



Memo

Date: May 21, 2018

To: Pastors, Principals, Parish and School Business Managers

From: Patrick Warner, Parish Systems Manager; Susan Shirley, Parish Systems Administrator; Office of Finance

Re: Upcoming P+SIC Conference – Tuesday, June 26, 2018

Please join us on **Tuesday, June 26, 2018** 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 SE, Smyrna, GA 30080. Come early to share a coffee and some 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 are available below. All are welcome to attend.

The conference is free of charge, but please click [here](#) to register all attendees from your parish so we may plan for attendance and food. If you have any questions, please contact Susan Shirley at sshirley@archatl.com.

Topics:

- Finance updates, including banking and Chart of Accounts review
- Tips and tricks for Microsoft Excel
- Enhance your web browsing experience with Easy Shortcuts
- Georgia Bulletin mailing list management
- Claims recap from Catholic Mutual
- Payroll update – Office of Human Resources
- Networking time over lunch – meet staff members from other parishes and discuss your common questions and business challenges
- Departmental updates from the offices of Information Technology, Archives and Records, Formation & Discipleship and more!

We look forward to seeing you at this event!