



MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION

# MnGFOA NEWSLETTER

AUGUST 2011

*Excellence and Leadership in Government Finance*

[www.mngfoa.org](http://www.mngfoa.org)

## Message from the President

By: Ron Hedberg

A settlement has been reached at last, hurray! Last month the message was we have to adjust to a “new normal - again”. The settlement in the State budget that was reached will support that mantra when the next biannual budget comes around and the State will be facing that same \$1.4 billion budget gap that was solved this year with basically one time monies. We will all be watching again as that same story unfold.

I’m sure everyone has heard by now, but included in the final legislation was a change in the way homesteaded properties get the benefit of the “homestead credit” and removes municipalities from the transaction. No longer will cities get the cash (theoretically) for the Market Value Homestead Credit (MVHC) provided residents, but we also will not need to include this amount in our levies. The new legislation includes a Market Value Exclusion that mimics the formula used in the old MVHC but it does lower the overall citywide tax capacity which will in turn increase the tax rate. In Apple Valley the impact of the “lost tax base” will be offset by the reduction in our levy for the MVHC residents received in 2011. For us, the overall change in our tax rate should be manageable but the impacts to residential properties will vary by the value of the property and other property classes will be impacted as well. Like all changes to the system it will shift the tax burden to other properties.

The impact to Apple Valley is mitigated with this change because we haven’t received the state reimbursement of the MVHC for a number of years and we had to absorb this into our tax rate back then. If you are with a municipality that was receiving this MVHC reimbursement the impacts this year will definitely be challenging.

With struggles similar to what we are experiencing in Minnesota at the federal level and a potential federal credit rating downgrade what impacts will all of that have on our investment portfolios? Assuming you have investments in federal agencies. Or what impacts on our deposits with a bank that has its investments in federal agencies, what impacts will that have on collateral pledged?

At the July monthly meeting an economic update was heard from John Stern from US Bank. The current market conditions will impact all of our portfolios at least indirectly. It reminds me of a conversation I had while at the national GFOA conference with one of the exhibitors about the need to have not only an investment policy but an investment plan and that while the investment policy may not need to change often we will want to refer to our plan and modify it for current conditions if necessary.

Our annual state conference is fast approaching and the conference committee has been hard at work lining up some interesting sessions with even more choices than prior years. Check our website or the attachments to the newsletter for the session lineups. If you haven’t registered, you can either register on-line or print and mail the form. Even if you pay on-line we still need you to mail the form to Cory Kampf, MnGFOA Secretary, complete instructions are on the actual registration form. We hope to see you in Alexandria this year.

Good luck to all as we “adjust to the new normal, AGAIN!”

### ITEMS OF INTEREST IN THIS NEWSLETTER:

Monthly Meeting Notice  
National GFOA Corner  
Certificate of Achievement for Excellence in Financial Reporting Awards  
In Memory of . . .  
2011 Annual MnGFOA Conference Update  
Accounting & Auditing Student Conference  
Call for Nominations:  
    2011 Thomas J. Moran Award Nominations  
    2012 MnGFOA Treasurer

#### Attachments:

2011 Annual Conference Schedule  
2011 Annual Conference Registration Forms  
2011 Annual Conference Lodging Reservation Form

# MONTHLY MEETING



**DATE:** Wednesday, August 17, 2011  
**LOCATION:** Ramada Plaza, Minneapolis  
**TOPIC:** GASB 54 Implementation Questions  
**SPEAKERS:** Peggy Moeller and Dave Mol  
HLB Tautges Redpath, LTD  
**TIME:** 11:30 am – Speakers  
12:00 pm – Luncheon  
**LUNCH:** To Be Announced  
**COST:** \$15.00

**Topic: GASB 54 Implementation Questions:** David and Peggy will discuss a variety of items to consider for successful implementation of this accounting standard regarding fund balance and fund types.

### **Speaker Bios:**

David Mol, CPA and Peggy Moeller, CPA are Partners at the firm of HLB Tautges Redpath, Ltd. They specialize in providing audit and other services to local governments.

**David Mol, CPA:** David is a former national reviewer of the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Program. David received his Bachelor of Science Degree from Augsburg College and is a member of the American Institute of Certified Public Accountants (AICPA), Minnesota Society of Certified Public Accountants (MNCPA) and the Minnesota Government Finance Officers Association (MnGFOA).

