

Disclosures



**A
MESSAGE
FROM
THE
CHAPTER
PRESIDENT**



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HAPPY NEW YEAR!

I hope you all had a great holiday season! While another calendar year has concluded, we are only half way through the AGA program year with several events still available for you to attend, including luncheons, audio conferences, and the Spring PDC.

Right around the corner is our annual Tax Update luncheon that we co-host with the SAAABA on the 11th. We are also hosting an audit conference later that same week on the 13th - *Evidence Based Policymaking - Making the Right Decisions to Improve Programs*. Then there is another audio conference - *Grants* - on March 9th.

We are also put the final touches on the 2016 Spring PDC event being held on March 22 at the Okemos Conference Center. This is a great opportunity for you to obtain 8 hours of CPE at a super low cost while increasing your knowledge in several key areas.

We are always looking for ways to provide you with quality, relevant, and affordable CPE. With that in mind, please contact me or any of the Board members if you have any topics you would like to see at future AGA events. Also, remember that the AGA is a great way to get involved, expand your network, and improve your skill set. If you would like to get more out of your AGA membership, please do not hesitate to contact me.

DAN

Vision

AGA is the premier association for advancing government accountability.

Mission

AGA fosters learning, certification, leadership and collaboration for professionals and stakeholders committed to advancing government accountability.

Core Values

Service, Accountability, Integrity, Leadership

SAVE THE DATE

March 22, 2016

Greater Lansing AGA Chapter
Professional Development Training
8 hours CPE

Okemos Conference Center

see page 3 for more information

ATTENTION AGA MEMBERS WHO TEACH IN HIGHER EDUCATION:

AGA National Office is requesting members teaching higher education to be added to a list to receive relevant information to share with your students about AGA and a career path in government. If you are interested in being added to the list, contact Shawna Hessling at hesslings@michigan.gov.

Eye Opener

2023



The year that wireless carriers like AT&T and Verizon will have to start providing 911 operators with a caller's precise location – down to the floor of the building that they're on.

SOURCE: Governing | December 18, 2015





**MONTHLY MEETING
MONDAY
January 11, 2016
11:45**

Capitol View Building
201 Townsend Street,
Lansing, Michigan

2016 INCOME TAX UPDATE



What changes will you be facing as you prepare income tax returns for 2015? Are you prepared?

Speaker:
Carrie Hindmon, CPA, CSEP
Andrews Hooper Pavlik PLC

This meeting is a joint meeting with SAAABA. Seating is limited so please register early.

REGISTRATION

Register on-line at www.aga-lansing.org.
Click on events.
Register before Thursday, January 7, 2016

COST

\$10 AGA/SAAABA members
\$15 non-members

Registrants are responsible for payment unless cancellation is received by the registration deadline.



**WEB CONFERENCE
WEDNESDAY
January 13, 2016
2:00pm to 3:50pm**
Constitution Hall
ConCon A and B
Lansing, Michigan

**EVIDENCE BASED POLICYMAKING
MAKING THE RIGHT DECISIONS TO
IMPROVE PROGRAMS**

Governments at all levels make budget and policy choices each year that have long-term effects on the services provided and the dollars spent delivering those services. Studies have shown that government leaders can make better decisions and achieve better results by using rigorous evidence to inform, enable and operate programs more strategically. Pew-MacArthur Results First Initiative has developed a framework for governments to build and support a system of evidence based policymaking. Two researchers from Pew will discuss the framework and share examples of how it is being used across government entities.

Speakers:
Torrey Silloway and Gary VanLandingham

REGISTRATION

Register on-line at www.aga-lansing.org. Click on events.
Register before Monday, January 11, 2016

COST

AGA members - FREE
non-members - \$20

Registrants are responsible for payment unless cancellation is received by the registration deadline.



**FREE WEBINAR
WEDNESDAY
February 3, 2016
2:00pm to 3:00pm**

FREE AGA MEMBERS ONLY WEBINAR

REGISTRATION

Register on-line at www.agacgfm.org.
Click on Training and Events then Webinars then Free Members-Only Webinar Offerings

**MANAGING IN A MULTI-
GENERATIONAL WORKPLACE**

There can be up to four generations working in the same organization at the same time – each with different work values, management and communication styles.

This webinar will help bridge the gap or try to reduce generational turbulence and lead to a more productive and harmonious work environment.

