lodging facility; check with your hotel for their policy.

The hotel will not hold any reservation not secured by one of the above methods. The hotel’s policy requires a credit card imprint upon check-in. If a guest is unable to present a credit card at check-in, all room costs and applicable taxes will be collected at that time along with an appropriate deposit for incidental expenses. Any unused deposits will be refunded upon departure.

Note: In order to be tax exempt from state sales tax, a state, city, or county check or credit card must be presented upon check-in, along with your state, city, or county tax exemption certificate displaying your tax exemption number.

Each attendee/guest must present the hotel/motel excise tax form at time of check-in to avoid payment of those taxes.
ADA RESTRICTIONS
If you have medically prescribed dietary restrictions or a physical impairment requiring assistance, please email Jean Lord (lordj@uga.edu) or Melanie Kearns (mskearns@uga.edu) by March 1, 2019 so that arrangements can be made.

REGISTRATION FEE AND DEADLINE
The registration fee for the conference is $450.00. Registrations are due by March 1, 2019, to ensure adequate instructional materials are prepared. The commuter fee is $410.00 and available for participants who will not be attending the Tuesday evening banquet. All fees must be received prior to enrollment in the conference.

CANCELLATION AND REFUND POLICIES
Written notice of the cancellation must be postmarked/dated no later than March 1, 2019 to receive a full refund of registration fees. Written requests postmarked/dated between March 2, 2019, and March 8, 2019, will be assessed a 25% administrative fee, and requests postmarked/dated after March 8, 2019, are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration, or send a substitute, please send notification to Jean Lord (lordj@uga.edu) or Melanie Kearns (mskearns@uga.edu), via fax at (706) 542-2176.

GUEST MEALS
Anyone bringing a guest or spouse must request and pay for a banquet meal prior to their arrival at the conference. Anyone who has not paid for the meal in advance will not receive a banquet ticket. Banquet tickets will not be sold at registration. Due to space limitations, guest meals will not be available for breakfast or lunch. Please be prepared to make alternate accommodations for your guests’ meals. A guest banquet ticket will be $40.00.

MEMBERSHIP DUES
GEOA
To pay Georgia Election Officials Association dues, please complete the invoice, make your check payable to the Georgia Election Officials Association, and mail them to the association treasurer, Fran Davis. Inquiries concerning membership should be directed to the treasurer at (706) 769-3958, or via email at fdavis@oconee.ga.us. Membership dues must be received or postmarked by March 1, 2019 to this address to be considered a member and receive the conference gift at this conference. Membership payments received onsite cannot be guaranteed the membership gift.

VRAG
To pay Voter Registrar Association dues, please complete the invoice, make your check payable to the Voter Registrars Association of Georgia, and mail them to the association treasurer, Mandi Smith. Inquiries concerning membership should be directed to the treasurer at (770) 781-2118, ext. 2577 or via email at mbsmith@forsythco.com. Membership dues must be received or postmarked by March 1, 2019, to this address to be considered a member and receive the conference gift at this conference. Membership payments received onsite cannot be guaranteed the membership gift.

DO NOT SEND MEMBERSHIP DUES TO THE UNIVERSITY OF GEORGIA

For Further Information, Contact:
Jean Lord, Event Manager
Carl Vinson Institute of Government
201 N. Milledge Avenue
Athens, GA 30602-5482
Phone: (706) 542-9534
Fax: (706) 542-2176
Email: lordj@uga.edu

Melanie Kearns, Sr. Event Coordinator
Carl Vinson Institute of Government
201 N. Milledge Avenue
Athens, GA 30602-5482
Phone: (706) 542-4240
Fax: (706) 542-2176
Email: mskearns@uga.edu
REGISTRATION INFORMATION FOR EXHIBITORS
To exhibit at the conference, please register online at http://www.cviog.uga.edu/elections. Online registration provides the opportunity for a company representative to register and pay fees via credit card for one or several representatives. You may also register and pay by check by completing the enclosed registration form and mailing with your check made payable to the University of Georgia. We cannot accept credit card payments through the mail. Each fee includes all conference related meals for the fee chosen.

