Report on February 2014 BIAS Annual Conference

BIAS Software conducts an annual conference each February. The conference provides:
- ✓ Specialized training on how to use modules in BIAS
- ✓ New and upcoming updates and upgrades to the software
- ✓ Informative lectures from State Auditor's office and others
- ✓ Individual focus groups for Billing, Accounting, Records Keeping etc.
- ✓ Networking opportunities to interface with other organizations, vendors and BIAS Users throughout Washington State.

The 2014 Conference is scheduled for:
February 19 & 20, 2014
Spokane Washington

10 S. Post St
Spokane, WA 99201
Reservations 800-899-1482

Estimated attendance Cost per attendee:
Conference Registration: $ 269.00
Accommodations: $ 332.00
Meals: $ 100.00
Mileage: $ 500.00
Total: $ 1201

Suggested Motion:
"I move to approve reimbursement of reasonable and actual expenses for attendance of the 2014 BIAS Annual Conference for Jack McCarty."

Schedule

Wednesday, February 19th, 2014

	Grand Pennington Ballroom				
7am – 8am	Registration/Breakfast Provided				
8am – 8:30am	BIAS – Opening Address				
8:30am – 9:45am	Keynote Speaker				
Track	Communications	Financial	Utilities	Tech Lab (Limit 10)	
Room	Elizabethan Room A	Grand Pennington Ballroom	Elizabethan Room B	Davenport Board Room	
10:00am - 10:50am	Writing Policies in "Plain Talk" **Presenter** Jordan Peabody Peabody Communications	BARS Reporting **Presenter** WA State Auditor's	Long Range Planning w/Utilities **BIAS Software** Chad	1st Chance	Using Excel **BIAS Software** Derrick
11:00pm – 11:50pm	Writing Policies in "Plain Talk" **Presenter** Jordan Peabody Peabody Communications	Understanding Fund Accounting **BIAS Software** David	Utility Adjustments **BIAS Software** Jordan	2nd Chance	Using Excel **BIAS Software** Derrick
12:00pm – 1:00pm	Lunch Provided				
1:10pm – 2:20pm	**Round Table Discussion** Expert led Discussions on Major Topics				
Track	Communications	Financial	Utilities	Tech Lab (Limit 10)	
Room	Elizabethan Room A	Grand Pennington Ballroom	Elizabethan Room B	Davenport Board Room	
2:30pm – 3:20pm	Before You Hit "Send" Writing Email Part A **Presenter** Jordan Peabody Peabody Communications	Taking the Fear out of an Audit **Presenter** Jon'ese Pearson WA State Auditor's	New Utility Features **BIAS Software** Jordan	1st Chance	Word merge w/BIAS **BIAS Software** Wes
3:30pm – 4:20pm	Before You Hit "Send" Writing Email Part B **Presenter** Jordan Peabody Peabody Communications	Preparing for an Audit in BIAS **BIAS Software** Chad/Karen	Utility FAQ **BIAS Software** Jordan	2nd Chance	Word merge w/BIAS **BIAS Software** Wes
4:20pm	Davenport Hotel Guided Tour (Limited to 30 people) – Sign-up at Registration				
6:00pm	**Client Appreciation Dinner** Awards and Appreciation *Business Social Attire*				

One-on-One Sessions (25 Minutes)

Sign-up at Registration

David	(4 Sessions Available)	Chad	(6 Sessions Available)
Jordan	(4 Sessions Available)	Stewart	(8 Sessions Available)

Schedule

BIAS SOFTWARE

Thursday, February 20th, 2014

	Grand Pennington Ballroom			
7am – 8am	Registration/Breakfast Provided			
8am – 9:40am	Key Note Speaker			
Track	**General**	**What's New**	**Payroll**	**Tech Lab (Limit 10)**
Room	**Grand Pennington Ballroom**	**Elizabethan Room A**	**Elizabethan Room B**	**Davenport Board Room**
10:00am – 10:50am	"Single Audit A133" **Presenter** Rob Moody, CPA	Time Cards/Enhanced PO's **BIAS Software** Mark	Payroll Budgeting **BIAS Software** Chad	1st Chance — Advanced Filtering in BIAS **BIAS Software** Wes
11:00pm – 11:50pm	Documenting Your Job **BIAS Software** Sue Cronk	BIAS Software in the Cloud **BIAS Software** Mark/Derrick	Payroll Adjustments **BIAS Software** Jordan	2nd Chance — Advanced Filtering in BIAS **BIAS Software** Wes
12:00pm – 1:00pm	Lunch			

	Round Table Discussions			
Room	**Grand Pennington Ballroom**	**Elizabethan Room A**	**Elizabethan Room B**	
1:10pm – 2:20pm	**Fire Districts**	**Cities/Water Districts**	**Special Districts**	
Track	**General**	**Financial**	**Payroll**	**Tech Lab (Limit 10)**
Room	**Grand Pennington Ballroom**	**Elizabethan Room A**	**Elizabethan Room B**	**Davenport Board Room**
2:30pm – 3:20pm	Personal Liability Risk with being a public employee **Presenter**	5yr. Report/Cash Flow Custom 5yr Report **BIAS Software**	"New" Payroll Features **BIAS Software** David	1st Chance — Customizing BIAS w/Excel Report Writer **BIAS Software** Mark
3:30pm – 4:20pm	Office Posture **Presenter** Kathe Williams Complete Office	Customizing Income Statement **BIAS Software**	Complicated Payroll Features **BIAS Software** David	2nd Chance — Customizing BIAS w/Excel Report Writer **BIAS Software** Mark
4:20pm	Quilt Giveaway/Picture Handout			

One-on-One Sessions (25 Minutes)

Sign-up at Registration

David	(4 Sessions Available)	Chad	(6 Sessions Available)
Jordan	(4 Sessions Available)	Stewart	(8 Sessions Available)