Speaker: Mindy Stooksbury, Director of Fiscal Services, Marysville City Schools, Tennessee

2016 Spring Professional Development Training

The Keys to the Kingdom are in the Insights

Tuesday, March 22, 2016

8:00am – 4:55pm

Okemos Conference Center

2187 University Parkway, Okemos, Michigan

just off 96 East/West, Okemos Exit 110, free parking

You can register online at <http://www.lansing-aga.org>. Click on Events.

Registration Ends Friday, March 13, 2016

7:30 – 8:00	Registration. Coffee, tea, continental breakfast.
8:00 – 8:05	Welcome and Opening Remarks
8:05 – 8:55	2016 Governmental GAAP Updates Stephen Blann, CPA, CGFM, CGMA - Rehmann 1.0 hour CPE Accounting
9:00 – 9:50	IT Investment Planning James Mc Farlan, DTMB 1.0 hour CPE Management
9:50 – 10:05	Break
10:05 – 11:00	Economic of Game Theory and Strategic Decision Making Paul Groll, DTMB 1.0 hour CPE Accounting
11:05 – 11:55	Information Privacy John Donovan, DTMB 1.0 hour CPE Management
11:55 – 1:00	Lunch and Awards Presentation
1:05 – 1:55	Sigma Update Ruth Schwartz, Director, Project SIGMA 1.0 hour CPE Accounting
2:00 – 2:50	Single Audit Doug Ringler, CPA, Michigan Auditor General, OAG 1.0 hours CPE Auditing
2:50 – 3:05	Break
3:10 – 4:00	Lean Accounting Larry Simpson, Accounting Chair, Davenport University 1.0 hour CPE Accounting
4:05 – 4:55	Ethics Bobby Derrick, MBA, CGFM, National AGA 10 hour CPE Ethics

\$70 for AGA members
\$100 for non-members
MAIN ID 2521858718-005
Registrants are responsible for payment unless a cancellation is received by the deadline.

Payment

- can be made by credit card when you register on-line
- checks can be sent to AGA at PO Box 12159, Lansing, MI 48901
- checks or cash will be accepted at the conference

Questions?

contact
Anshu Varma
varmaa@michigan.gov
517-241-2002

qualifies for 8 hours of CPE

SIREN/Eaton Shelter

Helping Victims of Domestic Violence and the Homeless

Chapter Community Service Project

see page 6 more for information

**CAN YOU FIND ME NOW?
WHY CALLING 911 WILL GET EASIER**

Mike Maciag | December 2015

Phones can detect your location, but emergency responders can't. That's all going to change soon.

When you check movie times on your cellphone, search for a restaurant or hail a ride, the device automatically knows exactly where you are and can suggest things nearby. So it's understandable that many people assume the same holds true when they call 911 for emergency assistance.

But the fact is, 911 call centers frequently receive imprecise locations of callers from wireless carriers -- and some don't get any location information at all. Calls from landline phones are linked to addresses. But today more than 70 percent of all 911 calls originate from cellphones, a number only expected to increase.



More reliable location information could save lives, and earlier this year an order from the Federal Communications Commission (FCC) set

targets for companies to improve both the availability and accuracy of location information. But those upgrades remain a long way off.

Under the new rules, carriers will have to provide caller location info within 50 meters 80 percent of the time by 2021, along with vertical location information -- is the caller in the basement or on the 22nd floor? -- that would have to be in place in top markets by 2023.



Critics have derided the rules, calling for shorter timelines and targets specific to calls placed indoors, which lack location information much more frequently than calls placed outdoors with a clear view of the sky.



Originally, the FCC had proposed rules with a much more aggressive timeline. But telecom companies succeeded in lobbying against the proposals, arguing they relied on expensive and unproven technology. The revised rules were developed in agreement with the nation's four largest wireless carriers, along with the Association of Public-Safety Communications Officials and the National Emergency Number Association (NENA), which represents dispatchers, supervisors and private-sector service providers. "We would have liked to have seen a more compressed timetable," says NENA CEO Brian Fontes, "but reality isn't going to allow for it."



Of course, 911 dispatchers do ask callers for their location. But sometimes callers hang up. Other times, they might not know exactly where they are if they are traveling in unfamiliar places. For this reason, it's crucial that communities maintain signs and posted mile markers, says Gary McCarraher, who chairs the International Association of Fire Chiefs' communications committee. "It's really low-tech systems that have been the mainstay of emergency location for centuries," he says, "and they're still important."