Fee selections include:
- $495.00 for exhibit space, one representative
- $720.00 for exhibit space, two representatives
- $945.00 for exhibit space, three representatives
- $1,170.00 for exhibit space, four representatives
- $1,395.00 for exhibit space, five representatives

EXHIBITOR/VENDOR SETUP
Following are items of note to assist you in your planning:

1. Please register online by visiting the Carl Vinson Institute of Government (CVIOG) website at http://www.cviog.uga.edu/elections and pay by credit card, the only payment method available online. You will be prompted to request a password to access the online registration system. Once you have received the password, you can view and update your profile and register for the conference. Please register one of the representatives that will be attending the conference. If you need assistance with the online registration process, please contact either Jean Lord (lordj@uga.edu or 706-542-9534) or Melanie Kearns (mskearns@uga.edu or 706-542-4240).

2. Payment of fees must be received before space can be confirmed.

3. Confirmation will be sent to the email address listed on the registration form.

4. Postmark deadline for exhibitor registration is Friday, March 1, 2019.

5. Your exhibitor fee includes a table, chair per representative, electricity, conference agenda, and all meals for each paid representative. The exhibit table will be draped and skirted, but you can bring your own table covering.

6. Set up will be on Sunday, March 24, beginning at 1:00 p.m. Please have your exhibit prepared for return shipping no later than 1:00 p.m. on Wednesday, March 27.

7. To order additional services not included in the exhibit fee, please use the Electrical Order Form posted on the CVIOG website. Please note that the Jekyll Island Convention Center does not have printing services. All questions regarding exhibit packages should be directed to Anna Sieving (asieving@jekyllisland.com) or (912) 230-3311.

8. Packages can be delivered one business day prior to the conference without incurring a holding fee. Freight received prior to March 22 will incur a daily fee of $25 per box and $75 per pallet. Freight will be delivered to your booth on load-in day at no charge. All items should be shipped to the following address, with labeling as indicated below (including conference name and company / representative name):

   Jekyll Island Convention Center
   Elections (VRAG/GEOA)
   Your Company Name / On-site Representative Name
   74 North Beachview Drive
   Jekyll Island, GA 31527

There is no charge for handling of your package after an event. You are responsible for contacting and paying the shipping company of your choice and providing labels for each item to be shipped. All boxes must be labeled and sealed. After the event, a Convention Center employee will collect your packages from your booth and deliver them to the dock for shipment.
CONFERENCE AGENDA

Sunday, March 24, 2019

1:00 p.m. – 6:00 p.m.  Conference Registration

2:00 p.m. – 5:00 p.m.  Roles and Responsibilities (Optional)
Overview of roles and responsibilities for Secretary of State Elections Division, Voter Registrars, Election Superintendents, Election Supervisors, Board members, and staff members
Presenters:
Secretary of State Staff TBD
Veronica Johnson, Lee County, VRAG Immediate Past President
Cynthia Willingham, Rockdale County, GEOA Immediate Past President

6:00 p.m. – 8:00 p.m.  Social Event at The Westin
Dinner on your own

Monday, March 25, 2019

7:15 a.m. – 8:45 a.m.  Breakfast

7:30 a.m. – 8:45 a.m.  Late Registration

9:00 a.m. – 9:45 a.m.  Opening Session
Welcome, Invocation, Pledge, Roll Call, Years of Service, Announcements, Vendor Recognition
Presenters:
Boards of each Association

