

**Treasurer/Commissioner of the Revenue
Joint Summer Conference
August 3 - 6, 2025
Hotel 24 South - Staunton**

Sunday, August 3		
3:00 pm – 5:00 pm	TAV Board meeting	Salon A
3:00 pm – 5:00 pm	CRAV Board meeting	Salon B
	Dinner – on your own	
9:00 pm – 12:00 am	Hospitality Room – sponsored by American Solutions for Business & Avenity	Augusta room

Monday, August 4		
8:00 am – 9:00 am	Registration & Breakfast	Magnolia South
9:00 am – 9:15 am	Welcome by TAV and CRAV Presidents – Tanya Wilcox & Chris Jones	Shenandoah
9:15 am – 10:15 am	Lobbying with your Legislators – Delegate Bulova & Delegate Ellen Campbell	Shenandoah
10:15 am – 10:30 am	Break	
10:30am – 11:00 am	Lobbying with your Legislators – Delegate Bulova & Delegate Ellen Campbell	Shenandoah
11:00 am – 12:00 pm	Legislative Wrap Up - Jim Regimbal	Shenandoah
12:00 pm – 1:00 pm	Lunch	
1:00 pm – 2:00 pm	Political Analyst - Sharif Azami	Shenandoah
2:00 pm – 3:00 pm	DMV - Gerald Lackey & Scott Cummings	Shenandoah
3:00 pm – 3:15 pm	Break	
3:15 pm – 4:30 pm	Conflict Resolution - Chris Armstrong	Shenandoah
4:30 pm – 6:30 pm	Hospitality Room – sponsored by American Solutions for Business & Avenity	Augusta room
6:30 pm -	CRAV – Dinner – TBD	
6:30 pm – 8:30 pm	TAV – Dinner sponsored by Virginia Auction Company	
8:00 pm – 11:00 pm	Hospitality Room – sponsored by American Solutions for Business & Avenity	Augusta room

Classes:

Tuesday, August 5		
8:00 am – 9:00 am	Breakfast	Magnolia South
9:00 am – 12:00 pm	All Classes	See Class Chart
12:00 pm – 1:00 pm	Lunch	
1:00 pm – 3:00 pm	All Classes	See Class Chart
3:00 pm – 3:15 pm	Break	
3:15 pm – 5:00 pm	All Classes	See Class Chart
	Dinner – on your own	

Wednesday, August 6		
8:00 am – 9:00 am	Breakfast	Magnolia South
9:00 am – 12:00 pm	All Classes	See Class Chart
12:00 pm – 1:00 pm	<i>Box Lunch – Leadership, Roles & Responsibilities and Customer Service ONLY</i>	
1:00 pm – 3:00 pm	<i>Roles & Responsibilities and Customer Service CONTINUED, Leadership Exam</i>	

Joint Conference Registration

Registration Deadline: **July 25, 2025**

TAV

Register for Monday's Joint Conference at <https://coopercenter.my.site.com/main/s/login/>.
Cost: \$90 for members / \$105 for non-members. A \$10.00 processing fee will be assessed for cancellations.

CRAV

Register for Monday's Joint Conference at www.vacomrev.com.
Cost: \$90

Special Meals: If you need a special meal (vegan, vegetarian, gluten free, or have a food allergy), please make sure you request it when you register online.

Lodging at the Hotel 24 South, Staunton

The **reservation deadline** for reserving rooms at Hotel 24 South is **July 3**.

Hotel 24 South
24 South Market Street
Staunton, VA 24401
(540) 885-4848
Single/Double: \$110

Web Site: <https://www.hotel24south.com>

There is a **\$7.50** charge for **overnight parking**.

