

# **Georgia Cemetery Association**

## ***Administration & Compliance Seminar***

**Thursday, October 5<sup>th</sup>, 2023 ~ 9:00 am - 3:00 pm**

**The Depot ~ Fayetteville, GA**

Registration 8:30am - Coffee and light breakfast bites

9:00 – Welcome - April Mowell G.C.A. President

TOPICS TO INCLUDE ( a Q&A period will follow each topic presentation )

- Your Cemetery & Technology – Using Cemetery Specific Apps – Major Benefits
- Digital Contracts and Cloud Based Systems and Support
- What You Need to Know When the Secretary of State's Office Pays You a Visit!
- Secretary of State – What's New – From New Procedures to New Fees, are you operating within current guidelines?
- All Things Administrative, From Record Keeping to Report Filing, and everything in between – Documents, Customer Files, Interment Procedures, Who to contact for what, etc.....
- So, you need a new employee – how to navigate hiring, and where to look.
- Human Resource Management – A valuable GCA Member Benefit, are you taking full advantage of this benefit?
- OSHA – a much overlooked compliance area. One violation could cost you more than you may be aware. More important than money, is potential injury or loss of life.

3:00 - Closing Remarks – April Mowell - G.C.A. President

GCA Board Meeting to Follow