Meanwhile, minutes matter when responding to a call, and communicating more precise location information is critical, says McCarraher. "For every passing second, we push up the numbers of deaths, injuries and dollar loss to the public."

GREATER LANSING CHAPTER SEEKING NOMINATIONS FOR AWARDS



DO YOU KNOW SOMEONE WHO DESERVES TO BE RECOGNIZED FOR THEIR CONTRIBUTIONS TO THE GOVERNMENT ACCOUNTABILITY COMMUNITY?

The Greater Lansing Chapter of the Association of Government Accountants (AGA) is seeking nominations for its annual (1) Excellence in Government Leadership Award, (2) Professional Development Award, and (3) Community Service Award. The Chapter's Awards and Nominations Committee is seeking the nominations of individuals whom you believe deserves to be recognized with these prestigious awards.

Nominations should include the name and position held by the nominee, the award for which they are being nominated, and a brief description of the person's recent accomplishments for the award category. In addition, the nominator's name and contact information must be included. You may nominate yourself. Recipients will be recognized by their peers at the Chapter's Spring Conference on March 22, 2016.

Please refer to the following criteria when submitting your nomination:

Excellence in Government Leadership Award

The Excellence in Government Leadership Award is presented to a government professional who exemplifies and promotes excellence in government accountability management, outstanding leadership, high ethical standards and innovative management procedures. The award criteria includes the following:

1. The nominee must be employed in government, holding a management position involving one or more disciplines of government financial management.
2. The nominee does not need to be a member of AGA.
3. The nominee must be personally responsible for leading extraordinary initiatives in the course of their employment throughout the last year that have made a significant and lasting contribution to the quality, efficiency, and/or effectiveness of government accountability management.

Professional Development Award

The Professional Development Award is presented to an individual, either an AGA member or nonmember, to recognize extraordinary efforts in providing and promoting continuing education and professional development leadership for government professionals and others, demonstrating the importance of a lifelong commitment to learning.

Community Service Award

The Community Service award is presented to an AGA member to recognize exceptional personal commitment to community service activities sponsored by AGA and other organizations.

Nominations must be received by Friday, February 26, 2016

to submit a nomination

send an email or write a brief letter with the information requested above
(feel free to nominate yourself)

completed nominations may be emailed to lansingaga@gmail.com
or mailed to PO Box 12159, Lansing, MI 48901
contact Kenji Griffith, Awards Chairperson
at kag@michigan.gov or 517-373-6722

AGA is a national professional association of 14,000 members who represent every level of government financial management. Since 1950, AGA has been dedicated to serving those who are faced with the challenge of using every government financial resource in the most effective manner possible and has been the vanguard organization addressing the issues and challenges facing government financial managers.

CHAPTER COMMUNITY SERVICE PROJECT

February 1 – April 15

VITA

Volunteer Income Tax Assistance

Last year each four hour shift of volunteer time returned over \$8,000 to our community!

Help local families as a trained IRS-certified volunteer. You can be vital to the region's economy through this important community program.

Time Commitment:

- ✓ 12 hours of training
- ✓ 4 hours per week (February – April)
- ✓ Daytime, evening, and weekend hours

By Volunteering:

- ✓ You become IRS certified
- ✓ You can earn CPE for the training hours
- ✓ Gain information for your own taxes
- ✓ Help the community in an important way

Online or in-person training is available.
Invite friends and colleagues.

Visit aga-lansing.org for the training schedule.

517-246-1466
www.mifreetaxes.org



CHAPTER COMMUNITY SERVICE PROJECT

March 22 at the Spring PDT



SIREN / Eaton Shelter

Serving survivors of domestic violence and homeless families.

www.sireneatonshelter.org

The mission of SIREN / Eaton Shelter is to promote the elimination of domestic violence and homelessness by providing temporary housing, support, advocacy, education, and information to the community.

IMMEDIATE NEEDS

Household Items

- Towels (any kind)
- Pillows (new only)
- Blankets (clean used or new)
- Paper Towels, Toilet Paper, Kleenex
- Zip Lock Bags
- Aluminum Foil or Plastic Wrap
- Personal Needs Items
- Sanitary Products
- Shampoo and Conditioner
- All Types of Laundry and Household Cleaners

Baby Items

- Diapers (all sizes)
- Wipes
- Formula
- Food (all types but cereal)

Other

- Non-Perishable Food Items (especially fruit, chunky soup and microwave meals for families housed in a hotel)
- Children's Card Games
- Flash Cards

Cash donations are always appreciated.





