

# Disclosures



**A  
MESSAGE  
FROM  
THE  
CHAPTER  
PRESIDENT**



**Table of Contents**

President's Letter	1
National Academic Scholarships	2
March is CGFM Month	2
Spring PDT March 22, 2016	3
Message from AGA National President	4
Meetings: A Necessary Evil	5
Community Service Projects	6
Past National President on the Move	6
Email Tips	7
Early Career Center	8
Chapter Educational Events	9
Other Educational Opportunities	10
Member News	11
Chapter Finances	11
CGFM Corner	11
CEC Minutes	12
Chapter Executive Committee	13

Dear Members,

March is an exciting month for the Greater Lansing AGA Chapter. March is CGFM Month and the chapter received a proclamation from Governor Rick Snyder. In addition, the chapter's spring PDT is on March 22, 2016. Register soon if you haven't already. The PDT will give you 8 hours of CPE. See page 3 for the agenda.

I also want to encourage chapter members, friends, and family to participate in our community service projects. VITA is always in need of volunteers to prepare income tax returns for eligible households. In addition, we will be collecting goods, checks, and cash for Eaton/Siren Shelter at the PDT. This is an organization which helps victims of domestic violence and homeless families. If you cannot attend the PDT, please feel free to contact a chapter board member to pick up your contribution.

Lastly, I would be remiss if I did not wish you a very happy St. Patrick's Day!

Daniel O'Jaroché



**REGISTER TODAY**

**March 22, 2016**

Greater Lansing AGA Chapter  
Professional Development Training  
8 hours CPE

see page 3 for more information



**Eye Opener**



**47%**

Amount of time government data analysts spend collecting and organizing data instead of analyzing it.

SOURCE: Governing | February 12, 2016



Happy St. Patrick's Day!

# membership

## NATIONAL ACADEMIC SCHOLARSHIPS

Are you or a family member pursuing undergraduate or graduate studies in disciplines such as accounting, auditing, budgeting, economics, finance, informaton technology or public administration? If so, considering applying for an AGA Academic Scholarship today!

This year AGA will award:

### Rising College Freshman

One Full Time \$3,000  
One Part Time \$1,500

### Current Undergraduates

Three Full Time \$3,000  
Two Part Time \$1,500

### Graduate Students

Two Full Time \$3,000  
One Part Time \$1,500

**Community Service:** AGA can award two \$1500 scholarships amongst the three collegiate categories above.

**The deadline for applications is  
Friday, April 16, 2016**

In addition, other opportunities to learn include:

**National Collegiate Scholarship Program:** Provides full-time college student oppotunities to attend the National Leadership Training or Professional Development Training.

**Young Professionals PDT Scholarship:** The Young Professionals Focus Group annually selects five young professionals to attend the Professional Development Training.

Visit [agacgfm.org](http://agacgfm.org) to learn more about the qualifications and apply on-line.

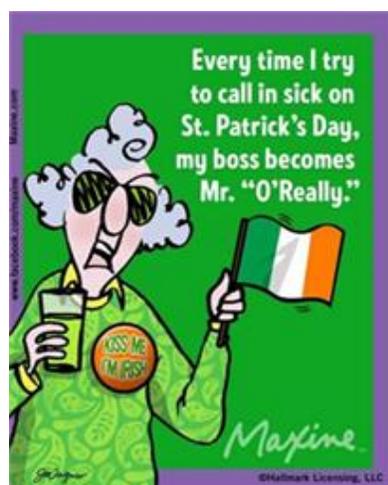


**WHEREAS**, the Greater Lansing Chapter of the Association of Government Accountants (AGA) is a professional organization, part of the Association of Government Accountants which has a network of 15,000 members in 100 chapters in the United States and around the world and approximately 110 active members representing state, federal, municipal and private sector accountants, auditors, and financial managers in Michigan; and,

**WHEREAS**, AGA Greater Lansing Chapter members have responded to AGA's mission of Advancing Government Accountability, as it continues its broad educational efforts, with emphasis on high standards of conduct, honor, and character in its Code of Ethics, and are making significant advances both in professional ability and in service to the residents of Michigan by mastering increasingly technical and complex requirements; and,

