



**Agenda**  
**AFA Tucson Winter Workshop 2006**  
**“How to Avoid Regulatory Liability in Your Practice”**  
**Friday, December 1, 2006**  
**Tucson, Arizona**  
**CEU's: 5.0**

- 8:00 a.m. – 9:00 a.m. Registration and Continental Breakfast
- 9: 00 a.m. – 9:10 a.m. Welcome and Opening Remarks  
Roger Coventry  
Deputy Public Fiduciary - Maricopa County, AFA President
- 9:10 a.m. – 9:30 a.m. “Self Auditing Model Introduction”  
Catherine Robbins  
Mohave County Public Fiduciary, AFA Board Member
- 9:30 a.m. – 10:30 a.m. “Audit and Quality Assurance Strategies and Procedures” Panel Discussion  
Moderator:  
Lisa Price  
Entrust Fiduciary Services, AFA Board Secretary
- Panelists:  
Greg DoVico  
CEO, Southwest Fiduciary, Inc, AFA Immediate Past President
- Pam Johnston  
Certified Fiduciary Services, Inc.
- Catherine Robbins  
Mohave County Public Fiduciary, AFA Board Member
- Peter Santini  
Chief Investigator, Pima County Public Fiduciary
- 10:30 – 10:45 a.m. Break
- 10:45 a.m. – 11:45 a.m. “Ethical Considerations Regarding Fees”  
Denice Shepherd  
Law Offices of Denice Shepherd, AFA Board Member
- 11:45 a.m. – 1.00 p.m. Lunch – Informal Networking



- 1:00 p.m. – 1:30 p.m.      “Drafting Your Own Policies and Procedures”  
Catherine Robbins  
Mohave County Public Fiduciary, AFA Board Member
- 1:30 p.m. – 2:45 p.m.      Workshop Activity:  
“Drafting Essential Policies and Procedures”  
Catherine Robbins, Mohave County Public Fiduciary, AFA Board Member
- This interactive session will involve small group work. Each group will be given a hypothetical policy/procedure to draft. After the break, attendees will reconvene to share their policy and/or procedure with the entire group.
- 2:45 p.m. – 3:00 p.m.      Refreshment Break
- 3:00 p.m. – 3:50 p.m.      Policy and Procedures Group Sharing  
Moderator:  
Miriam Kennedy  
Kennedy Law Firm, AFA Board Member
- 3:50 p.m. – 4:00 p.m.      Closing Remarks