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<tr>
<th>Officers</th>
<th>VRAG</th>
<th>GEOA</th>
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<tbody>
<tr>
<td>President</td>
<td>Kristi Royston, Gwinnett County</td>
<td>Beverly Nation, Oglethorpe County</td>
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<tr>
<td>First Vice President</td>
<td>Charlotte Sosebee, Athens-Clarke County</td>
<td>Deidre Holden, Paulding County</td>
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<td>Dorothy Glisson, Screven County</td>
<td>Judge T. J. Hudson, Treutlen County</td>
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<tr>
<td>Secretary</td>
<td>Tracy Strange, Wilkinson County</td>
<td>Fran Davis, Oconee County</td>
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<tr>
<td>Treasurer</td>
<td>Mandi Smith, Forsyth County</td>
<td>Fran Davis, Oconee County</td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>Veronica Johnson, Lee County</td>
<td>Cynthia Willingham, Rockdale County</td>
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</tbody>
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9:45 a.m. – 3:30 p.m.  Training (General Sessions)

Legislation
Update on Legislation
Presenters:
Secretary of State and/or Staff TBD
Secure, Accessible, and Fair Elections (SAFE) Commission
Information and updates on process
Presenters:
Secretary of State and/or Staff TBD
Lynn Bailey, Richmond County
Nancy Boren, Muscogee County
Maxine Daniels, DeKalb County (Retired)
Deidre Holden, Paulding County
Judge Darin McCoy, Evans County
Cynthia Willingham, Rockdale County

Reapportionment and Redistricting
Get your house in order, nuts and bolts of the process, Census, GIS
Presenters:
Secretary of State Staff TBD
Gina Wright, Legislative and Congressional Reapportionment Office
Erica Hamilton, DeKalb County

Open Records Requests
Legal requirements and responses as well as the importance of record accuracy
Presenters:
Secretary of State Staff TBD
Judge Tony Thompson, Candler County

10:30 a.m. – 10:50 a.m. Beverage Break
12:00 a.m. – 1:30 p.m. Lunch
3:45 p.m. VRAG and GEOA Joint Business meeting
Regular business meeting of each Association as well as new combined Association by-laws presentation and vote
Dinner on your own

Tuesday, March 26, 2019
7:15 a.m. – 8:45 a.m. Breakfast
9:00 a.m. – 3:30 p.m. Training (General Sessions)
Municipal Elections
Providing and reviewing lists, County conducting election or not, credit for voting
Presenters:
Shantel Black, Gwinnett County
Dorothy Glisson, Screven County
Denise Jordan, City of Gainesville
Ella Rhodes, Screven County
Polling Locations
Selection, parking, pay for usage or not, contracts or not, schools or not, reducing number
Presenters:
Monica Franklin, Barrow County
Barb Luth, Forsyth County
Judge Beverly Nation, Oglethorpe County
Judge Darin McCoy, Evans County

ADA Compliance
Overall compliance, surveys, public facility vs. private facility, maintenance and review
Presenters:
Lynn Bailey, Richmond County
Lynn Ledford, Gwinnett County
State of Georgia ADA Coordinator’s Office TBD

Education and Outreach
Engaging voters, promoting and encouraging participation, social media, voter registration events, high schools
Presenters:
Deidre Holden, Paulding County
Ava Smith, Butts County

Media Relations
PR perspective to stay ahead of a situation, development statements to have on file when a situation occurs
Presenter:
Outside Specialist TBD

State Processes and County Practices
Felons, Vitals, MOCs, Confirmation Notices, Challenges, NVRA Information
Presenters:
Secretary of State Staff TBD
Brenda Hodges, Charlton County

10:30 a.m. – 10:50 a.m.  Beverage Break
12:00 p.m. – 1:30 p.m.  Lunch
6:30 p.m.  Meet and Mingle
7:00 p.m.  Banquet
Speaker TBD
Presentation of Ann Hicks Award
Entertainment
jbJAMS; Fun and Games, with DJ and dancing to follow
Wednesday, March 27, 2019

7:15 a.m. – 8:45 a.m.  Breakfast

9:00 a.m. – 12:00 p.m.  Training (General Sessions)
  **Security**
  Cyber and physical security
  Presenters:
  Secretary of State Staff TBD
  Department of Homeland Security Staff TBD

