



MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION

MnGFOA NEWSLETTER

SEPTEMBER 2011

Excellence and Leadership in Government Finance

www.mngfoa.org

Message from the President

By: Ron Hedberg

The theme for the upcoming MnGFOA Conference is "Finding Ways: Excellence under Pressure". With the perpetual change and more and more requests for our time and expertise it is increasingly more and more important to keep all of our skills up to date. The Conference Committee has planned a number of excellent sessions and extensive education opportunities followed by interesting networking activities. I hope to see you there.

This year's opening keynote speaker will be Renee Rongen "Life's your legacy - Live it!" she will inspire us to live our life to the fullest; it should be a good start to the conference and will give everyone something to think about. Again this year the topics will include the usual formats as well as the popular discussion format. The closing keynote speaker, Jody Urquhart, will do her presentation "This would be funny... if it wasn't happening to me!" where she will highlight ways to decrease stress in our lives, and embrace change with enthusiasm.

Among the variety of topics are: GASB Updates, Budgeting, Fraud Auditing, Labor Relations, Discipline, Debt Issuance; updates on: recent legislative actions, PERA changes, and Economic updates. A number of roundtable and panel discussions on: Investment strategies, Implementing GASB 54, Practical Budgeting, Consolidating / Joint Powers and developing Internal Controls.

Again this year is a book discussion on ADKAR: How to implement Successful Change in our Personal Lives and Professional Careers. If you are still interested in joining in and want to get a copy of the book for advance reading contact Heather Casperson at caspersonh@pfm.com, 612-338-7264 or

Katie Reed at kreed@ci.jordan.mn.us, 952-492-2535 to see if there are still copies available.

Following the sessions there will be the usual activities that you have been accustomed to over the years in addition to a number of networking opportunities and other interesting interactive activities. Details will be included in the conference book and will be posted by the registration desk.

If you haven't registered yet, you can still register by printing the form from the website and either mailing in to Cory Kampf or you can register and pay on-line, if you register and pay on-line we still need you to send (email or fax is fine) a copy of the registration form.

Thank you to Dave Mol and Peggy Moeller for the presentation at the August Monthly meeting on implementing GASB 54, if you haven't implemented GASB 54 now is the time to have your City Council's or Board approve any changes to your fund balance policy. If you missed the August presentation there will be a session on implementing GASB 54 and will include practical approaches to making the changes.

ITEMS OF INTEREST IN THIS NEWSLETTER:

2011 Annual Conference Update
Accounting & Auditing Student Conference
MnGFOA Upcoming Educational
Opportunities
National GFOA Training Corner
Internship Grant for 2012
Job Announcements
Job Changes and Retirements
Attachments:
2011 Annual Conference Schedule

COMMITTEE

ORNER

Executive Committee Update

The Executive Committee met on August 17th and took the following actions:

- Approved meeting minutes from July 2011.
- Approved check registers and Treasurer's report for July 2011.
- Heard updates from various committees.
- Discussed activities and other aspects of the 2011 Annual Conference in Alexandria.
- Voted to establish the Accounting & Auditing Student Conference Standing Committee
- Discussed the website and current provider.

2011 Annual Conference FINAL Update

Finding Ways: Excellence Under Pressure

The Annual Conference is (nearly) here! Only a few more pieces to put together before the 48th Annual MnGFOA Conference is held. We hope that you can join us Wednesday, September 21 through Friday, September 23, 2011 at Arrowwood Resort and Conference Center in Alexandria, MN.

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"*.

Each evening of the Conference will be filled with networking opportunities, coordinated by the Social Committee. Wednesday evening after dinner is "Music Mania" -- work with your team to get the correct answers first; Thursday evening will be a high-energy, entertaining, interactive show. Each evening's activities will be followed by opportunities to socialize and network with your colleagues.

A copy of the updated Conference Schedule is included with this newsletter. Conference and lodging forms are available on the web site at www.mngfora.org.

We are looking forward to a very successful conference and hope to see everyone in Alexandria, September 21 - 23, 2011. REMEMBER to register soon to secure your spot at the conference.

"LAST CHANCE"

Sign up NOW for an Exciting, Event Filled Day Representing and Promoting the MnGFOA

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, or Amy Selvig at 952-563-8704 or by email at asevig@ci.bloomington.mn.us.