Heather Kerrigan

Posted
December 10, 2015



15 TIPS TO PRIORITIZE AND END PROCRASTINATION IN THE NEW YEAR

As you begin to make your goals for 2016, consider adding some work-related items to your to-do list. And you might even want to add to-do lists to your to-do list (or maybe I'm the only person who does that). One great goal for the new year is determining how to become more efficient at work through better prioritization and less procrastination. But, how can you prioritize when seemingly everything is of utmost importance? And how can you end procrastination when you're paralyzed by fear of your overwhelming to-do list? Here are some tips to get you started.

1. Write down everything that is on your plate each night before you leave work. This includes even the small tasks. Don't count on your brain to remember everything. Take a moment to look the list over and determine the three to five items that should absolutely be accomplished the following day. By planning the night before, you should find yourself better prepared to hit the ground running in the morning. Of course, there might be things that crop up overnight, which may require reevaluation of your most important tasks. But cross that bridge when you get there and make your evening list based in what you know at that time, not what might happen in the future. (There are some schools of thought that disagree with this method and believe that you should make your task lists when your mind is freshest, generally first thing in the morning. It's important to determine what works best for you. For me personally, I sleep better at night knowing that I got everything out of my mind and onto paper before leaving work).

2. Ask yourself what happens if you don't complete the tasks on your list. One of the benefits of writing everything down is that you get to rationalize how important everything truly is. So, as you look at your tasks, if the answer to the question is "I'll lose my job" or "I'll let my team down" those are probably the things that need to make their way to the top of your list.

3. Determine which tasks are actually the most critical. This can be done in a number of ways. First, think about the tasks that can only be completed that day. Next, think about how the task serves your team or agency (for example, answering a co-workers question about refrigerator policy probably doesn't help greater team or agency goals). If you are truly unsure,

stop by and talk to your boss to find out what he or she is thinking. To divide your tasks into which should be completed first, consider taking a page out of President Eisenhower's book. He was a master at dividing tasks into those that are important and those that are urgent. What's the difference? Urgent tasks require immediate attention, while important tasks need to be completed and feed into a long-term goal or mission, but they don't need to be completed right that second. Tasks can be both important and urgent, but usually they are not. Stephen Covey, the author of *The 7 Habits of Highly Effective People* used Eisenhower's method to develop a decision matrix which I've included below.

4. Lists! If you've read enough of my posts, you probably get the sense that I love lists. A lot. And for productivity, they can really be helpful. One prioritization strategy is to create four lists that you consistently update as needed and which list all of your goals/to-dos: a master list of all tasks, a monthly list, a weekly list, and a daily list. This method helps take some things off of your mind by properly prioritizing them into, for example, the monthly list rather than the daily list.

5. Be realistic about both the time it takes to complete a project and the time you have available. No one truly expects you to be able to do it all. So as you are placing your most critical tasks on your to-do list, think about how much time they will actually take, and build in some buffer. And although it may be tempting, don't schedule so many tasks that you would have to work for 20 hours straight to finish them all. Leave yourself time for sleeping, eating, commuting, taking a break, etc.

6. Complete your hardest or least desirable task first. Each morning, when you get ready to conquer your list, first complete one task that you dread doing. This might be an uncomfortable meeting or a boring report. But you'll find that by getting this out of the way first, you are more productive throughout the rest of the day.

7. Determine whether the work on your to-do list is actually yours to complete. If it isn't, delegate the task to someone else whenever possible.

8. Establish a routine. Our brains work best when they are in a rhythm, so setting specific tasks to happen close to the same time each day can be beneficial in removing some of the procrastination and keeping you on track. For example, choose a time to eat lunch each day, a time to check emails, a time to return phone calls, etc. and stick to those times throughout the week. This also ensures that you aren't breaking up your day and interrupting

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Early Career Center

A Checklist for How to Leave a Job On Good Terms

by Lily Whiteman, govloop.com



In the musical chairs of life, you will probably eventually leave your current job for a better one. When you do so, you should try to leave your job as gracefully and smoothly as possible. Here are some tips to help you move on without messing up.