  **Contingency Planning**
  Written plans in order to continue operations during emergency situations
  Presenter:
  Keith Pflager, Chatham County

  **Resources and Continuing Education**
  Information on national organizations that provide assistance and education
  Presenter:
  Kristi Royston, Gwinnett County

  **FAQs**
  Frequently Asked Questions
  Presenters:
  Secretary of State Liaisons and Staff TBD
  Moderator:
  Travis Doss, Richmond County

  **Questions and Answers**
  Panel answering questions submitted throughout the conference
  Presenters:
  Secretary of State Staff TBD

Safe Travels!

2020 Conference will be held at the Savannah Marriott on Sunday, December 8 through Wednesday, December 11, 2019.
VOTER REGISTRARS ASSOCIATION OF GEORGIA
2019 COMMITTEES

Executive
Kristi Royston, President (kristi.royston@gwinnettcounty.com) ................................................ Gwinnett
Charlotte Sosebee, 1st Vice President (charlotte.sosebee@accgov.com) ....................................... Athens-Clarke
Dorothy Glisson, 2nd Vice President (dorothyhglisson@yahoo.com) .............................................. Screven
Tracy Strange, Secretary, (tstrange@wilkinsoncounty.net) .......................................................... Wilkinson
Mandi Smith, Treasurer, (mbsmith@forsythco.com) ................................................................. Forsyth
Veronica Johnson, Immediate Past President, (vjohnson@lee.ga.us) ........................................ Lee

Audit
Ralph Jones, Co-Chair (ralph.jones@fultoncountyga.gov) ............................................................ Fulton
Ginger Nickerson, Co-Chair (gnickerson@doughertyga.us) ......................................................... Dougherty

Awards and Recognition
Ava Smith, Co-Chair (asmith@buttscounty.org) ................................................................. Butts
Brenda Peacock, Co-Chair (b.peacock@crawfordcountyga.org) ............................................... Crawford

By-Laws
Lynn Ledford, Chair (lynn.ledford@gwinnettcounty.com) .......................................................... Gwinnett

Hospitality
Tracy Dean, Co-Chair (tdean@madisonco.us) ................................................................. Madison
Gina Chappelear, Co-Chair (gchappelear@franklincountyga.gov) ................................ Franklin

Legislative
Charlotte Sosebee, Chair (charlotte.sosebee@accgov.com) .................................................. Athens-Clarke

Membership
Brenetta Childs, Chair (dooly.county.elections@gmail.com) .................................................. Dooly

Nominating
Pamela Coman (pamela.coman@fultoncountyga.gov) ............................................................. Fulton

Program
Dorothy Glisson, Chair (dorothyhglisson@yahoo.com) ............................................................ Screven

Training
Sabrina German, Chair (ssgerman@chathamcounty.org) ......................................................... Chatham

Vendors
Robin Webb, Chair (rwebb@hartcountyga.gov) ................................................................. Hart

Voter Registration System
Erica Hamilton, Chair (ehamilton@dekalbcountyga.gov) ....................................................... DeKalb

If you are interested in serving on any of the committees listed above, please contact the chair/co-chair of that committee at the email provided.
2018 Officers
Beverly Nation, President (judgenation@oglethorpecountyga.gov) .................................................. Oglethorpe
Deidre Holden, 1st Vice President (dholden@paulding.gov) ................................................................. Paulding
The Honorable T. J. Hudson, 2nd Vice President (tj4treutlen@yahoo.com) ........................................ Treutlen
Fran Davis, Secretary/Treasurer (fdavis@oconee.ga.us) ................................................................. Oconee
Cynthia Willingham, Immediate Past President (cynthia.welch@rockdalecountyga.gov) ........ Rockdale
The Honorable Todd Blackwell, Past President (mbaldwinprobate@yahoo.com) ................ Baldwin
Lynn Ledford, Past President (lynn.ledford@gwinnettcountry.com) .................................................. Gwinnett
The Honorable Judy Mullis, Past President (lanierprobate1@windstream.net) ..................... Lanier
The Honorable Helen Harper, Past President (harberh@dlcga.com) ............................................. Laurens