**Peggy Moller, CPA:** Peggy is a current reviewer of the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Program. Peggy received her Bachelor of Arts Degree from the University of Minnesota and is a member of the American Institute of Certified Public Accountants (AICPA), Minnesota Society of Certified Public Accountants (MNCPA) and the Minnesota Government Finance Officers Association (MnGFOA).

**Reservations:** It is preferred that you register on the MnGFOA website ([www.mngfoa.org](http://www.mngfoa.org)) – there is a link on the home page to register for the luncheon event. You can pay for the luncheon online also!! You could also send an email to Dan Jordet at [djordet@ci.brooklyn-center.mn.us](mailto:djordet@ci.brooklyn-center.mn.us) or leave him a voice mail at (763) 569-3345 **NO LATER THAN Friday, August 12, 2011.** Please remember to pre-register for the luncheon to provide that enough meals are ordered and tables set up for the meeting. Thank you for your cooperation.

## CONGRATULATIONS! FIRST TIME AWARD WINNER CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

**City of Farmington, MN**  
Teresa Walters, Finance Director

The Certificate of Achievement Program has been in operation for many years and the purpose of the program is to encourage and assist governments to prepare financial reports of the highest quality for the benefits of its citizens. The Certificate is the highest form of recognition a city can receive in the area of governmental accounting and financial reporting.

To earn the Certificate a city must conform to the program's very demanding criteria, which goes well beyond the minimum requirements of generally accepted accounting principles. Receiving the award also reflects on a high degree of dedication and leadership of the finance directors and staff of a city.

CONGRATULATIONS go out to the Farmington finance director and staff, for receiving the Certificate of Achievement for Excellence in Financial Reporting for the Year Ended December 31, 2009.

It is often said that obtaining the Certificate in the first year is the most difficult, which may be true, but it will be no small feat to achieve the certificate in subsequent years. Accounting principles and reporting requirements seem to have never ending changes, and staying apprised of these changes is critical in achieving the annual Certificate. Good luck to Teresa at the City of Farmington on future submissions!

## SAVE THE DATE . . . "OKTOBERFEST"



The Social Committee would like to SAVE Thursday, October 13, 2011 from 4:00 – 8:00 p.m. for "Oktoberfest" a Gasthofzur Gemutlichkeil in Northeast Minneapolis. More information will be included in future newsletters.

# COMMITTEE

## ORNER

### Executive Committee Update

The Executive Committee met on July 20<sup>th</sup> and took the following actions:

- Approved meeting minutes from June 2011.
- Approved check registers and Treasurer's report for May and June 2011.
- Heard updates from various committees.
- Discussed activities and other aspects of the 2011 Annual Conference in Alexandria.
- Discussed the website and current provider.

### 2011 Annual Conference Update

#### *Finding Ways: Excellence Under Pressure*

Join us for the 48<sup>th</sup> Annual MnGFOA Conference, "*Finding Ways: Excellence Under Pressure*", in Alexandria, MN, Wednesday, September 21 through Friday, September 23, 2011 at Arrowwood Resort and Conference Center.

Our opening keynote speaker, Renee Rongen, will kick off the conference by talking about how to make the most of each day with her speech "*Life's Your Legacy - Live It*". The keynote will be followed by numerous breakout sessions including: GASB updates and implementation; labor relations; consolidating services; the legislative update; and many more topics of interest for today's finance professionals. Friday's closing keynote speaker is Jody Urquhart who will discuss ways to embrace change with enthusiasm during her speech "*The Nerve to Serve...Say Hello to Humor and Goodbye to Burnout*".

For attendees who are interested in joining us for the book discussion Wednesday afternoon, the conference committee still has a few more free books "[ADKAR: A Model for Change in Business, Government, and Our Community](#)". Contact Heather Casperson (caspersonh@pfm.com) or Katie Reed (kreed@ci.jordan.mn.us) for your copy today.

Participants who are planning on attending the *Excel Tips and Tricks* session on Thursday - please bring a laptop to use if you are able. There will not be enough laptops available for all who are interested in the session.

Included with this month's newsletter is a copy of the updated conference schedule, conference registration form, and lodging reservation form. We are looking forward to another successful conference and hope to see everyone in Alexandria September 21 - 23, 2011.

**RESPOND EARLY TO RESERVE YOUR SPOT AT THE CONFERENCE!**

**EARLY REGISTRATION ENDS AUGUST 26<sup>TH</sup>!!!!!!**

## 2011 Annual Conference Advertising

The 2011 Annual Conference will be at Arrowwood again this year, September 21 - 23, 2011. The theme this year is "Finding Ways: Excellence Under Pressure."