**WHEREAS**, the Certified Government Financial Manager (CGFM) program of AGA provides a means of demonstrating professionalism and competency by requiring CGFM candidates to have appropriate educational and employment history, to abide by AGA's Code of Ethics and to pass three examinations requiring expertise in Governmental Environment, Governmental Financial Management and Control and Governmental Accounting, Financial Reporting and Budgeting. The program also requires that each CGFM maintain certification by completing at least 80 hours of continuing professional education in government financial management topics or related technical subjects every two years;

**NOW, THEREFORE**, I, Rick Snyder, governor of Michigan, do hereby proclaim March 2016 as Certified Government Financial Manager (CGFM) Month in Michigan.



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

**MESSAGE FROM  
AGA's 2015-2016  
NATIONAL PRESIDENT**



**John E. Homan, MBA,  
CGFM, CPA, CGMA**

I am often asked by younger professionals for advice on which key areas they should focus on developing to become leaders in their organizations and the accountability profession. The answer encompasses a number of important areas such as enhancing interpersonal skills, developing requisite technical skills, acquiring necessary industry knowledge, and developing the vision and motivational skills to inspire others to higher performance. While these are important, an area often overlooked and under emphasized is communication skills, more specifically, writing skills. In a world in which we communicate evermore digitally, with an onslaught of information and fewer face-to-face meetings, this has never been truer.

Why are writing skills so important? First and foremost, in our profession we must be able to communicate clearly and succinctly — to those charged with governance, to the public and to our own management. The results of work completed such as attestation engagements, investigations, reviews of issues and communication of operating results will be underutilized if the conclusions and implications of that work do not reach or are not fully understood by the decision-makers who have the authority to take action. If a thought or important conclusion is incomplete or inadequately presented or, worse yet, not presented at all to the decision makers, the desired action or change you seek may not occur. Your good work can be made ineffective.

Secondly, timely correspondence with management, peers and third parties is essential. There is an art to correspondence in the digital age, especially with emails, wherein rapport with the recipient needs to be established and the essential information communicated with an economy of words. Keeping those who have the power to act upon the information you create informed and aware is essential, and if the key players are not informed, necessary relationship-building and trust will be casualties.

Thirdly, our work very often has an importance and impact beyond the area being evaluated or the work step being completed. Our work can have major implications to the profession and society at large. But if the word is not spread, your work will remain in a vacuum and unused. Let's consider a few concrete examples. We have all seen the importance of the concept of intergovernmental financial risk and the degree to which our state and local governments are vulnerable to the fiscal sustainability issues of the federal government from the articles my colleague Ed Mazur, former Virginia comptroller and the first controller appointed by the president under the CFO Act of 1990, has written over the years in the *Journal*

of *Government Financial Management*. This is an issue that wasn't much discussed in the profession before his seminal work was published. Today, intergovernmental cash flows are commented upon and considered by our political leaders in the national public policy dialogue. The work of our colleagues in the academic community, Keren Deal, Barbara Eide, Billy Morehead and Kenneth Smith in the area of gaps in accounting education is another prescient example of an issue brought to light through effective writing.

There may be an area you have discovered during your work that has potential for great impact, and writing in publications with an extensive circulation and an influential readership can enhance your professional profile, make industry leaders aware of your ideas and give you the opportunity to truly make a difference and create potential change. One of the great benefits AGA offers its members is the high-quality publications it produces, and each one represents a major opportunity to have an impact through the written word.

The *Journal* is published quarterly and has a readership of 15,000 of the most influential people in the accountability profession. It is found in the offices of major CFOs, academics and policy-makers. It is used as a publication to determine tenure in the academic world and provides the opportunity to thoroughly explore topics with its 2,500-word articles and high-quality graphics. Our sister publication, *Topics*, offers the opportunity for shorter 500- to 1,000-word pieces and is received by the full AGA membership. Additionally, most of our chapters publish newsletters which circulate to local accountability leaders. Both publications actively seek new articles and I urge all of you to consider submitting an article for consideration in one of these publications.

Lastly, the writing process helps one to really understand the work you have completed and to obtain true mastery over it and all its nuances and abstractions. One cannot communicate something in writing in a persuasive and complete manner without truly understanding it.