Cancellation Policy: 48 hours

Complimentary Wi-Fi, Fitness Facility, Indoor Pool

- Check in: 4:00 pm
- Check out: 12:00 pm

Room Reservation Link:

<https://res.windsurfercrs.com/ibe/details.aspx?propertyid=14254&nights=3&checkin=08/03/2025&group=4540368&lang=en-us&adults=1&childAges=>

Classes

Registration Deadline for all classes: July 25, 2025

Course enrollment is limited, so enroll early!

All courses are open to members of both associations.

Class	Fee (non-member)	Instructor	Location
Leadership Class	\$200 (\$235)	Andy Travers, Instructor of Management, Radford University	Blue Ridge
Roles & Responsibilities of the Treasurer	\$185 (\$235)	Fred Parker, MGT, Washington County	Salon A
Customer Service	\$185 (\$235)	Jason Vandever, MGT, City of Charlottesville Jody Acosta, MGT, City of Falls Church	Salon B
Lobbying 101	\$150	Page Johnson, MCR, City of Fairfax Eric Maybach, MCR, Fauquier County	Salon C

Lobbying 101 will conclude before lunch on Wednesday. Roles & Responsibilities of the Treasurer, Leadership, and Customer Service are planned to continue after lunch.

A box lunch is only provided for those taking the R & R, Leadership, and Customer Service Treasurer courses on the second day of class as they do not end at noon.

For information on certification/recertification, please refer to the Certification Handbooks.

Class Registration

TAV

Register for Leadership, Roles & Responsibilities of the Treasurer, or Customer Service through the Cooper Center website:

<https://coopercenter.my.site.com/main/s/login/>

Register for Lobbying 101 by contacting Amy Johnson in the Hanover County Commissioner of the Revenue's office at 804-365-6126 or awjohnson@hanovercounty.gov.

CRAV

Register for Leadership, Roles & Responsibilities of the Treasurer, or Customer Service through the Cooper Center website:

<https://coopercenter.my.site.com/main/s/login/>

Register for Lobbying 101 through the COR website at www.vacomrev.com. For questions, contact Amy Johnson in the Hanover County Commissioner of the Revenue's office at 804-365-6126 or awjohnson@hanovercounty.gov.

***If you do not have a login to the Cooper Center website—the same place where you check your transcript---contact Beth Bennett at the Cooper Center (eaw3f@virginia.edu) and she can enter you into the clients database at the Center. Please send her your full name, title, email address, phone number, and locality.*

Class Cancellation Policy

Since class size is limited, if you find you cannot attend, please notify the following contacts immediately, so that your space can be offered to another student:

Leadership Class	Beth Bennett	eaw3f@virginia.edu
Roles & Responsibilities of the Treasurer	Beth Bennett	eaw3f@virginia.edu
Customer Service	Beth Bennett	eaw3f@virginia.edu
Lobbying 101	Amy Johnson	awjohnson@hanovercounty.gov

A \$10.00 processing fee will be assessed for cancellations.

No refunds for cancellations received **after July 25, 2025**, unless your space is filled.

Exam Information

- Depending on the course you will have from one hour to three hours to complete the exam online.
- Exams will be online at the **UVA Collab** site.
- The exam will be open from 12:00 pm August 6 - 5:00 pm August 8.
- Once you start the exam the clock starts ticking. You can take the exam from your office or home computer; just make sure you are in quiet location.
- NOTE: Depending on the course exam, if you start the exam later than 2:00 pm on August 8 you will not have the full time to take the exam as the system will lock you out at 5:00 pm.
- Grades will usually be available on the **UVA Collab** site 48 hours after the close of the exam

Online Exam via UVACollab Site

A few days before the course, you will receive a link to the UVACollab site for the course.

In the **Resources** file you will find two info sheets:

1. *Essential Tips for Taking Online Tests in UVACollab*. It is highly recommended that you read this document before taking the online exam.
2. *How do I view the feedback in my assessment* (i.e. test or quiz). It explains to you how to read your grade.

In the **Tests and Quizzes** file you will find the course assessment (final exam).

The exam will not be open until the conclusion of a course.