Associate members are invited to achieve maximum results by placing an advertisement in the annual conference book. Your ad will be seen by hundreds of finance officers and other finance professionals and will help to defray the costs of the conference for all members. The MnGFOA Board has discontinued the printed membership directory and has enhanced this Conference advertising opportunity by printing these ads in color. Note - this is the Minnesota GFOA's ONLY Associate member advertising opportunity! The related costs are as follows:

1/4 Page	3 1/4" W x 4 1/2" L	\$300
1/2 Page	7" W x 4 1/2" L	\$450
Full Page	7" W x 9" L	\$600

Please adhere to these sizes and orientations when submitting your ads. Email a "clean" color or black and white copy of your ad to George Eilertson at geilertson@northlandsecurities.com by **August 12, 2011**. If you placed an ad in previous years, we have your ad on file. If you would like to re-run the same ad please indicate. The quality of your program ad will only be as good as what you send us. Acceptable ads will be the appropriate size and acceptable in Adobe (.pdf); MS Word (.doc); MS Publisher or MS PowerPoint (.ppt).

Make your check **payable to "MnGFOA"** and forward to:

Northland Securities, Inc.  
Attn: George Eilertson, Sr. Vice President  
45 South Seventh Street - #2000  
Minneapolis, Minnesota 55402

NOTE - if you would like to pay for your ad with a credit card please contact George directly at 612-851-5906.

This is a great way to keep your name in front of the general membership and support the Association at the same time. Thanks to all of you who purchased ads last year. We are looking forward to a great conference and hope to see you at Arrowwood this fall.

## 2012 MnGFOA TREASURER SELECTION

The MnGFOA Treasurer Selection Committee is now seeking nominations for the 2012 Treasurer. All members are encouraged to consider making a nomination, and you can nominate yourself.



Officers of the MnGFOA provide direction and ongoing support for the organization. They are vital to keeping the MnGFOA a well-regarded and valuable association to its membership. Please help maintain the high quality of officers by nominating someone who is committed to the government finance profession and can provide leadership to the organization. The 2012 Treasurer will advance to the next Executive Board position each year and serve as president in 2015. Treasurer candidates must be an active member in the association for at least three years.

Nominations are due by Monday, August 15, 2011, and should include the individual's name and contact information, past involvement with MnGFOA and/or national GFOA, and any other information you feel makes the individual a strong candidate. Please contact Greg Sticha at 952-227-1149 for more information. Email or send nominations to Greg Sticha at [gsticha@ci.chanhassen.mn.us](mailto:gsticha@ci.chanhassen.mn.us) or the City of Chanhassen, 7700 Market Boulevard, P.O. Box 147, Chanhassen, MN 55317.

## THOMAS J. MORAN AWARD

The Thomas J. Moran Award is given by the MnGFOA in recognition of extraordinary service rendered by an individual to advance the quality of public financial administration, promote the development and education of governmental accounting and accounting personnel and promote high standards in the field of government finance in Minnesota.

This honor is awarded annually when, in the opinion of the Executive Committee, and individual has clearly demonstrated by outstanding effort that they are dedicated to the improvement of public financial administration as best exemplified by our past member and president, Thomas J. Moran.

Any member of the MnGFOA may nominate a candidate for the award. Any person engaged in governmental finance or accounting in the State of Minnesota, whether an active or associate member of the MnGFOA, is eligible for the award. Nomination forms (and further information) are available on the website: [www.mngfoa.org](http://www.mngfoa.org). Nominations should be submitted by August 15, 2011 to Ron Hedberg, 7100 - 147<sup>th</sup> Street, Apple Valley, MN 55124 or by email to [Rhedberg@ci.apple-valley.mn.us](mailto:Rhedberg@ci.apple-valley.mn.us).

## Become a Member of the Special Review Committee

Have you recently completed the preparation of your December 31, 2010, comprehensive annual financial report (CAFR)? Now is a great time to become a member of the Special Review Committee (SRC) for the Certificate of Achievement for Excellence in Financial Reporting program. Your service will expose you to new ideas that will help to improve your government's next CAFR.

As a member of the SRC you will have the opportunity to review CAFRs from various state and local governments. SRC members can choose the size and type of reports for review, so you can tailor your service to your needs. Completing reviews will provide educational benefits and help to provide new ideas for improvements to your own CAFR. Members of the SRC that perform reviews of CAFRs are recognized on GFOA's Web site each year.