Writing is a powerful tool to achieving leadership. Use that tool and in particular the writing opportunities AGA offers, and you will find that your influence will grow and that you can make a real difference.

Sincerely,

A handwritten signature in dark ink that reads "John E. Homan". The signature is fluid and cursive, with a large, sweeping initial "J".

John E. Homan, MBA, CGFM, CPA, CGMA  
2015-2016 AGA National President

**MEETINGS:  
A NECESSARY EVIL THAT CAN BE IMPROVED**

Katherine Barrett and Richard Green | March 3, 2016

"Everyone is being pulled in a thousand directions at every moment," says Kim Springer, acting chief performance auditor in Austin, Texas. "I spend much of the day at meetings and then at the end of the day is when I do my real work."

Based on hundreds of conversations we've had with public officials over the years, Springer reflects a common problem: However necessary meetings are to move a project forward, they also easily consume much of the time necessary to actually implement a project.

Even some of the technology designed to create better meetings can be counterproductive. Take conference calls. They're ubiquitous and can be much simpler to schedule than in-person meetings. But they can also be nightmarish for those calling in.

"The people who aren't in the room can feel like second-class citizens," says Neil Hartman, a lecturer of managerial communication at MIT's Sloan School of Management.

For one thing, callers can't see reactions to their comments that resist a particular thought. It's rare for anyone to actually say "please stop talking," so that message often comes across with rolling eyes and shaking heads. Additionally, the off-site participants can have difficulty joining the conversation if they can't see the signs that any particular moment is a good time to chime in. The inability to read the room can stymie the willingness of people not at the table to be fully involved.

But there are, of course, occasions when it's nearly impossible to get everyone together in one room. In Tennessee, for example, driving across the state takes longer than travelling from Nashville to Canada, so bringing everyone together can be a time-consuming task. When that's the case, Rebecca Hunter, commissioner of the Tennessee Department of Human Resources, recommends video conferencing. "In my experience," she says, "people on video conferences ask questions, and it's as though they were in the room."

Another technological aid that can sometimes impede productivity is the PowerPoint presentation. Certainly, a few slides can help illustrate a complex concept. But taken to an extreme, putting together a presentation entirely based on slides gets in the way of efficiency and progress.

"We call that Death by PowerPoint," says Mara Register, leadership development program manager at the University of Georgia's Carl Vinson Institute of Government.

But at least PowerPoints and conference calls have positive uses. Many public officials are regularly frustrated by the forest of cellphones that dot the edges of conference tables, as people send and receive texts, check e-mail and so on.

"It's like they're all looking at their belly buttons," says Greg Burris, city manager of Springfield, Mo. "And what kind of message does that send to the presenter? The message is that anything you say is less important than the text that someone just got."

Burris recalls a previous boss who -- in an effort to motivate people to participate -- would "go around the room and mention the hourly salaries of the people there" to make them realize how much the organization was paying for the meeting.

So what can be done to build an efficient and effective meeting? There are a few generally agreed-upon notions that tend to make for positive and productive meetings.

**1. Start the meeting on time.** "If you start the meeting at 1:00, pretty soon people will start being there at 1:00 because they don't want to miss anything," says MIT's Hartman.

**2. Have an agenda.** Of course, though, agendas are only useful if people know about them in advance. This is critical so that people will be informed about the topics and can prepare for the meeting.

**3. Set time limits.** It can be helpful to break up a meeting into component parts, each with a time limit. "When there's actually a time limit on every item, it puts subtle pressure to stay focused," says Hartman. Getting meetings back on target requires the utmost of civility -- balancing the feelings of the person being cut off with the need to accomplish the meeting's goals. It's generally good counsel not to just cut off a speaker with a curt "Let's move things along here," but rather to use language couched more delicately. Hartman recommends the phrase, "We appreciate what you've been saying, but we want to hear from others in the room."

## 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](http://aga-lansing.org) for the training schedule.

517-246-1466  
[www.mifreetaxes.org](http://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](http://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.