Audit
Barb Luth, Chair (bluth@forsythco.com) ................................................................. Forsyth

Awards / Recognition / Resolutions
Ava Smith, Co-Chair (asmith@buttscounty.org) ................................................................. Butts
Brenda Peacock, Co-Chair (b.peacock@crawfordcountyga.org) ................................................ Crawford

Conference Coordination
Tracy Dean, Co-Chair (tdean@madisonco.us) ................................................................. Madison
Gina Chappelear, Co-Chair (gchappelear@franklincountyga.gov) ........................................ Franklin

Constitution and By-Laws
The Honorable Darin McCoy, Chair (judgemccoy@hotmail.com) ........................................ Evans

Legislative
Lynn Bailey, Chair (lbailey@augustaga.gov) ................................................................. Richmond

Membership
Debra Stephens, Chair (dstephens@twiggscounty.us) ........................................................ Twiggs

Nominating
Travis Doss, Chair (tdoss@augustaga.gov) ................................................................. Richmond

Website
Joseph Kirk, Chair (kirkj@bartowga.org) ................................................................. Bartow

If you are interested in serving on any of the committees listed above, please contact the chair/co-chair of that committee at the email provided.
WHAT’S ON THE MENU?

**Monday, Tuesday, Wednesday, Breakfast Buffet**
- Assorted Cereals and Danish
- Seasonal Fruit
- Scrambled Eggs with Artisan Cheeses
- Applewood Smoked Bacon
- Biscuits & Sausage Gravy
- Stone Ground Grits
- Country Style Potatoes with Peppers & Vidalia Onions
- Assorted Juices, Coffee, Herbal Teas

**Monday – Jekyll Island Southern Buffet**
- Assorted Salads
- Southern Fried Chicken
- Pork Loin
- Fried Flounder
- Low Country Red Rice
- Creamed Corn
- Collard Greens
- Cornbread & Biscuits
- Red Velvet Cake
- Herbal and Iced Teas, Coffee, Water

**Tuesday – Chef’s Selections Buffet**
- Assorted Salads
- Rotisserie Chicken
- Top Round of Beef with Mushroom Cabernet Sauce
- Roasted Garlic Mashed Potatoes
- Italian Green Beans
- Cornbread & Biscuits
- Georgia Peach Cobbler
- Herbal and Iced Teas, Coffee, Water

**Tuesday Banquet**
- House Salad of Fresh Artisan Greens with Grape Tomatoes, Sliced Cucumbers and Julienne Carrots
- Sauteed Breast of Chicken topped with Fresh Georgia Wild Shrimp
- Fresh Asparagus with Hollandaise Sauce
- Steamed White Rice
- Roasted Basil Grape Tomatoes
- Parker House Rolls
- Pecan Pie
- Iced Tea, Water, Coffee
Voter Registrars Association of Georgia
MEMBERSHIP INVOICE

President: Kristi Royston, Gwinnett County
First Vice President: Charlotte Sosebee, Athens-Clarke County
Second Vice President: Dorothy Glisson, Screven County
Secretary: Tracy Strange, Wilkinson County
Treasurer: Mandi Smith, Forsyth County
Immediate Past President: Veronica Johnson, Lee County

Please make check payable to the
VOTER REGISTRARS ASSOCIATION OF GEORGIA
and mail (along with the completed invoice) to:

Mandi Smith
Voter Registrars Association of Georgia
Forsyth County Voter Registrations and Elections
1201 Sawnee Drive
Cumming, GA 30040

Membership cards will be presented at the conference.
DO NOT SEND MEMBERSHIP DUES TO THE UNIVERSITY OF GEORGIA.