The SRC for the Certificate of Achievement program consists of finance officers, staff, auditors, and academics who are involved with governmental accounting and financial reporting. These members volunteer their time to review more than 3,800 comprehensive annual financial reports of state and local governments. The contribution of these members is invaluable to the Certificate Program and to governmental accounting and financial reporting, in general.

You can become an SRC member if you have 1) participated in preparing at least a portion of a CAFR that received the Certificate of Achievement for Excellence in Financial Reporting, 2) participated in the audit of a CAFR that received the Certificate of Achievement for Excellence in Financial Reporting, or 3) equivalent experience and the recommendation of a past or current SRC member. Direct inquiries about joining the SRC should be sent to [srcreviews@gfoa.org](mailto:srcreviews@gfoa.org). Fill out an application today! Download an application today at [www.gfoa.org/committees](http://www.gfoa.org/committees).

## Applications being accepted for GFOA standing committees

Applications to become a member of one of the GFOA's seven standing committees are being accepted through August 26. Serving on a standing committee is an excellent opportunity for GFOA members to contribute their experience and knowledge to the entire membership. GFOA's seven standing committees meet twice each year and develop best practices, advisories, and policy statements for the approval of our Executive Board and membership. The GFOA's seven standing committees are - Accounting, Auditing and Financial Reporting; Canadian Issues; Economic Development and Capital Planning; Governmental Budgeting and Fiscal Policy; Governmental Debt Management; Retirement and Benefits Administration; and Treasury and Investment Management. Download an application today at [www.gfoa.org/committees](http://www.gfoa.org/committees).

## **IN MEMORY OF . . .**

The MnGFOA family lost two members recently. The MnGFOA Board and all members would like to extend sympathy to the families and friends of former MnGFOA President Duane Shuck who passed away May 6, 2011 and long-time member Brian Kempa who passed away on July 10, 2011.

**Duane Shuck . . .** *Duane Shuck, President of the MnGFOA 1979 – 1980 died peacefully on Friday, May 6, 2011.*

*Duane was born on March 29, 1938, in Fergus Falls. He attended Wahpeton Science School and later graduated from the University of North Dakota in Grand Forks. He was a 28-year employee of the City of Bloomington in the finance department and retired in 2000.*

*He was a member of seven car clubs, including a charter member of TCRG Early Ford V8 Club. Duane usually took the long way to the MnGFOA conference in Alexandria, pulling off the road to check out old cars abandoned at farms or junkyards along the way so he could refurbish these vehicles or find spare parts for his car collection.*

*Survivors include his wife of nearly 30 years, Jean, children and grandchildren. May he rest in peace.*

**Brian Kempa . . .** *After 54 years of life, City of Lakeville Senior Accountant Brian Kempa passed away on Sunday, July 10, 2011 after a long and challenging fight with Lymphoma.*

*Brian treasured the relationship he had with all his co-workers. During his last conversations with Dennis Feller, Brian talked about how he looked forward to returning to work. He took great pride in what he believed to be a great organization and a great community.*

*Brian had been with the City of Lakeville for 24 years. During that time he was responsible for the City receiving the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. In recent years, he was also a member of the team that earned the Distinguished Budget Presentation Award from the GFOA. Lakeville's accomplishment in receiving these awards was due in large part to Brian's attention to detail and tenacious drive for excellence.*

*Brian is survived by his wife Ronea as well as other family members, friends and colleagues.*

## **THE MnGFOA IS WORKING TO ATTRACT TOMORROW'S FINANCIAL LEADERS**

Over the past thirteen years, the MnGFOA has remained a sponsoring organization and exhibitor at the annual Accounting and Auditing Student Conference. In this role, the MnGFOA has an opportunity to visit with over 600 students from area colleges and universities who are interested in learning about careers in governmental finance and accounting. We need your help in getting the message out. The MnGFOA is looking for members from governmental organization that are willing to spend some time helping out during the event as a conference ambassador, or in the exhibit booth.

This year's conference is Tuesday, September 27, 2011 at the Minneapolis Conventions Center. The Conference runs from 8:30 a.m. to 3:30 p.m. We could use your help especially in the morning hours, but if you can stay the whole day, there will be a free lunch plus a motivational speaker during the break.

