

## Conference Agenda

### Thursday, March 13, 2025

- 6:00-9:00 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 8:00 a.m. Exhibitor's set-up displays
- 8:00 a.m. **Annual Golf Tournament - Laguna Seca Golf Ranch**
- 4:30-7:00 p.m. Registration Desk Open
- 5:30-7:00 p.m. **Hospitality in Exhibitor's Showroom**

### Friday, March 14, 2025

- 6:00-9:00 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 7:15 a.m. Registration Desk Opens
- 8:00 a.m. Call To Order - Pledge of Allegiance
- 8:10 a.m. Welcome/Program Introductions
- 8:15 a.m. Featured Cemetery - Madera Cemetery District  
*Presented by:* Arthur Gardner, District Manager
- 8:30 a.m. Harassment Prevention Training,  
*Presented by:* The Honorable Karen A. O'Neil
- 10:30 a.m. Break: **Visit Exhibits**
- 11:00 a.m. Harassment Prevention Training,  
*Presented by:* The Honorable Karen A. O'Neil
- 11:30 a.m. Lunch: Exhibitors Introductions  
"Mel Lewis Memorial Awards"
- 1:20 p.m. Donation Drawing
- 1:30 p.m. Are You Meeting Legally?,  
*Presented by:* Robert "Bob" Hunt, Attorney
- 3:00 p.m. **Adjourn - Visit Exhibits/Scavenger Hunt Drawing**
- 3:30-4:30 p.m. Board of Directors Meeting - Observers Welcome
- 6:00 p.m. Dinner/The Killer Dueling Pianos/Door Prizes

### Saturday, March 15, 2025

- 7:00-10:30 a.m. Cooked-to-Order breakfast for registered Hotel Guests
- 7:15 a.m. Registration Desk Opens
- 8:00 a.m. Combined Group Session:  
Trustees/Managers/Secretaries
- 10:00 a.m. Break: **Visit Exhibits**
- 10:50 a.m. **Exhibitor's Drawing**
- 11:00 a.m. Brown Act Compliant Agenda Development and  
Preparation: A Practitioner's Perspective:  
*Presented By:* Danny Brown, CSDM District Manager,  
South Kern & Tehachapi Cemetery District
- 12:00 Noon Lunch
- 1:20 p.m. Donation Drawing
- 1:30 p.m. Annual Meeting - Board of Directors Election
- 2:30 p.m. How Many Hats Does A Public Cemetery District  
Manager Wear, *Presented by:* Mark R. Velasquez,  
Esq. Attorney at Law
- 3:30 p.m. **Adjourn - Grand Prize Drawing**
- 4:00 p.m. Board of Directors Meeting - Election of Officers
- 6:00 p.m. Annual Awards Dinner & Door Prizes

## CONFERENCE LOCATION

**Embassy Suites Monterey Bay  
1441 Canyon Del Rey  
Seaside, CA**

**Make your hotel reservations with the Embassy Suites Hotel.** The hotel is charging CAPC guests \$244.60 for a King and \$267.04 for a Bay View or a Double (Tax included).

For Reservations call (800) 362-2779 and mention you are with California Association of Public Cemeteries or reference the group code "CMT".

Or go to [www.embassysuitesmontereybay.com](http://www.embassysuitesmontereybay.com) and under special rates enter group code "CMT".

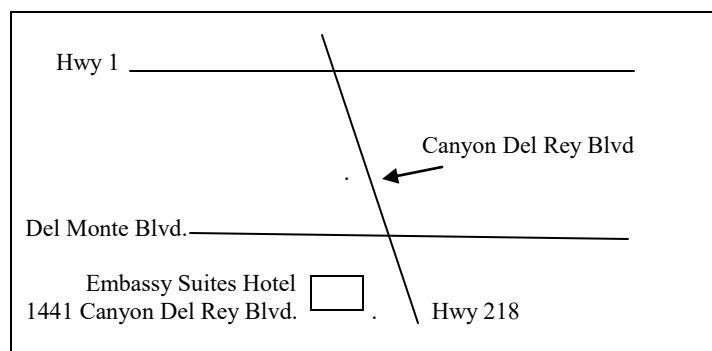
**The hotel is holding a block of rooms for us until:  
Sunday, February 9, 2025**

**Hotel check-in time is 4:00 p.m. and check-out time is 11:00 a.m. Hotel room rate includes cooked-to-order breakfast each day and free standard guestroom Wi-Fi. Self Parking is \$10.00 per night.**

For additional information call the CAPC office at:  
(951) 925-1111 or toll free (888) 344-9858.

**MAKE YOUR HOTEL  
RESERVATIONS TODAY!**

### Directions to Embassy Suites Hotel



# California Association of Public Cemeteries



67th  
Annual Conference

March 13 - 15, 2025

Embassy Suites Monterey Bay  
1441 Canyon Del Rey  
Seaside, CA 93955

**CALIFORNIA ASSOCIATION OF PUBLIC CEMETERIES  
67th ANNUAL CONFERENCE  
March 13th-15th, 2025  
REGISTRATION**

Name \_\_\_\_\_ Position \_\_\_\_\_

Guest Name \_\_\_\_\_

District \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

First time attendee at CAPC event, Yes \_\_\_ No \_\_\_

**Please complete separate registration for each attendee and return with payment no later than Friday, February 7, 2025. Refunds will only be made on cancellations received in the CAPC office by February 7, 2025.**

**Member Registration Fee (For One Person):**     \$ 572.00    

Includes:

- Thursday Evening Hospitality
- Friday Lunch (Buffet)
- Friday Dinner (Plated)  
(Special Need: \_\_\_ Vegetarian Lunch)
- Saturday Lunch (Buffet)
- Saturday Awards Dinner (Plated)  
(Special Need: \_\_\_ Vegetarian Dinner)

     **Guest Friday Buffet Lunch @ \$ 76.00 each**      \$ \_\_\_\_\_

Southern Comfort: Fried Chicken Wings, Grilled Tri-Tip w/ Garlic Glaze, Mac & Cheese, Veggies, BBLT Salad, Green Bean Salad, Fruit Salad, Bread Rolls, Pecan Bars & Cookies

     **Guest Friday Plated Dinner @ \$ 91.00 each**      \$ \_\_\_\_\_

(Special Need: \_\_\_ Vegetarian Lunch)

Grilled Chicken Breast with Artichoke Mushroom Sauce and Rice, Caesar Salad, Baked Sourdough Bread and Raspberry Cheesecake

     **Guest Saturday Buffet Lunch @ \$ 73.00 each**      \$ \_\_\_\_\_

Deli: Roast Beef & Turkey Sandwiches, Kettle Chips, Potato Salad, Tortellini & Grilled Vegetable Salad, Mixed Green Salad & Chef's Desserts

     **Guest Saturday Awards Plated Dinner @ \$ 91.00 each**      \$ \_\_\_\_\_

(Special Need: \_\_\_ Vegetarian Dinner)

Grilled Sliced Tri-Tip with Roasted Garlic Glaze, Veggies & Potatoes, Monterey Salad, Baked Sourdough Bread and Tiramisu

Hospitality Co-Sponsor (Optional)      \$ \_\_\_\_\_

\$ 50.00 to \$ 99.00 Silver

\$ 100.00 to \$ 199.00 Gold

\$ 200.00 and up Platinum

**Total Enclosed:**      \$ \_\_\_\_\_

Send completed registration and check to:

California Association of Public Cemeteries

P.O. Box 119

San Jacinto, CA 92581

Phone: 951-925-1111

Toll Free (CA): 888-344-9858

Fax: 951-652-3643

**No refunds for cancellations received after February 7, 2025.**

**Applications from CAPC member districts are being accepted until January 17, 2025 for Scholarships to attend the conference. Contact CAPC.**

**CAPC CONFERENCE HIGHLIGHTS**

**Who should attend:** Trustees, Managers, Secretaries and employees interested in increasing their knowledge of public cemetery district governance, operation and administration.

**Featuring:**

- **Harassment Prevention Training:** Required Training for Trustees & Designated Staff Members.
- **Are You Meeting Legally?:** In this session we will discuss what constitutes a “meeting” under the Brown Act and when, where and how you can meet within the law, including online interactions.
- **Brown Act Compliant Agenda Development and Preparation: A Practitioner’s Perspective:** Properly preparing and assembling a board meeting agenda that will enhance the flow of the meeting and assure transparency and compliance with requirements under the California Government Code.
- **How Many Hats Does a Public Cemetery District Manager Wear:** The presentation discusses the many different roles that a district manager must play, sometimes at the same time. The presentation will facilitate a discussion of the best methods on how to handle the many roles and the support that you may be able to reply upon.
- **Problem Solving:** Trustees, Managers/Secretaries combined breakout session will provide the opportunity to share information and ask questions about problems that are common to other districts.
  - **To ensure your problem will be addressed, submit your problem/question in advance with the attached Registration.**
- **Exhibitors of Cemetery:** Equipment, supplies, computer programs, liability/property & workers’ compensation insurance and much more.
- **Friday - Exhibitor’s Scavenger Hunt Drawing:** You must visit Exhibits.
- **Saturday - Exhibitor’s Drawing:** You must visit Exhibits.
- **Grand Door Prize:** A drawing for the Grand Door Prizes will be held at the end of the conference programs on Saturday afternoon. You have to be present to win.
- **Door Prizes:** Traditionally, Districts bring door prizes that are common to their area of the state. These are distributed to attendees at the evening events.

**“AND MUCH MORE”**

**Special Events:**

**Thursday, March 13, 2025:**

- **CAPC Annual Golf Tournament:** Laguna Seca Golf Ranch
- **Hospitality:** Don’t miss the Thursday evening Exhibitor’s Hospitality from 5:30 - 7:00 p.m. Co-Sponsored by CAPC, Participating Districts and Exhibitors. There will be a tempting variety of hors d’oeuvres and fellowship with other cemeterians from districts throughout the state.
  - Districts and Exhibitors are encouraged to help make this another successful event. All co-sponsors funds collected will be used for the Thursday evening Exhibitor’s Hospitality.
  - **Recognition for Hospitality Co-Sponsors:**
    - \$ 50.00 to \$ 99.00 Silver
    - \$ 100.00 to \$ 199.00 Gold
    - Over \$ 199.00 Platinum

**Friday, March 14, 2025:**

***Join us for Dinner:  
The Killer Dueling Pianos***

**Saturday, March 15, 2025:** Saturday evening will be our Annual Awards Dinner which will include announcing the selection of the Presidents’ Award, Trustee & Manager of the Year, Cemeterian of the Year and Ruben Siemens-Wayne Byington Memorial Award.

**“Donated Door Prizes**

**are encouraged and appreciated”**

Drawings for door prizes donated by Districts and Exhibitors will be held at Friday and Saturday evening events.