### PAST NATIONAL PRESIDENT ON THE MOVE

By: William D. Miller, CGFM, CIA  
AGA Past National President

My tenure as National President gave me great perspectives on the value of AGA and its people — members, staff, management, and corporate. We are more than an accounting organization. We are a people organization, one that not only provides the best training in our profession, but also really cares about the state of others.

Inspired by efforts by fellow AGA members including other PNPs in projects to assist Habitat for Humanity, I joined our Disaster Relief Team at our church. Kansas City, Oklahoma and Kansas are targets for tornadoes, high winds and all sorts of bad weather. Since my term, I have been to two towns (Orrick, Mo. and

Independence, Mo.) partially devastated by tornadoes, and worked on cleanup crews and chainsaw crews to clear brush, downed trees, and torn up storage sheds. This week I am leading a five-person crew to travel to Hinton, Okla. to clear debris caused by a massive ice storm. We will be joining four other teams from Missouri and spend a week removing debris and cleaning up the area. There is nothing more rewarding than helping those who can't help themselves. We were removing an 80-year-old oak tree that had fallen on a storage shed and tore out a chain link fence, when the couple who owned the property came out with shovels and rakes to help. They were 85 and 91 years old. We assured them that they would best help us by supervising our efforts, particularly if we were risking something cherished by them as we did our work.

So, I say thanks to AGA for the exposure to this wonderful service and inspiring me to continue on here in Kansas City.



Michelle Baker



Posted  
March 3, 2016

### 3 EASY TIPS TO CRAFT EMAILS THAT GET A REPLY, FAST

If you ask people about the bane of their professional existence, email would probably top the list, matched by conference calls, staff meetings, and performance reviews. Email drives us crazy, and for good reason. Half of all email is spam. The rest just feels that way.



We've all heard tons of great advice about how to manage email. But so long as we continue to proliferate terrible email, the problem will persist. I'd like to see us learn how to write better email—email that actually gets a reply, fast.

First, we need to recognize our mistakes and vow to ourselves that we will no longer send meaningless one-liners like “thanks,” “sure,” or “no problem.” Only send short messages to confirm projects, meetings, and deadlines, not the receipt of information.

Second, stop with the three-pagers. Email is not the right context for that much content, which should be sent in a memo or a letter. You can always prepare the longer document and send it via email with a cover note in the body of the message. You should also consider sending an email to set up a meeting, a conference call, or a presentation where you share the content in person.

Third, pause and think before hitting “send.” No one wants to accidentally “reply all,” and no one wants us to cram their inbox with 20 follow-up messages because we forgot to proofread the first time around.



So much for what NOT to do. Here's what we **should** be doing to get replies to our emails, fast:

**(1) Be professional.** Email is today's version of the standard business letter. Email automates

some of its parts, others are left to us to create. Specifically, we are responsible for addressing the message to the right person or people, creating the subject line, writing a salutation and closing, and crafting the content in a professional manner.

**(2) Be polite.** Tone is particularly difficult to assess in short, written communications. For this reason, we need to go over and above to be polite in email, especially when we are asking people to do things. Otherwise we run the risk of sounding arrogant or rude.

“Please” and “thank you” are still magic words. Use them liberally. Address people by name with “dear” (if you have never met them), “hello” (if you have met them but do not know them), and “hi” or “hey” if you know them well. Close with something neutral such as “sincerely,” “thank you,” or “take care.”

**(3) Be specific.** People see email the way they see a to-do list. Our goal in reading an email message is to figure out what we have to do in order to delete it. If you can make that message simple and crystal clear, your email will move to the top of the to-do list.



Keep action items limited. Strive for one action item per email. State it briefly in the subject line, again in the introduction, and once more in the conclusion.

If you have to include more than one action item, use a separate paragraph for each one. Put the action item in a succinct statement at the close of the paragraph, and highlight it with bold and italic letters.



These three tips—be professional, be polite, and be specific—practically guarantee that your email will receive a response, fast. People perceive professional communication as

having a high priority. People respond to polite communication with positive emotions. And people complete clear, specific action items in order to gain a sense of accomplishment and competence on the job.