***Has your organization recently hired employees that recently completed a degree program?***

A forum is provided at the Conference where students interested in careers in governmental finance and accounting can visit with employees that have recently completed a two-year or four-year degree program, and have gone on to work for governmental agencies. This has proven to be extremely popular as the sessions are held 'behind closed doors' which gives the students a chance to find out what it's like to work in government, and how rewarding it can be.

We need your help in introducing students to careers in governmental finance and accounting. If you are recent grad or your organization has hired a recent grad in the past five years, we would like to extend an invitation to participate in this forum at the conference so that your experience and success stories can be shared with our future hiring prospects.

If you are willing to help us on these important efforts, please contact Darin Nelson at 763-572-3520 or by email at [nelsond@ci.fridley.mn.us](mailto:nelsond@ci.fridley.mn.us), or Amy Selvig at 952-563-8704 or by email at [asevig@ci.bloomington.mn.us](mailto:asevig@ci.bloomington.mn.us).

## 2011 Important Dates

**MONTHLY MEETINGS / EVENTS** (event times and locations could change so please check the website or the calendar in the monthly newsletters for updates):

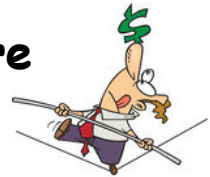
- August 17, 2011 – Monthly Luncheon, Ramada Plaza Minneapolis
- September 21 – 23, 2011 – Annual MnGFOA Conference, Alexandria, MN
- October 5 or 6, 2011 – Beginning Governmental Accounting, Marshall, MN area
- October 11, 2011 – Intermediate Governmental Accounting, Hermantown, MN
- October 13, 2011 – Intermediate Governmental Accounting, Mankato, MN
- October 19, 2011 – Monthly Luncheon, Radisson Hotel Roseville
- October 26, 2011 – Advanced Governmental Accounting, Minneapolis/St. Paul area
- November 16, 2011 – Extended Monthly Luncheon Topic: How To Communicate Effectively To The Public, Council and Staff, Ramada Plaza Minneapolis
- November 16, 2011 – Annual Food Drive in conjunction with November Luncheon
- December 14, 2011 – Monthly Luncheon, Ramada Plaza Minneapolis
- December 14, 2011 – Annual Toys for Tots Collection in conjunction with December Luncheon

## 2011 OFFICERS AND BOARD MEMBERS

<p><b>President</b> Ron Hedberg City of Apple Valley <a href="mailto:rhedberg@ci.apple-valley.mn.us">rhedberg@ci.apple-valley.mn.us</a> 651.458.2540</p>	<p><b>Past President</b> Cathy Shuman City of Monticello <a href="mailto:cathy.shuman@ci.monticello.mn.us">cathy.shuman@ci.monticello.mn.us</a> 763.271.3204</p>
<p><b>President Elect</b> Jessie Hart White Bear Township <a href="mailto:jessie.hart@ci.white-bear-township.mn.us">jessie.hart@ci.white-bear-township.mn.us</a> 651.747.2760</p>	<p><b>At-Large</b> Peggy Moeller HLB Tautges Redpath Ltd. <a href="mailto:pmoeller@hlbtr.com">pmoeller@hlbtr.com</a> 651.407.5832</p>
<p><b>Secretary</b> Cory Kampf City of Brooklyn Park <a href="mailto:cory.kampf@brooklynpark.org">cory.kampf@brooklynpark.org</a> 763.493.8150</p>	<p><b>At-Large</b> Sue Kotchevar City of Eden Prairie <a href="mailto:skotchevar@edenprairie.org">skotchevar@edenprairie.org</a> 952.949.8386</p>
<p><b>Treasurer</b> Dan Jordet City of Brooklyn Center <a href="mailto:djordet@co.brooklyn-center.mn.us">djordet@co.brooklyn-center.mn.us</a> 763.569.3345</p>	<p><b>State Representative</b> Darin Nelson City of Fridley <a href="mailto:NelsonD@ci.fridley.mn.us">NelsonD@ci.fridley.mn.us</a> 763.572.3520</p>