- Don't resign from your current job until you receive a final written agreement from your future employer (if you're not retiring).
- Within reason, try to set your start date on your new job far enough away to give yourself enough time to tie up loose ends on your current job, say your goodbyes and complete activities listed below – all of which may take longer than you anticipate. Also, if possible, consider taking leave between jobs to enable you to start your new job refreshed and raring to go.
- Resign in person to your boss and other managers before you tell your colleagues about your imminent departure.
- Thank everyone who provided references for you or helped you in any other way to land your new job. An old fashioned hardcopy *thank you* gift will go a long way towards indelibly conveying your gratitude. Thank your references and other helpful associates for extending themselves for you even if they helped you apply for a job you did not get.
- Research your agency's exit procedures soon after announcing your departure. Beware that these procedures may require obtaining signoffs from many departments, which may take several days.
- Carefully consider which projects you will realistically be able to complete in the time remaining before your departure and which ones you will have to leave unfinished. When you do so, remember that once you're gone, you're gone – meaning you will lose all control over your projects once you leave your job. So if you're *really* care about the way a project



is completed, you may have to finish it yourself to ensure that it is finished to your satisfaction. But if doing so would consume an excessive amount of time, accept the tough reality that you should hand it off to someone else, no matter how much time and effort you have already invested.

- If your replacement currently works within your organization, consider introducing him/her in person or via email to colleagues with whom he/she will frequently interact.
- Double check that HR offices of your current and future agencies are managing your transfer – and doing so according to the correct end and start dates.
- Ask your current agency's IT office if you can be given access to your email account after your departure, if you want such access.
- Leave a message on your phone indicating you are no longer with the organization and include a name or phone number the caller can be directed to for assistance.
- Clear out your office space. Take copies of electronic files and emails that you are allowed to under your organization's departure policy. Delete personal information.
- If you want to be particularly helpful to certain colleagues and subordinates who have been particularly helpful to you, tell their bosses about their outstanding contributions.
- If you harbor negative feelings about your employer or boss, don't show them during your final weeks on the job. If you have trouble subduing negative feelings, remind yourself that the adage *Success is the best revenge* applies to you because you successfully landed a desirable new job.
- Send a concise, positive goodbye email to your coworkers at the end of your last day.
- After you leave your current job, maintain your circle of friendly colleagues from your job (if only via occasional contact) in case you would like to seek their advice, use them as references or work with them in other ways in the future.

CHAPTER EDUCATIONAL EVENTS



You can register for all chapter events at www.aga-lansing.org. Click on events.

Check the chapter website and upcoming newsletters for more information.

~~September 23, 2015~~

~~**Professional Development Conference**
Government Accountability
Library of Michigan
4 hours CPE~~

January 13, 2016

Webinar Conference
Evidence Based Policy Making
Constitution Hall, ConCon A and B
2 hours CPE

~~October 21, 2015~~

~~**Webinar Conference**
Fraud Risk Management in Gov. Programs
Constitution Hall, ConCon A and B
2 hour CPE~~

February 16, 2016

Monthly Luncheon Meeting
U of M Director of Social Media
Capitol View Building
1 hour CPE

~~October 27, 2015~~

~~**Monthly Luncheon Meeting**
Lottery – Where Does All the Money Go?
Capitol View Building
1 hour CPE~~

March 9, 2016

Webinar
Grants
Ottawa Building, Conference Room 3
1 hour CPE

~~November 4, 2015~~

~~**Webinar Conference**
OMB Uniform Guidance: Impact on Grants
Ottawa Building, Conference Room 6
2 hours CPE~~

March 22, 2016

Professional Development Training
Government Accountability
Okemos Conference Center
8 hours CPE

~~November 17, 2015~~

~~**Monthly Luncheon Meeting**
Fraud or Money Laundering
Capitol View Building
1 hour CPE~~

April 13, 2016

Webinar
DATA Act
Constitution Hall, ConCon A and B
2 hours CPE

~~November 18, 2015~~

~~**Webinar Conference**
One Thing a Leader Must Do
Your Computer
1 hour CPE~~

April 18, 2016

Monthly Luncheon Meeting
Budget
Capitol View Building
1 hour CPE

~~December 2, 2015~~

~~**Webinar Conference**
Ethics in the Workplace
Ottawa Building, Conference Room 6
2 hours CPE~~

May 2016 – Date to be Determined

Monthly Luncheon Meeting
Topic to be Announced
Capitol View Building
1 hour CPE

January 11, 2016

Monthly Luncheon Meeting
Tax Update – Joint Meeting with SAAABA
Capitol View Building
1 hour CPE

June 1, 2016

Webinar
Government Financial Management
Constitution Hall, ConCon A and B
2 hours CPE

[continued from page 7]

other tasks by constantly answering the phone or responding to every email as it comes in (see #12).