# Early Career Center

## How to Prepare for a Second Interview

by Alison Green, [usnews.com](http://usnews.com)



### HERE'S HOW TO DRESS, WHAT TO SAY, AND WHAT TO EXPECT IN A SECOND ROUND INTERVIEW



If you received a call after your job interview inviting you to come back for a second interview, congratulations. In most cases, an invitation for a second means that the employer is seriously considering you for the position. That's good news.

However, if you're like most job seekers, you might be uncertain about what to expect. Will different topics be covered? Will you meet with different people than in the first interview? Should you prepare differently.

There's no one answer to this because different companies and different managers do things differently. A second interview could be for any one of the following reasons.

- To have you meet with additional people. These could be higher-up decision makers, such as the boss of the person whom you'd be reporting to, potential peers, or even people you'd be managing if you got the job.
- To probe more in depth. While the first interview might have covered the basics, the second interview may be designed to probe more deeply – to ask more rigorous questions, probe more deeply into your background and past experiences, and to talk more in-depth about challenging aspects of the work.
- To better assess areas where the hiring manager still has questions or concerns. If your first interview left your interviewer with some questions or worries, a second interview can be the place to address them.

For example, your interviewer may have realized she needs a better understanding of your experience with Y or your approach to X.

- Simply to get a better understanding of who you are and what you're all about.

Sometimes second interviews are intended to simply to get a deeper impression of you. In these cases, the conversation may be mostly light and without the rigorous question-asking you often find in first round interviews.

It can be hard, if not impossible, to know ahead of time which of these categories your second interview will fall into, and it may fall into more than one category. The best thing you can do is to prepare just as vigorously as you would for a first interview. Don't make the mistake of thinking, "They've already asked the tough questions, so this is just to rubber stamp the decision." That means that in preparing for a second interview, you should take the following actions.

#### Do the same sort of practice and preparation you did last time.

Hopefully, that means making sure you're very familiar with the company and the job posting, reflecting on common interview questions and how you'll answer them and practicing your answers to particularly tricky questions, such as those about salary or why you left your last job. This might feel unnecessary. After all, you already did all this for the first round. But you want to be just as prepared and have your answers just as fresh in your head as they were last time. You don't want to perform worse the second time around.

#### Come up with new questions of your own.

You probably asked some of your most basic questions in the first interview. But now you know the job and the company a bit better, and you probably have questions based on that greater knowledge. This is the time for more nuanced questions about the work, the culture, and the team.



#### Research anyone who you know you're meeting with if you were given names ahead of time.

This doesn't mean compiling a detailed dossier. It just means that you want to know what their role is, how long they've been with the company, and in some cases, what their professional history was before this interview.

[continued on page 10]

# CHAPTER EDUCATIONAL EVENTS



You can register for all chapter events at [www.aga-lansing.org](http://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**  
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**  
FISMA Introduction  
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  
Grand Tower, Dempsey Room  
1 hour CPE~~

~~December 2, 2015~~

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

~~May 12, 2016~~

~~**Monthly Luncheon Meeting**  
Topic to be Announced  
Grand Tower, Dempsey Room  
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 8]

**Dress as well as you did for the first interview.**

Sometimes people show up at an interview in a suit, see everyone else in jeans and figure they can dress down for the second interview. But in most fields, interview dress is different than what you might wear day-to-day on the job. Most fields continue to expect job candidates to show up in suits. Don't blow the second interview by showing up looking like you didn't take it seriously.

**Don't be thrown off if you're asked the same questions that you were asked last time.**

This might happen if you're talking to new people, and it even might happen if you're talking to the same person as earlier because people may have go-to questions and forget that they've already asked you them. Don't sound annoyed or give an abbreviated answer on the assumption that they can get the details from someone else. And definitely don't say, "Well, I explained that to Larry." Answer pleasantly and thoroughly, the way you would the first time the question was asked.

**Go with the flow.**

This is always a helpful attitude to take with interviews, but it's especially true with second interviews, where there are a number of directions the employer could take the conversation and no way to know in advance how it will play out.

And remember, a second interview almost certainly means that you did well enough in the first interview that the employer thinks there's a good chance that you could be the right hire. It's not a guarantee and you shouldn't take it as one – but it should boost your confidence to know that you did well enough the first time around to warrant continuing the conversation.