NATIONAL GFOA TRAINING 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:

- Financial Recovery: A 12-Step Process for Regaining Financial Health – September 21
- Communicating Performance Information – September 28
- How to present the Capital Budget in the Operating Budget Document – September 29
- Type of Debt Instruments & Understanding Refunding – October 19
- Negotiating Retirement Benefits: Finance Director's Role – October 28

National GFOA Group-Live Training Opportunities

The GFOA offers the following group-live courses that will be held at the GFOA Offices, 203 North LaSalle Street, Suite 2700, Chicago, IL, 60601-1210. Hotel rooms can be reserved at hotel Monaco, 225 North Wabasha Avenue, Chicago IL 60611. These courses are all 2-days and go from 9:00 am to 5:00 pm (Central). The registration fee is \$580 Active/Associate and \$790 Nonmember.

- Financial Resiliency Bootcamp – September 26 – 27
- ERP Acquisition and Implementation – October 3 – 4
- ERP Project Management – October 5 - 6

Visit www.gfoa.org for additional information and to register for these and any other training opportunities offered by GFOA.

CPFO TESTING SEPTEMBER 20, 2011

The Arrowwood Resort will again be a host site for the CPFO Testing on Tuesday, September 20, 2011 prior to the Annual MnGFOA Conference in Alexandria. The testing will take place in at 1:00 pm in the Le Homme Dieu Room at Arrowwood. Registration and additional information for the exam can be found online at www.gfoa-cpfo.org. The online deadline for registration is September 6, 2011.

INTERNSHIP GRANT FOR 2012

The MnGFOA Internship Grant provides valuable work experience to a student interested in a career in government finance. The Grant also allows an active member of MnGFOA and his or her government to employ an intern who can supplement the current staff by assisting with various tasks and projects.

The Internship Grant is a 50/50 matching grant of up to \$3,000. The Grant will be awarded by October 31 of each year, and may be used any time during the following calendar year. Grant application deadline is September 30, 2011. Each government receiving a Grant may select and intern to fill the position or, if requested, the MnGFOA may assist by providing resumes of interested students.

The Grant will be awarded based on the following factors listed in priority order:

- Duties and projects assigned to the intern (60%).
- The applicant's expectations of the internship including the benefits to both the intern and the government (30%).
- Special needs or special circumstances of the government (10%).

Because the intent of this Grant is mainly to provide a wide variety of applicable government finance work experience to a student, grant submissions that offer the intern an opportunity to function as a true staff member (not someone assigned to only one project or performing duties that are not a normal function of the finance department) will be given priority.

The MnGFOA will reimburse the Grant recipient fifty percent of the documented internship wages and benefits costs up to a maximum grant of \$3,000. The Grant recipient shall provide wage and benefit documentation to the MnGFOA before the Grant is paid.

Internship forms can be obtained from the website at www.mngfoa.org. Please send submissions to: Ron Hedberg, 7100 West 147 Street, Apple Valley, MN 55124 or rhedberg@ci.apple-valley.mn.us.

MnGFOA Upcoming Educational Opportunities

JOB ANNOUNCEMENTS

The Education Committee is now accepting registration for the following one-day educational opportunities:

- ✓ **Wednesday, October 5th - Beginning Governmental Accounting** in Marshall, MN at the Ramada Inn (1500 E College Dr.) This session will be presented by MnGFOA members Sue Iverson and Tom Kelly and is designed for those who have little accounting knowledge and will cover the basic governmental accounting concepts. This session will be held from 9:00 am – 4:00 pm; check-in will begin at 8:30 with a break for lunch around noon. A block of rooms have been secured for Tuesday night at the Ramada Inn under MN Finance.
- ✓ **Tuesday, October 11th - Intermediate Governmental Accounting** in Hermantown, MN at the Training Center (5111 Maple Grove Road.
- ✓ **Thursday, October 13th - Intermediate Governmental Accounting** in Mankato, MN at the City Center Hotel (101 East Main Street).

These two sessions will be presented by MnGFOA members Sue Iverson and Dave Mol and is designed for those who have some governmental accounting knowledge and will cover GASB pronouncements and how they affect government finance statements including GASB 34 conversion on the financial statements and fund balance designations. Both sessions will be held from 8:00 am – 4:30 pm; check-in will begin at 7:30 with a break for lunch around noon. A block of rooms have been secured on Monday night at the Country Inns & Suites (218.740.3851, 4257 Haines Road Duluth, MN 55811) under MNGFOA and on Wednesday night at the City Center Hotel under MnGFOA.

- ✓ **Wednesday, October 19th - Advanced Governmental Accounting** in Roseville, MN at the Radisson Hotel Roseville (2540 North Cleveland Ave.). More information to come on this session. This session will be held in conjunction with the MnGFOA monthly luncheon. This session will be held from 8:00 am – 4:30 pm; check-in will begin at 7:30 with a break for the lunch and speaker around noon.

Each session costs \$50.00 per person and includes all materials and lunch. Please check the MnGFOA website for more information, and to register, at www.mngfoa.org. Please contact Tom Kelly with any questions at tom.kelly@ci.monticello.mn.us.