9. Prioritize tasks by level of effort required. After you've completed that one task in the morning that you dread, next look at your to-do list and determine which will require the most effort and order then accordingly. If you feel like you have the mental bandwidth, tackle those that will take the most effort first. As you begin to tire toward the end of the day, then look at the easier tasks.

10. Stop being a perfectionist. Arguably, this is a difficult one for a lot of people because we tend to always believe that if given just a little bit more time, we could do a project so much better. But is that actually true? Produce your best work possible in the time you have allotted yourself, and then let that project go and move on to the next task without guilt.

11. Prioritize backwards. Take your deadline and then work backwards, determining how long it will take you to complete that task so you know exactly when you need to start. Again, build in some margins to give yourself space for those fires that need to be put out or just in case the project takes longer than expected. To add to that, consider setting milestone deadlines along the way to project completion. This can help keep you on task and ensure that you aren't saving everything until the last moment.

12. Work through one task at a time and take it as far as possible. Multitasking is almost never the most efficient way to work. Every time you stop working on the task at hand to do something else, it will take you extra time to get back into the swing of things when you return to the original task. So instead, remain focused to save yourself that extra time.

13. Be flexible. It doesn't matter how well you prioritize, things won't always work out as you intend. This might be because you are waiting for a response from a co-worker or had to attend to an unexpected project that your boss needs within the next hour. This is why it is so important to build buffer time into your task list each day.

14. Consider microtasks. If you have a large project to complete, but you aren't sure where to begin, avoid being paralyzed by fear and instead break it down into smaller steps that you can more easily complete.

15. Don't put off your personal goals. It's very easy to put yourself last, especially when you have so many things on your plate. But it's important that you take time for yourself to work toward your goals, do something fun, or just relax.

There are tons of prioritization, time management, and anti-procrastination strategies out there. What are some of your favorites? How do you ensure that you are as productive as possible each day?

OTHER EDUCATIONAL OPPORTUNITIES



West Michigan AGA

To register for events, visit www.agawestmichigan.org/home/events

January 27, 2016

Webinar
2016 Governmental GAAP Update
2 hours CPE

April 20, 2016

Webinar
Pension/OPEB Standards
2 hours CPE

National AGA

To register for events, visit www.agacgfm.org



January 19, 2016

National Leadership Training
Grand Hyatt
Washington D.C.
6 hours CPE



February 3, 2016

Managing in a Multigenerational
Workplace
Members Only Free Webinar
1 hour CPE



February 23-24, 2016

National Leadership Training
Ronald Regan Building
Washington D.C.
14 hours CPE



July 17-20, 2015

Professional Development Training
Anaheim Convention Center
Anaheim, California
24 hours CPE

Develop a passion for learning.
If you do so, you will never cease to grow.

Anthony J. D'Angelo



Live as if you were to die tomorrow.
Learn as if you were to live forever.

Mahatma Gandhi



MEMBER NEWS

CONGRATULATIONS!

Member Anniversaries

Cinda Lou Karlik, CGFM	31 years
Deb Christopherson, CGFM	20 years
Michelle Hiliker, CGFM	20 years
Jerry Kulka, CGFM-Retired	20 years
Margaret Maday, CGFM	19 years
Vickie Crouch, CGFM	18 years
Beth Colosimo, CGFM	17 years
Mary Elizabeth Gienapp, CGFM	17 years
Karen Spak, CGFM	16 years
Karen Stout, CGFM	16 years
Cheryl Baker	16 years
Cynthia Michels	15 years
Cheryl Grice	10 years
Diane DeLuca	8 years
Scott Strong, CGFM	5 years
Abdel Abdelrahman	3 years
Desiree Kirkland	2 years



CHAPTER FINANCES

Balance Sheet at November 30, 2015

Assets	
Current Assets:	
Checking Account	\$ 20,670
Pay Pal Account	\$ 3,682
Total Assets	<u>\$ 24,352</u>
Liabilities and Net Assets	
Beginning Fund Balance	
Unrestricted	\$ 19,660
Restricted	\$ 4,515
Income (Loss)	\$ 177
Ending Fund Balance	
Unrestricted	\$ 19,837
Restricted	\$ 4,515
Total Liabilities and Fund Balance	<u>\$ 24,352</u>



**The Mark of Excellence
in Federal, State, and
Local Government**

CGFM is the professional certification recognizing the unique skills and special knowledge required of today's government financial managers. It covers governmental accounting, auditing, financial reporting, internal controls, and budgeting at the federal, state, and local levels.