* Membership dues must be received or postmarked by March 1, 2019,
to this address to be considered a member and receive the conference
gift at this conference. Membership payments received on-site cannot be
guaranteed the membership gift.

VRAG Membership Dues 2019 ....................... $20 per person
TOTAL AMOUNT ENCLOSED: $___________

Dues are being paid for (please list names, city or county, and e-mail address):

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<tr>
<th>NAME</th>
<th>CITY/COUNTY</th>
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Membership inquiries should be directed to Mandi Smith at mbsmith@forsythco.com
or 770.781.2118, ext. 2577.
ATTENDANCE CERTIFICATE QUESTIONNAIRE
50th INSTITUTE FOR VOTER REGISTRARS ASSOCIATION OF GEORGIA

March 24-27, 2019

Please do not return this form unless you have attended EXACTLY five, ten, fifteen, twenty, twenty-five, thirty, thirty-five, or forty conferences without previously receiving a certificate.

If you need to determine the number of years that you have attended VRAG, please visit the Web site www.cviog.uga.edu/trainingrecords to retrieve your records.

Including this conference, I have attended _______________ conferences, and I am eligible for the following certificate:

  _____5 year  _____30 year
  _____10 year  _____35 year
  _____15 year  _____40 year
  _____20 year  _____45 year
  _____25 year

Your name: ______________________________________________________________
Name as you wish it to appear on certificate (PLEASE print or type)

Name of the county that you currently serve: ________________________________

Please return this questionnaire by Friday, March 1, 2019 to one of the following:

Jean Lord
Carl Vinson Institute of Government
201 N. Milledge Ave.
Athens, GA 30602 - 5482
Fax 706-542-2176
Email: lordj@uga.edu

Melanie Kearns
Carl Vinson Institute of Government
201 N. Milledge Ave.
Athens, GA 30602 – 5482
Fax 706-542-2176
Email: mskearns@uga.edu
Georgia Election Officials Association

MEMBERSHIP INVOICE

President: Beverly Nation, Oglethorpe County
First Vice President: Deidre Holden, Paulding County
Second Vice President: Honorable T.J. Hudson, Treutlen County
Secretary/Treasurer: Fran Davis, Oconee County
Immediate Past President: Cynthia Willingham, Rockdale County

Please make check payable to the
GEORGIA ELECTION OFFICIALS ASSOCIATION
and mail (along with the completed invoice) to:

Fran Davis
Georgia Election Officials Association
Oconee County Board of Elections & Registration
P.O. Box 958
Watkinsville, Georgia 30677

Membership cards will be presented at the conference.
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gift at this conference. Membership payments received on-site cannot be
guaranteed the membership gift.

GEOA Membership Dues 2019 ....................... $25 per person
TOTAL AMOUNT ENCLOSED: $______________

Please complete the following information:

Name: ___________________________________________________________________________________________
Title: __________________________________________________________________________________________
City/County: _____________________________________________________________________________________
Address: _________________________________________________________________________________________
Phone: __________________________________________________________________________________________
Fax: __________________________________________________________________________________________
Email Address: ________________________________________________________________________________

Membership inquiries should be directed to Fran Davis (fdavis@oconee.ga.us)
or by telephone to 706-769-3958.
ATTENDANCE CERTIFICATE QUESTIONNAIRE
34th GEORGIA ELECTION OFFICIALS ASSOCIATION ATTENDANCE CERTIFICATE REQUEST

March 24-27, 2019

Please do not return this form unless you have attended EXACTLY five, ten, fifteen, twenty, or twenty-five conferences without previously receiving a certificate. If you need to determine the number of years that you have attended GEOA, please visit the Web site: www.cviog.uga.edu/trainingrecords to retrieve your records.