FINANCE DIRECTOR CITY OF MEDINA, MN

Medina is accepting applications for a regular full-time Finance Director. The position reports directly to the City Administrator and the primary duties are to administer all city financial functions and assist in financial planning. Qualified applicants should have a bachelor's degree in accounting, business administration, finance, public administration or related field and two years of experience in finance or accounting operations (preferably with a municipality or consulting firm representing a municipality). Annual salary range is \$56,000 to \$84,000 DOQ.

A city application packet may be obtained at Medina City Hall, County Road 24, Medina, MN 55340 or on the city's website at: www.ci.medina.mn.us. Phone: (763) 473-4643. Application materials should be submitted to City Administrator Scott Johnson by Monday, September 12, 2011 at 4:30 p.m.

Posted 8/17/2011

FISCAL ADMINISTRATOR ST. CROIX COUNTY, WI.

St. Croix County is seeking an accounting professional to perform complex accounting, budgeting and internal /external grant financial reporting. Main areas of work will be financial reports to State agencies, analysis and accounting for nursing home and health and human service divisions, internal audits as directed. Requirements include a Bachelor's Degree in Accounting or related field and experience in governmental accounting, grants accounting or job costing and cost allocation. Excellent salary and benefits. Position reports to the County Finance Director. Application & job description available from Human Resources, Government Center, 1101 Carmichael Road, Hudson, WI 54016 or phone 715 381-4310 www.co.saint-croix.wi.us Applications must be received by September 19, 2011. AA/EOE

JOB CHANGES / RETIREMENTS

Congratulations to Clara Thorne who was selected as the new Finance Director for the City of North Mankato and started August 22, 2011. Clara will be working with Steve Mork until his retirement on September 30, 2011.

After 25 years in public finance, Steve Mork has decided to retire...he is officially done on September 30, 2011. Steve has been an active member of the MnGFOA around 1985 when he was the Accounting Supervisor at Blue Earth County. He served on year on the Treasurer Selection Committee. He has been the Finance Director at North Mankato for the past 15 years. Steve has been successful in receiving the Certificate of Achievement in each of the years he has been at North Mankato.

Traveling around in the RV, doing some time share traveling and volunteering in the community are the Steve's current plans for retirement. Congratulation Steve and Good Luck in retirement.



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):

- September 21 – 23, 2011 – Annual MnGFOA Conference, Alexandria, MN
- October 5, 2011 – Beginning Governmental Accounting, Ramada Inn, Marshall, MN
- October 11, 2011 – Intermediate Governmental Accounting, Training Center City Hall Complex, Hermantown, MN
- October 13, 2011 – Intermediate Governmental Accounting, City Center Hotel, Mankato, MN
- October 19, 2011 – Advanced Governmental Accounting, Radisson Hotel, Roseville, MN
- October 19, 2011 – Monthly Luncheon, Radisson Hotel Roseville
- 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>President Ron Hedberg City of Apple Valley rhedberg@ci.apple-valley.mn.us 651.458.2540</p> <p>President Elect Jessie Hart White Bear Township jessie.hart@ci.white-bear-township.mn.us 651.747.2760</p> <p>Secretary Cory Kampf City of Brooklyn Park cory.kampf@brooklynpark.org 763.493.8150</p> <p>Treasurer Dan Jordet City of Brooklyn Center djordet@co.brooklyn-center.mn.us 763.569.3345</p>	<p>Past President Cathy Shuman City of Monticello cathy.shuman@ci.monticello.mn.us 763.271.3204</p> <p>At-Large Peggy Moeller HLB Tautges Redpath Ltd. pmoeller@hlbtr.com 651.407.5832</p> <p>At-Large Sue Kotchevar City of Eden Prairie skotchevar@edenprairie.org 952.949.8386</p> <p>State Representative Darin Nelson City of Fridley NelsonD@ci.fridley.mn.us 763.572.3520</p>
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2011 COMMITTEE CHAIRS

Conference Committee	Katie Reed City of Jordan	kreed@ci.jordan.mn.us 952.492.2535
Education Committee	Tom Kelly City of Monticello	tom.kelly@ci.monticello.mn.us 763.271.3211
Program Committee	Jennifer Vucinovich US Bank	jennifer.vucinovich@usbank.com 651.466.8750
Social Committee	Sharon Kutzke City of Ham Lake	skutzke@ci.ham-lake.mn.us 763.235.1668
Technology Committee	Joe Rueb City of Maplewood	joe.rueb@ci.maplewood.mn.us 651.249.2903
Selection Committee	Greg Sticha City of Chanhassen	gsticha@ci.chanhassen.mn.us 952.227.1100

If you wish to know more about or help out on any of these committees, please contact the person(s) listed above.