I HAVE NOT EARNED THE 80 HOURS OF CPE IN MY LAST TWO-YEAR CYCLE. WHAT MUST I DO TO RETAIN MY DESIGNATION?

CGFMs who have not completed the required number of CPE hours for any two-year CPE cycle will have three months (January 1 through March 31) immediately following the two-year cycle to make up the deficiency. Any CPE hours completed toward a deficiency in once CPE cycle must be documented in your CPE records and may not be counted toward the requirements for the next two-year cycle.





CHAPTER EXECUTIVE COMMITTEE MEETING MINUTES

November 4, 2015
Lewis Cass Building

CEC Members Present: Shawna Hessling, Dan Jaroche, Anna Lewis, Julie Salman, Dan Wawiernia

CEC Members Not Present: Chris Bayley, Julie Chrysler, Anthony Edwards, Kenji Griffith, Cindy Osga, Karen Stout, Anshu Varma

Call to Order and Acceptance of Agenda: Dan J. called the meeting to order at 12:10pm. A motion to accept the agenda was made, seconded, and approved.

Minutes: The October 2015 board minutes were approved by CEC vote via email on October 27, 2015.

Budget and Financials: Anna distributed the financial statements for October 2015. A motion to approve the October financials and expenditures of \$89.74 was made, seconded, and approved.

Membership: We currently have 108 members, which is an increase of 3 members since the last meeting. Olivet College has expressed interest in having one of its students to be on the chapter board as an honorary member. The student will be ex-officio with no voting rights. The board decided it will pay the student's first year membership dues and the student will not pay the registration fee for luncheons or the spring conference. The chapter could use the scholarship monies received from National AGA for attendance at the luncheons in addition to any other students this board member may bring with them. National AGA is launching a collegiate leadership program to be held in February 2015 in Washington D.C.

Education: The following topics have been scheduled for the spring conference: GAAP Update, Single Audit, Accounting, and Ethics. Anshu asked if anyone had ideas for a paid speaker. She had email national requesting a speaker. Anshu will specifically look for a speaker on leadership. Anshu is looking for a sponsor for the conference. Dan will check with OFM to see if it could be a sponsor. Anshu talked about the possibility of raising the rates for the PDT that would be more reasonable to the value the attendees are receiving for the event. The board stated that if we do that, there should be a clear focus behind the increase such as bringing in a higher quality speaker.

Program Luncheons: Dan J. indicated the future luncheons are as follows:

- Monday, January 11, 2016 – Tax Update with SAAABA, Carrie Hindom
 - Tuesday, February 16, 2016 – Social Media, Nikki Sunstrum
 - March 2016 – No luncheon because of PDT.
 - Monday, April 18, 2016 – State of the State Budget, John Roberts
 - Monday, May 16, 2016 – looking for a speaker
- Amy's Catering will begin utilizing paper plates and other disposable products which will save the chapter \$1 per meal. We will not be able to use the Capitol View Building after June 2016. We need to begin thinking about where we will have the meetings and get reservations completed to ensure we have a place for the meetings. This was discussed however there were no suggestions of where that may be at this time.

Awards: Kenji provided the National Award Nomination Notice to Anthony for distribution. It is expected to go out soon. The deadline for submission is November 30, 2015. Awards will be presented at the National Leadership Training in Washington D.C. February 23-24, 2016. National AGA has established two new awards: Government Transparency Award and Chapter Accountability Award. The deadline for submitting an application is March 30, 2015. Awards will be presented at the PDT in Anaheim, California in July 2016.

Communications – Newsletter and CCR: No report.

CGFM: No report.

Webmaster: The following items were discussed:

- Do all board members have access to their accounts on the website? We concluded no. For those who do not, a temporary password will be established so board members can access the most current email list.
- The AGA Awards Nomination email is being sent to the recipients' junk box in Outlook. We will resend after removing the hyperlinks from the body of the email.
- What is the status of the website modifications requested? Chris will followup.