Including this conference, I have attended _______________ conferences, and I am eligible for the following certificate:

_____ 5 year  _____ 20 year
_____ 10 year  _____ 25 year
_____ 15 year  _____ 30 year

Your name: ____________________________________________________________
Name as you wish it appear on certificate (PLEASE print or type)

Name of the county that you currently serve: ________________________________

Please return this questionnaire by Friday, March 1, 2019 to one of the following:

Jean Lord
Carl Vinson Institute of Government
201 N. Milledge Ave.
Athens, GA 30602 - 5482
Fax 706-542-2176
Email: lordj@uga.edu

Melanie Kearns
Carl Vinson Institute of Government
201 N. Milledge Ave.
Athens, GA 30602 – 5482
Fax 706-542-2176
Email: mskearns@uga.edu
THE ANN HICKS AWARD
Celebrating Excellence in Georgia Elections Administration

The Ann Hicks Award will be awarded in March of 2019. The award recognizes a county elections official for outstanding accomplishments in election administration.

Ann Hicks began her 34-year career with the State of Georgia on August 1, 1977, as a tour guide in the state capitol.

In March 1979, Ann was appointed to the State Elections Division by then Secretary of State Ben Fortson. Ann began her 32½ year career in Elections by serving as the receptionist, where she answered the phones for the division and greeted customers and visitors. This is where she began to develop her “bank” of election knowledge. Ann sat directly outside the office door of the division director, Frances Duncan. Frances rarely shut her office door, and as election related calls were received and answered by Frances, Ann would go to Frances, ask what the question was from the caller, and verify the answer Frances relayed back to them, therefore, gaining more and more knowledge for Ann’s “election knowledge bank.” During Ann’s tenure with the State Elections Division, she has held every division title from receptionist, election coordinator, assistant director, and, upon her retirement in August 2011, division director.

Ann served seven Secretaries of State: Ben Fortson, David Poythress, Max Cleland, Lewis Massey, Cathy Cox, Karen Handel, and Brian Kemp.

At the time of Ann’s retirement in August 2011, she was the longest serving employee with the State Elections Division.

At GEOA 2019, the Ann Hicks Award will honor excellence in the area of election administration. Please provide information for the person you wish to nominate:

_____________________________________________________________________________________
Nominee Name

_____________________________________________________________________________________
County Nominee currently serves

_____________________________________________________________________________________
Email Address        Phone

_____________________________________________________________________________________
Person Submitting Nomination

_____________________________________________________________________________________
Email Address        Phone
THE ANN HICKS AWARD
Celebrating Excellence in Georgia Elections Administration

Evidence of Accomplishment:
List the most important contributions related to the area of the award. Provide specific examples of how
the nominee demonstrated dedication, excellence, professionalism and initiative in the area of election.
At GEOA 2019, the Ann Hicks Award will honor excellence in the area of Elections Management. Please
provide information for the person you wish to nominate:

We welcome you to solicit supporting material from others (co-workers, county officials, employees, and
community leaders) in the nominee’s county to support their nomination. Please share contact inform-
ation for up to two other individuals who are willing to support the nomination, along with a letter of
support from each:

Reference One

__________________________________________
Email Address                        Phone

__________________________________________
Reference Two

__________________________________________
Email Address                        Phone

This form is available on Firefly.

DEADLINE IS FEBRUARY 8

Emailed or fax submissions will also be accepted. If you are submitting by email or fax, attach any
supporting documents and Email or fax to:

Chris Harvey
Director
State Elections Division
Fax: 404-651-9531
Email: wharvey@sos.ga.gov
ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS

On April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 became effective. This Act provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a State agency from appropriated funds. Upon verification of the identity of the State official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this certification should be maintained with your tax records to document the individual’s status as a state official or employee traveling on official business. If you have any questions, please contact the accounting or fiscal office of the Department or agency employing the individual identified below.

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STATE OF GEORGIA
CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX

CERTIFICATION

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the State and qualifies for exemption of the local hotel/motel excise tax under Official Code of Georgia Annotated Chapter 48-13 (as amended by Act 621, Georgia Laws 1987).