Finding Ways: Excellence Under Pressure



MnGFOA 48th 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

DAWN KOENIG, Vice-Chair
612-348-8837
dawn.koenig@co.hennepin.mn.us

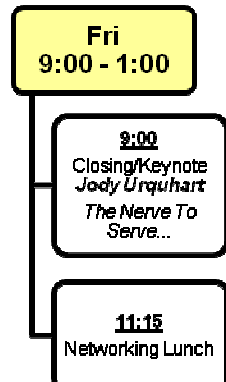
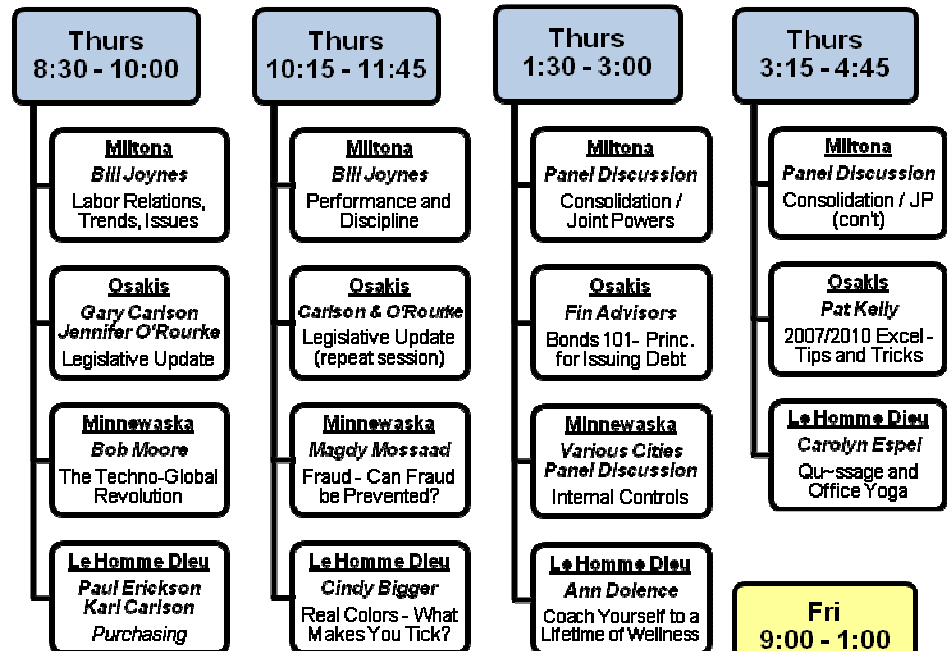
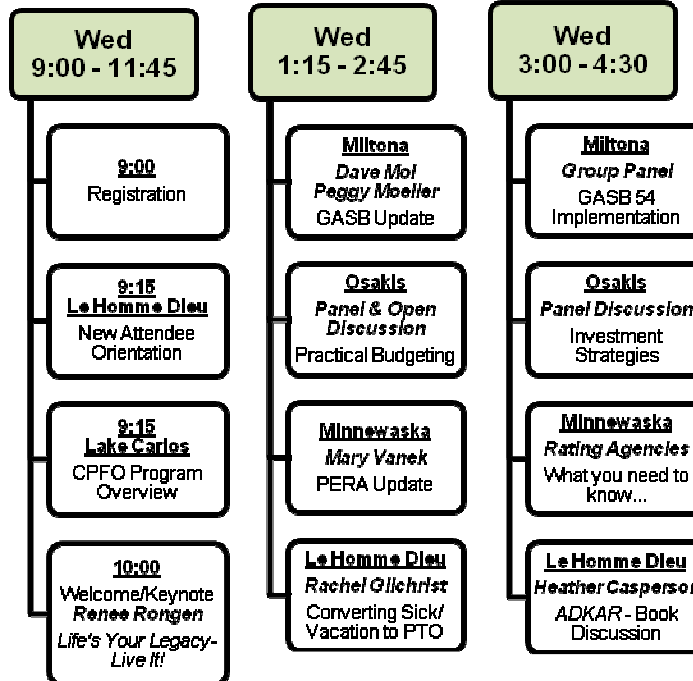
ROOM RESERVATIONS

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

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 20th 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
Phone: 651-747-2760
Facsimile: 651-426-2258

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 Gemutlichkeit in Northeast Minneapolis. More information will be included in future newsletters.



November’s Monthly Meeting Topic
(Extended Session) ~ Mark Your
Calendar!

“How to Communicate Effectively To the Public,
Council and Staff”
Speaker: Donelle Hentermeister