**OTHER EDUCATIONAL OPPORTUNITIES**



**West Michigan AGA**

To register for events, visit [www.agawestmichigan.org/home/events](http://www.agawestmichigan.org/home/events)

**April 20, 2016**

Webinar  
Pension/OPEB Standards  
2 hours CPE

**July 26, 2016**

Webinar  
2016 Single Audit Update  
2 hours CPE

**National AGA**

To register for events, visit [www.agacgfm.org](http://www.agacgfm.org)



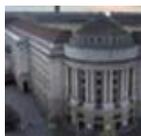
**April 25, 2016**

A-123 Forum  
Washington D.C. Convention Center  
Washington D.C.  
6 hours CPE



**July 17-20, 2015**

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



**September 20-21, 2016**

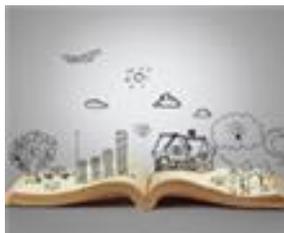
Internal Control and Fraud Prevention  
Ronald Regan Building  
Washington D.C.  
14 hours CPE

**SAAABA**

To register for events, visit [www.saaaba.com](http://www.saaaba.com)

**March 23, 2016**

Foster Care System in Michigan  
1 hour CPE  
Capital Commons



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

Mahatma Gandhi



## MEMBER NEWS

### CONGRATULATIONS! Member Anniversaries

Jerome Herman	36 years
Darlene Workman	24 years
Jon Wise, CGFM-Retired	21 years
Lilia Denney, CGFM-Retired	20 years
Amy Zimmerman	19 years
Brenda Seelman	19 years
Jackie Lawson, CGFM	17 years
Connie Jones	16 years
Susan Fisher	6 years
Heather Wells	6 years
Camille Wood	5 years
Robert Brackenbury, CGFM	4 years
Dan Jaroche	3 years

### WELCOME! New Members

Sean Borawski  
Department of Transportation  
Andrew Cascaddan  
Michigan State University



## CHAPTER FINANCES

### Balance Sheet at January 31, 2016

Assets	
Current Assets:	
Checking Account	\$ 20,984
Pay Pal Account	\$ 4,143
Total Assets	<u>\$ 25,127</u>
Liabilities and Net Assets	
Beginning Fund Balance	
Unrestricted	\$ 19,779
Restricted	\$ 4,515
Income (Loss)	<u>\$ 832</u>
Ending Fund Balance	
Unrestricted	\$ 20,612
Restricted	<u>\$ 4,515</u>
Total Liabilities and Fund Balance	<u>\$ 25,127</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.

## Governor Rick Snyder has proclaimed March as CGFM Month

As part of CGFM Month, let's take an opportunity to recognize members of the Greater Lansing AGA chapter who have the CGFM designation.

Joseph Asghodom, CGFM  
Robert Brackenbury, CGFM  
Carol Carlson, CGFM-Retired  
Deborah Christopherson, CGFM  
Beth Colosimo, CGFM  
Tom Colosimo, CGFM  
Vickie Crouch, CGFM  
Mary Cupp, CGFM  
John Daly, CGFM  
Lilia Denney, CGFM-Retired  
Annette Eustice, CGFM  
Eric Formberg, CGFM  
Mary Elizabeth Gienapp  
Kenji Griffith, CGFM  
Michelle Hiliker, CGFM  
Cinda Lou Karlick, CGFM  
Calvin Kladder, CGFM-Retired  
Jerry Kulka, CGFM-Retired

Elden Lamb, CGFM  
Leo LaPorte, CGFM  
Jackie Lawson, CGFM  
Janet Luplow, CGFM  
Margaret Maday, CGFM  
Uday Malvia, CGFM  
Bobby Marr, CGFM  
Lisa Mazure, CGFM  
Cynthia Osga, CGFM  
Jean Ramsey, CGFM  
Marcellette Reynolds, CGFM  
Charlotte Roper, CGFM  
Linda Shepard, CGFM  
Karen Spak, CGFM  
Karen Stout, CGFM  
Scott Strong, CGFM  
Pratin Trivedi, CGFM  
Jon Wise, CGFM-Retired



