

## Conference Schedule At-A-Glance

### Tuesday, April 17th

6:00pm - 10:00pm President's Reception – Sponsored by US Bank

### Wednesday, April 18th

8:30am - 3:00pm Conference Registration Table Open  
9:00am - 12:00pm Bonds 101: Public Funds Investing  
10:00am Golf Tournament Starts  
12:00pm - 1:00pm Box Lunch  
1:00pm - 4:00pm State Auditors Office – Local Government Fraud Update  
State Auditors Office – Local Government Performance Center  
AWC Legislative Update – Financial Issues  
6:00pm Dinner at Campbell's Resort

### Thursday, April 19th

6:30am Chelan Riverfront Park Walk/Run  
7:30am - 3:00pm Conference Registration Table Open  
7:30am - 8:30am Buffet Breakfast  
8:30am - 11:45am Welcome and General Session  
12:00pm - 1:15pm Lunch and Business Meeting  
1:30pm - 2:50pm Roundtable Sessions  
2:50pm - 3:10pm Break  
3:10pm - 4:30pm Roundtable Sessions  
5:30pm - 6:30pm Wine Tasting Reception  
6:30pm - 7:15pm Banquet Dinner  
7:15pm - 8:00pm Live Scholarship & Silent Auction  
8:15pm - 11:00pm Music Entertainment - Private Reserve Jazz Band

### Friday, April 20th

7:30am - 8:45am Buffet Breakfast  
9:00am - 10:20am Roundtable Sessions  
10:20am - 10:50am Break and Scholarship Raffle Drawing  
10:50am - 12:10pm Roundtable Sessions



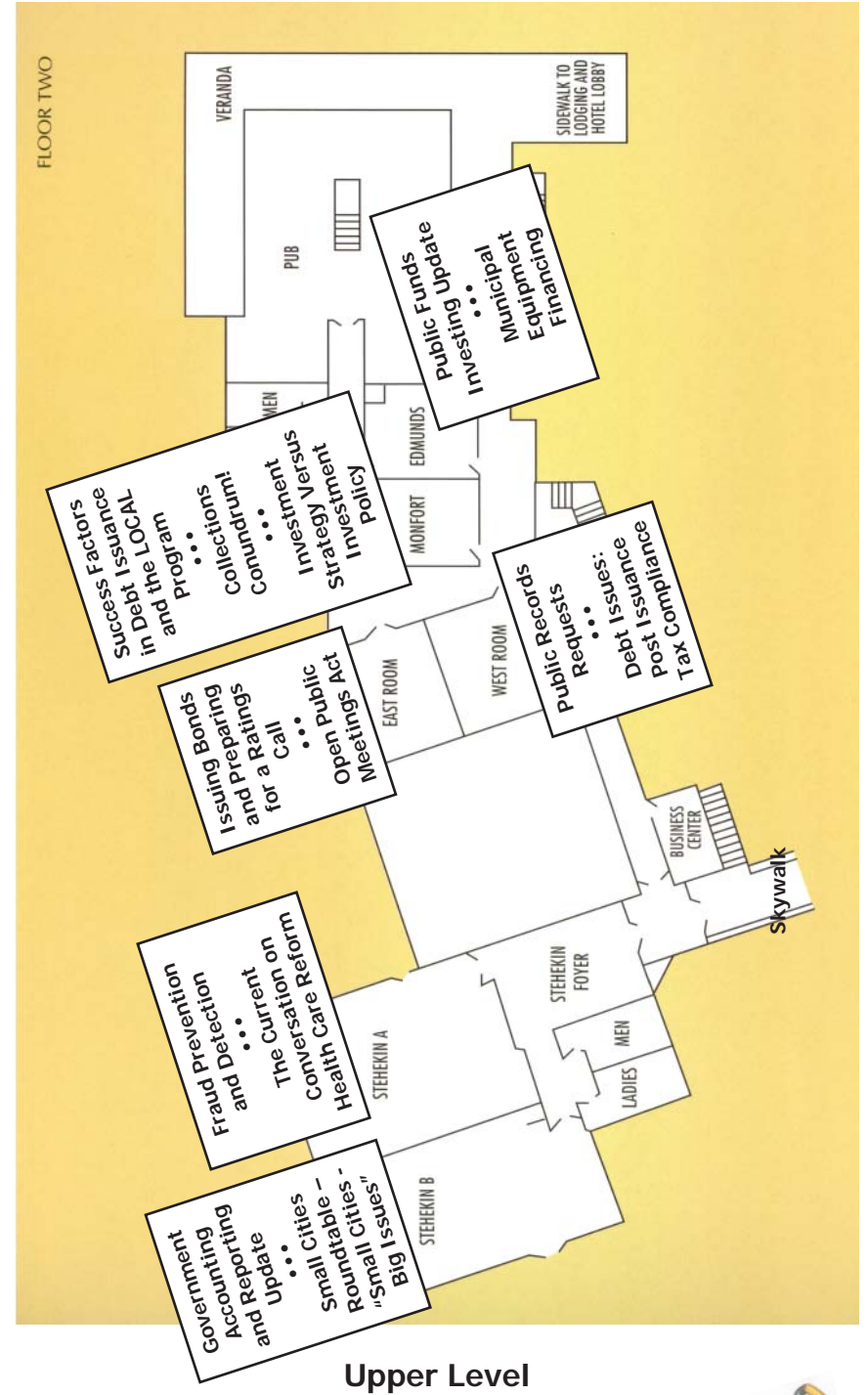
**WMTA 29th Annual Conference**  
**April 18-20, 2012**  
**Campbell's Resort & Conference Center**  
**Chelan, Washington**