Community Service: We had two participants at the Capital Area Humane Society's Walk for the Animals who raised \$345. The Walk raised over \$70,000. We will be participating in VITA again this year. A flyer will be added to the chapter website when it is available and sent to chapter members.

Chapter Recognition Program: No report.

Old Business: None.

New Business: None.

Adjournment: A motion was made, seconded, and approved to adjourn at 1:00 pm.

Next Meeting: December 9, 2015
Location: Lewis Cass Building, 2nd Floor,
Director's Audit Conference Room
Host: Dan W.



CHAPTER EXECUTIVE COMMITTEE MEETING MINUTES

December 9, 2015
Lewis Cass Building

CEC Members Present: Chris Bayley, Shawna Hessling, Anna Lewis, Julie Salman, Anshu Varma, Dan Wawiernia

CEC Members Not Present: Julie Chrysler, Anthony Edwards, Kenji Griffith, Dan Jaroche, Cindy Osga, Karen Stout

Call to Order and Acceptance of Agenda: The meeting was called to order at 12:02pm. A motion to accept the agenda was made, seconded, and approved.

Minutes: The November 2015 board minutes were approved by CEC vote via email on December 27, 2015.

Budget and Financials: Anna distributed the financial statements for November 2015. Anna indicated the final PDT checks came in to the PO box as well as some checks for audio conferences and monthly meetings. Expenses for the month included PayPal charges, PO box annual fee, October luncheon payment to Amy's Catering, and the \$25 donation on behalf of the November luncheon speaker. A motion to approve the October financials and expenditures of \$452.69 was made, seconded, and approved. Anna sent an email to National inquiring about the membership recruitment scholarship. National responded that the program had been discontinued because of limited return on investment.

Membership: We currently have 109 members, which is an increase of 1 member since the last meeting. Discussed the email list:

- Confirm board members access to website
- In the process of updating again to remove failed email addresses, and new member, etc.
- Discuss getting new email addresses from recent webinars and luncheon meetings.
- Discuss with Dan and Anthony whether rights can be given to the membership chair to update lists rather than emailing back and forth or is email the only option.
- Monday's AGA Topics featured a spotlight on AGA West Michigan Chapter and how the chapter annually selects a student to participate on the board in addition to receiving an academic scholarship.]
 - Student Board Member Scholarship is an annual selection of a student to serve as a liaison between AGA and the student community, participate in CEC

meetings, assist the Early Career Coordinator, and receives \$1,000 scholarship.

- We previously discussed that Olivet College had expressed interest in having one of its students serve as an honorary board member. Is Olivet selecting the board member or do we want to pursue an application process similar to West Michigan?
- Outreach Activities Update:
 - Karen – contact at CMU satellite
 - Chris – Suzi Kyes, LCC Advisory Board
- Materials for distribution at events or board members
 - Hardcopy member applications
 - Membership benefits
 - Pens

Education: Anshu had discussed raising the registration fee for the Spring PDT in hopes of having big named speakers which she did not find. Since that did not happen, Anshu recommends we keep the pricing the same as the 2015 Spring PDT. A suggestion was made to provide an honorarium of \$200 per speaker to thank them for their efforts. Anshu asked this be included in the minutes for consideration. Stephen Blann and Bobby Derrick will fill two slots. Dan W. indicated he has a friend that does public speaking and may be interested in filling a slot depending on her area of expertise.

Program Luncheons: A speaker is still needed for the May luncheon meeting.

Awards: No report.

Communications – Newsletter and CCR: No report.

CGFM: The next audio conference January 13, Evidence Based Policy Making. Set up for registration is on the website. No email sent yet but should be out by December 21. Dan W. to start working on getting proclamations for CGFM month in late January.

Webmaster: No report.

Community Service: Julie S. contacted VITA and they have new brochures ready. Julie would like to have them available for the January luncheon. We will make a plug at that meeting. In addition, she would like to have the brochure posted to the website and included in the newsletter.

Chapter Recognition Program: No report.

Old Business: None.

New Business: None.

Adjournment: A motion was made, seconded, and approved to adjourn at 12:38 pm.

Next Meeting: January 13, 2016
Location: Lewis Cass Building, 2nd Floor,
Director's Audit Conference Room
Host: Anshu



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See the Chapter's Annual Citizen Centric Report on the website.

The Chapter's Citizen Centric Report was awarded a Certificate of Excellence by National AGA.

www.lansing-aga.org

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