# Finding Ways: Excellence Under Pressure



MnGFOA 48<sup>th</sup> Annual Conference – September 21 to 23, 2011

Arrowwood Resort and Conference Center, Alexandria, MN

## YOUR REGISTRATION FEES COVER THE COST OF THESE SESSIONS, MEALS, AND BREAKS

ADDITIONAL MEAL TICKETS MAY BE PURCHASED AT THE REGISTRATION TABLE

Breakfast	\$15.00
Lunch	\$19.00
Dinner	\$30.00

## MEAL AND BREAK SCHEDULE

### WEDNESDAY

LUNCH: 12:00-1:00PM  
BREAK: 2:45-3:00 PM  
DINNER: 7:00 PM

### THURSDAY

BREAKFAST: 7:00 AM  
BREAK: 10:00-10:15 AM  
BUSINESS LUNCH: 12:00-1:30 PM  
BREAK: 3:00-3:15 PM  
DINNER: 7:00 PM

### FRIDAY

CONTINENTAL BREAKFAST: 7:30 AM  
NETWORKING LUNCH: 11:15 AM

## CONFERENCE CONTACT INFORMATION

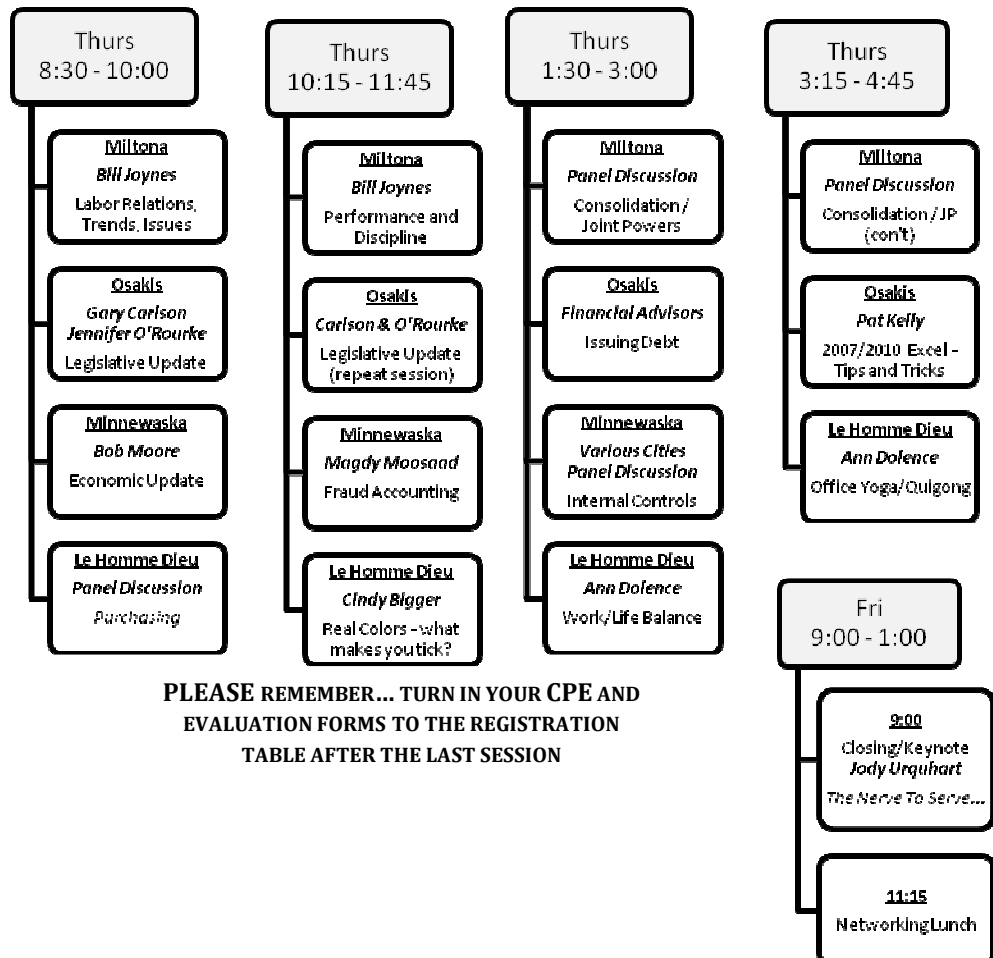
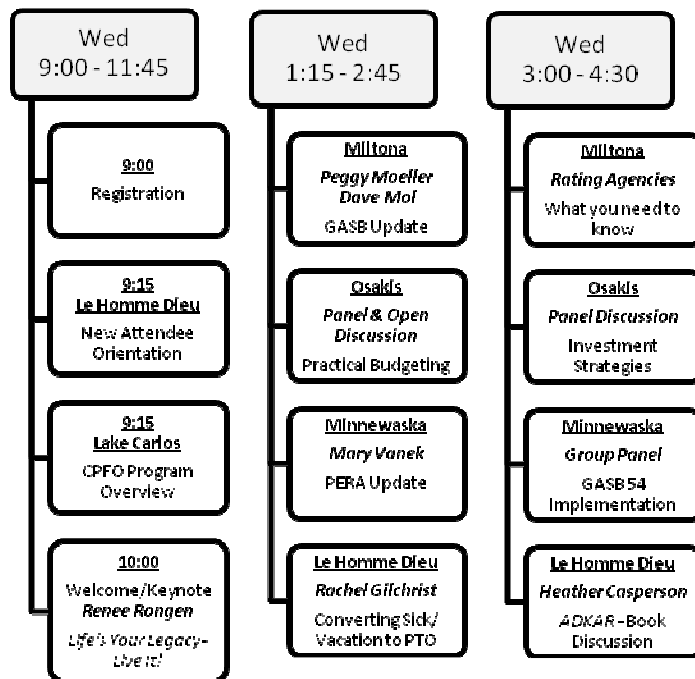
**KATIE REED**, Chair  
952-492-2535  
[kreed@ci.jordan.mn.us](mailto:kreed@ci.jordan.mn.us)

