



# Memo

**Date:** October 30, 2017

**To:** Pastors, Principals, Parish and School Business Managers

**From:** Patrick Warner, Parish Systems Manager; Susan Shirley, Parish Systems Administrator; Sherri Dahlheim, Parish Systems Support; Office of Finance

**Re:** Upcoming P+SIC Conference – Thursday, November 16, 2017

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All are welcome to join us on Thursday, November 16, 2017 for the Parish + School Insights Conference (P+SIC) from 9:00 a.m. to 3:00 p.m. at the Chancery, 2401 Lake Park Drive, Smyrna, GA 30080. Come early to enjoy coffee and breakfast treats, beginning at 8:15 a.m.

This session will focus on a variety of topics targeted for several positions at parishes and schools. Some highlights of the day are outlined below.

The conference is free, but registration is required. Click [here](#) to register online.

Please be sure to register all attendees from your parish so we may have an accurate attendance count. If you have any questions, please contact Susan Shirley at [sshirley@archatl.com](mailto:sshirley@archatl.com).

## Topics:

- [ConnectNOW Family Suite Rollout](#) – status update of our archdiocesan-wide upgrade project and how to schedule your parish for the upgrade or training
- [Tips and Tricks for ConnectNOW Family Suite](#) – presented by selected parish staff members
- [ParishSOFT Giving Webinar](#) – new online event registration and payment options with PCI compliance
- [Advance Preparation for Year-End Tax Letters](#) – steps you can take now to improve the work flow of your annual statements
- [Finance Updates](#) - including taxes at parishes and schools, annual certification letters, etc.
- [Claims Recap](#) - from Catholic Mutual

- Benefits Update – from the Office of Human Resources
- Networking During Lunch – meet staff members from other parishes and discuss your common questions and business challenges

We look forward to seeing you at this event!