## CHAPTER EXECUTIVE COMMITTEE MEETING MINUTES

**February 10, 2016**  
**Romney Building**

**CEC Members Present:** Chris Bayley, Anthony Edwards, Kenji Griffith, Shawna Hessling, Dan Jaroche, Anna Lewis, Julie Salman, Karen Stout, Anshu Varma, Dan Wawiernia

**CEC Members Not Present:** Julie Chrysler, Cindy Osga

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

**Minutes:** The January 2016 board minutes were approved by CEC vote via email on February 9, 2016.

**Budget and Financials:** Anna has been picking up the mail from the PO box but is unsure what to do with some of it. The Board agreed Anna could open all mail and use her judgment to throw away junk mail and pass on other mail to appropriate individuals. There was a change in the YTD column for the November and December operating statements because of a formula error. The changes were motioned, seconded, and approved. A motion was made, seconded and approved for the January financial statements and expenditures in the amount of \$752.08.

**Membership:** Shawna indicated we are now at 112 members. Shawna will get a list of former members and encourage them to rejoin and attend chapter events. We should send a thank you after events to those who attended.

**Education:** The chapter's PDT is scheduled for March 22, 2016. Anna and Chris will work the registration table which will include name tags, pens, sign-in sheets, etc. Karen will help Anshu with whatever she needs at 7am. 90 people have registered to date. Chris will work on the gifts to presenters. Dan W. will manage the technology. He will bring the projector and computer so all presentations can be loaded to one projector.

### **Program Luncheons:**

February: Nikki Sunstram  
March: No program because of PDT.  
April: John Roberts  
May: Voya

**Awards:** Kenji sent a letter to department heads soliciting nominations. Few nominations received to date. Kenji will set up a nominations meeting to select the award winners.

**Communications – Newsletter and CCR:** No report.

**CGFM and CPE Events:** The next webinar will be March 9, 2016. Dan is working on the wording for the CGFM Proclamation to be sent to the Governor's Office.

**Webmaster:** No other report other than what is included in old business below.

**Community Service:** Siren Shelter will be the charity for the PDC fundraiser.

**Chapter Recognition Program:** No report.

**Old Business:** None.

### **New Business:**

- Discussion on member recruitment scholarship inviting nonmembers to one event (luncheon or webinar). This would be a chapter funded scholarship. A motion was made, seconded, and approved to allow up to 10 nonmembers to attend a free luncheon. Nonmembers could attend one free webinar.
- The idea was brought up to restructure the Facebook page to advertise chapter events and follow-up with perhaps a summary and pictures. Chris will talk to Linda about getting the Facebook sign-on credentials.

### **Old Business:**

- A few CEC members expressed interest in attending the National PDT. The Board approved to pay for two additional registrations not to exceed the early bird rate. Julie C. will be paid per chapter procedures.
- Student Member Discussion. It was motioned, seconded, and approved to offer a student Board Member position to an Olivet College student. Anthony will talk to an accounting instructor about making an announcement. The chapter will pay for the student's membership dues and the student would not pay to attend the monthly luncheon meetings. The same offer will be made to Davenport University. Karen will obtain a contact and make the offer.
- Website: The estimate to add a pop-up to the website is \$250. Possibly use a flashing gif to draw attention to new items on the website. Change to group registration page so person doing registration is not automatically added as an attendee.

**Adjournment:** A motion was made, seconded, and approved to adjourn at 1:16 pm.

**Next Meeting:** March 9, 2016  
Location: Grand Tower, Conference Room 1D



# Chapter Executive Committee 2015-2016

Platinum  
Chapter

**President**

Dan Jaroche, CPA  
State Budget Office  
jaroched@michigan.gov  
517-373-1039

**Membership**

Shawna Hessling  
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**President Elect**

Julie Chrysler, CIA, CCSA  
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**Community Service**

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**Treasurer**

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**Secretary**

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**Education**

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**Awards**

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**Great Lakes Regional Vice President**

Louis Ockunzzi, CGFM  
Cleveland Chapter  
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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](http://www.lansing-aga.org)

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