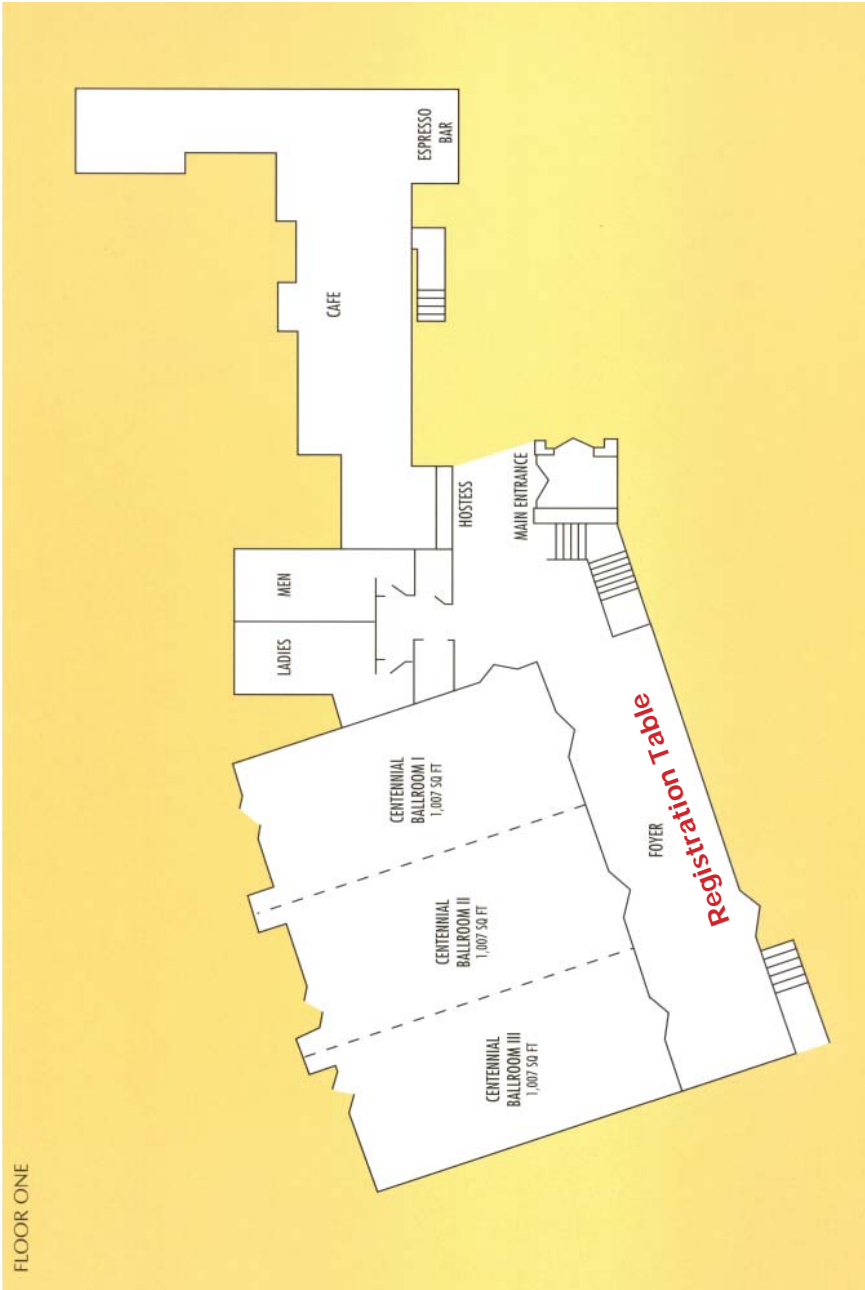
**Conference Handbook**

## WMTA Mission Statement

To promote the profession of Municipal Treasurers in the state of Washington through education, mutual support, professional recognition, and legislative advocacy.

You can visit the WMTA website at [www.wmta-online.com](http://www.wmta-online.com)





FLOOR ONE

Lower Level



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## President's Welcome

On behalf of the Board of the Washington Municipal Treasurer's Association, I would like to welcome you to the 29th Annual WMTA conference here in Chelan, Washington.

This year's theme, "Digging for Dollars", is a gardening metaphor for what many of us are going through in our own cities, towns, and entities. During these hard financial times, there just doesn't seem to be enough money to afford the programs we have provided citizens in the past. So we roll back our sleeves, sharpen our pencils, and look for new ways to do business. The soil may be rocky, or have poor drainage, but with hard work, attention to detail, and nurturing new seedlings, we can get our economies and programs to grow again. Never before has the saying, "You reap what you sow" had more meaning.

While you are here, make time to recharge your batteries, reconnect with old friends, and make some new ones. The information provided at the roundtables and received from networking with fellow treasurers will hopefully provide some new fuel for action back home. The WMTA believes in having fun while promoting positive and professional education. And speaking of fun, have you ever considered joining one of our committees? We have many to choose from: Education Committee, Scholarship Committee, Investment Policy Committee, and Newsletter Committee, just to name a few. There are many ways to participate, and the rewards are many. You will make some great new friends, build up your professional network, and have fun while contributing to a worthy cause. Look at the flyer in your registration tote, and then contact any board member if you have questions. We would love to have you on board.