<table>
<thead>
<tr>
<th>Signature of Official or Employee</th>
<th>Date</th>
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| PRINT OR TYPE |

<table>
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<th>Name of Official or Employee</th>
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<th>Title of Official or Employee</th>
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<th>Agency Represented</th>
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<th>Accounting/Fiscal Office Contact</th>
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<tr>
<th>Date(s) of Lodging</th>
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STATE OF GEORGIA
DEPARTMENT OF REVENUE
SALES TAX CERTIFICATE OF EXEMPTION
GEORGIA PURCHASER

To:
SUPPLIER

SUPPLIER'S ADDRESS

CITY

STATE

ZIP CODE

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased or leased after this date will qualify for tax-free or tax exempt treatment as indicated below. (Check the Applicable Box)

☐ 1. Purchases or leases of tangible personal property or services for RESALE ONLY. O.C.G.A. § 48-8-30. A sales and use tax number is required unless the purchaser is one of the following: church, qualifying tax exempt child caring institution, tax exempt parent-teacher organization or association, private school (grades K-12), nonprofit entity raising funds for a public library, member councils of the Boys Scouts of America or Girl Scouts of the U.S.A. TAX-FREE TREATMENT DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY THE PURCHASER, INCLUDING ITEMS THE PURCHASER WILL DONATE. O.C.G.A. §§ 48-8-3(15), (39), (41), (66), (59), (71).

☐ 2. Purchases or leases of tangible personal property or services made by the United States government, the state of Georgia, any county or municipality of this state, fire districts which have elected governing bodies and are supported in whole or in part by ad valorem taxes, or any bona fide department of such governments when paid for directly to the seller by warrant on appropriated government funds. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1).

☐ 3. Sales of tangible personal property and services made to the University System of Georgia and its educational units, the American Red Cross, a Community Service Board located in this state, Georgia Department of Community Affairs Regional Commissions, or specific qualified authorities provided with a sales tax exemption under Georgia law. A sales and use tax number is not required for this exemption. O.C.G.A. §§ 37-2-6.1(d), 48-8-3(8), 50-8-44.

☐ 4. The sale, use, consumption, or storage of materials, containers, labels, sacks, or bags used for packaging tangible personal property for shipment or sale. Materials purchased at a retail establishment for consumer use are not exempt. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(94).

☐ 5. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state when sold by the manufacturer or assembler for use exclusively outside this state and when possession is taken from the manufacturer or assembler by the purchaser within this state for the sole purpose of removing the property from this state under its own power when the equipment does not lend itself more reasonably to removal by other means. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(32).

☐ 6. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components of each, that will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers and by carriers who hold common carrier and contract carrier authority in interstate or foreign commerce under authority granted by the United States Government. Replacement parts installed by carriers in such aircraft, watercraft, railroad locomotives and rolling stock, and motor vehicles that become an integral part of the craft, equipment, or vehicle are also exempt. The exemption does not extend to private or contract carriers. O.C.G.A. § 48-8-3(33)(A).

☐ 7. Purchases or leases of tangible personal property or services made by the Federal Reserve Bank, a federally charted credit union, or a credit union organized under the laws of this state. A sales and use tax number is not required for this exemption. 12 U.S.C. §§ 531, 1768; O.C.G.A. § 48-6-97.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, this certificate is true and correct and made in good faith, pursuant to the sales and use tax laws of the State of Georgia. Further, I understand that any tangible personal property obtained under this certificate is subject to sales and use tax if the purchaser uses or consumes the property in any manner other than indicated above.

Purchaser's Name: _______________________________ Sales Tax Number: _______________________________ (IF REQUIRED)

Purchaser's Address: _______________________________

Printed Name and Signature: ___________________________ Title: __________________

Telephone Number: ___________________________ Email: __________________

Supplier must secure and maintain one properly completed certificate of exemption from each purchaser making purchases without the payment of tax.