**DAWN KOENIG**, Vice-Chair  
612-348-8837  
[dawn.koenig@co.hennepin.mn.us](mailto:dawn.koenig@co.hennepin.mn.us)

## ROOM RESERVATIONS USE ARROWWOOD RESERVATION FORM

Standard / Townhouse Room:  
\$108 Single/Double per Night  
Suite:  
\$164 Single/Double per Night

**OVERFLOW:** Arrowwood will make ALL overflow reservations



PLEASE REMEMBER... TURN IN YOUR CPE AND EVALUATION FORMS TO THE REGISTRATION TABLE AFTER THE LAST SESSION

MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION  
2011 ANNUAL CONFERENCE

**"Finding Ways: Excellence Under Pressure"**

When:	September 21-23, 2011
Where:	Arrowwood Resort Alexandria, Minnesota

**CONFERENCE REGISTRATION FEE (09/21-23/2011)**

	<u>Member</u>	<u>Non-Member</u>
BY AUGUST 26 <sup>TH</sup>	\$225.00	\$285.00
AFTER AUGUST 26 <sup>TH</sup>	\$250.00	\$310.00

**MAKE CHECKS PAYABLE TO:** Minnesota GFOA

**MAIL REGISTRATION/PAYMENT TO:** Cory Kampf  
Finance Director  
City of Brooklyn Park  
5200 85<sup>th</sup> Ave N  
Brooklyn Park, MN 55443  
Fax (763) 493-8123  
Email: [cory.kampf@brooklynpark.org](mailto:cory.kampf@brooklynpark.org)

**Note:** To pay by credit card (MC/Visa only), you must register on-line at [www.mngfoa.org](http://www.mngfoa.org) and *then mail, fax, or e-mail the registration form to Cory Kampf* at the address above.

**LODGING:** You must make separate arrangements by completing the attached lodging registration form for Arrowwood Resort by August 26, 2011. Reservations are on a first-come first-served basis. Overflow lodging reservations *will be made for you by Arrowwood*. You are encouraged to make arrangements to share a room.

Townhome rooms are available at the standard room rate. Each bedroom in a townhome unit will be considered a standard room. Please direct any questions regarding townhome assignments to Arrowwood Resort.

**YOU MUST MAIL OR FAX YOUR ROOM RESERVATION FORM TO ARROWWOOD**

**REFUND POLICY:** All cancellation requests regarding lodging must be directed through Arrowwood Resort and are subject to their policies. Conference cancellation requests received by September 16, 2011 will be refunded in full. All cancellation requests received after September 16, 2011 will be subject to a \$100 charge to cover expenses. Requests for refunds on the conference fee will only be considered up to September 23, 2011.

***THE ANNUAL CONFERENCE COMMITTEE INVITES ALL PARTICIPANTS TO DRESS CASUALLY  
AND ENJOY THIS YEAR'S CONFERENCE***

**\* REMEMBER A SWEATER IN CASE THE CONFERENCE ROOMS ARE COOL \***

**CONFERENCE REGISTRATION FORM**

**\* RETURN THIS FORM WITH PAYMENT\***

**MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION  
2011 ANNUAL CONFERENCE**

**"Finding Ways: Excellence Under Pressure"**

*PLEASE NOTE: YOUR NAME WILL APPEAR ON YOUR NAME TAG AS SUBMITTED*

LAST NAME:  FIRST NAME:

POSITION:

EMPLOYER:

ADDRESS:

CITY:  STATE:  ZIP:

PHONE:  E-MAIL:

**CONFERENCE REGISTRATION FEE (09/21-23/2011)**

	<u>Member</u>	<u>Non-Member</u>	<u>Total</u>
BY AUGUST 26 <sup>TH</sup>	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$285.00	<input type="text"/>
AFTER AUGUST 26 <sup>TH</sup>	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$310.00	<input type="text"/>
TOTAL PAID REGISTRATION			<input type="text"/>

**IS THIS YOUR FIRST MGFOA CONFERENCE?**       YES     NO

**IDENTIFY SPECIAL DIETARY NEEDS/ALLERGIES:**

(SOMEONE WILL CONTACT YOU BY PHONE OR E-MAIL REGARDING YOUR NEEDS)

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**MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION**  
**2011 ANNUAL CONFERENCE**  
**"Finding Ways: Excellence Under Pressure"**  
**Lodging Reservation Form**  
**September 21-23, 2011**  
**Arrowwood Resort & Conference Center**

**REGISTRATION INFORMATION**

Company \_\_\_\_\_

Mr./Mrs./Ms. \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Special Requests:** (i.e. room accessibility, dietary, etc.)  
 Explain: \_\_\_\_\_

**All of our lodging is non-smoking**

Method of Payment:

\_\_\_\_\_ Check - send with form  
 \_\_\_\_\_ Credit Card - card charged upon receipt of form  
 Visa, MasterCard, American Express, Discover accepted.

Card # \_\_\_\_\_

Exp. \_\_\_\_/\_\_\_\_

Cardholder's name: \_\_\_\_\_

Signature: \_\_\_\_\_

**CANCELLATION POLICY**

Cancellations requests received after September 16, 2011, will be subject to a charge for one-nights lodging plus tax.

**MGFOA requests that all cancellations be made as soon as possible to make rooms available for other conference attendees.**



**LODGING SELECTIONS**

\_\_\_\_\_ \$108.00 Standard accommodations / per night + tax

\_\_\_\_\_ I am willing to stay in a Townhome unit, if no standard rooms are available at Arrowwood

\_\_\_\_\_ \$108.00 Townhome accommodations per room/  
 per night + tax

Please select Townhome preference:

\_\_\_\_\_ 3 BR Townhome Unit

\_\_\_\_\_ 4 BR Townhome Unit

\_\_\_\_\_ \$164.00 Suites Per night + tax (Suites are limited)

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Total Room Nights: \_\_\_\_\_

**ROOMMATES**

If you are sharing a room or townhome, each person must complete a separate reservation form.

List name(s) of the roommate(s) you've selected:

\_\_\_\_\_  
 \_\_\_\_\_

If you are selecting roommates, reservation forms must be mailed or faxed together. If not received together, specific roommate requests cannot be guaranteed.

Overflow lodging reservations will be made for you by Arrowwood. Once Arrowwood Resort is full, attendees will be notified where their reservation has been made.

**MAIL OR FAX ENTIRE FORM TO:**

*Arrowwood Resort & Conference Center*  
*2100 Arrowwood Lane NW*  
*Alexandria, MN 56308*  
*FAX: 320-762-0133*  
*Phone: 320-762-1124*

**\*\*NO RESERVATIONS TAKEN WITHOUT FORM\*\***

Jessie Hart  
White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110



**Message from the Editor**  
**By: Jessie Hart**



If you wish to share any items of interest with the members I look forward to receiving them. Send your job openings, ads, career moves, or other items of note to me by the 20<sup>th</sup> of each month and they will go in the next newsletter. Thanks!

**Contact information:**

Jessie Hart  
White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110  
[jessie.hart@ci.white-bear-township.mn.us](mailto:jessie.hart@ci.white-bear-township.mn.us)  
Phone: 651-747-2760  
Facsimile: 651-426-2258

***NATIONAL GFOA CORNER . . .***



**National GFOA On-line Training Opportunities**

Train without the travel with GFOA's Internet Offerings – ALL courses take place from 1:00 to 3:00 pm (CT) and will earn you 2 CPE credits with your participation. The registration fee for most seminars is \$85.00 for Active/Associate GFOA Members and \$160 for Nonmembers. Upcoming training events include the following:

- Health-Care Implementation: A Compliance Update – August 24, 2011

Visit [www.gfoa.org](http://www.gfoa.org) for additional information and to register for these and any other training opportunities offered by GFOA.