Thanks for being here; have a great conference!

*Dianne Nelson, President*



## Committee Volunteers

# We Want YOU!

The WMTA Board is looking for members for the various committees and positions. If you are interested in any of the following, please contact us. Contact information for the board members are on our website at [www.wmta-online.com](http://www.wmta-online.com).

**Audit**

**Budget**

**Conference**

(Auction, Decorations, Entertainment, General Session, Golf, Raffle, Registration, Sponsors, Walk/Run)

**Education**

**Historian**

**Investment Policy Certification**

**Legislative**

**Membership**

**Newsletter**

**Nomination**

**Scholarship**



## The Board's Message

As we wrap up on the final day of conference, it is our goal that your time here has been well spent. We would like to ask that you take a moment to consider the following questions about this week.

- Did you meet new friends?
- Did you collect new networking contacts?
- Did you obtain any new or updated information?
- Did you get a chance to relax, have fun, and feel refreshed?

Hopefully you can answer "yes" to one or several of these questions. We are very interested in your feedback. We encourage you to complete your **WMTA 2012 Conference Surveys** which will be sent to you via email. Your comments help us make plans and improvements for next year's conference.

We thank each of you for your attendance and participation this year. Don't forget, the WMTA Board is always looking for enthusiastic individuals to assist with next year's conference. If you are interested in helping out with any of the conference or board committees (audit, budget, conference, education, historian, investment policy certification, legislative, membership, newsletter, nomination, or scholarship), please call or email any board member. You can find our phone and email addresses on the website at [www.wmta-online.com](http://www.wmta-online.com).

## Conference Sponsors

The WMTA Board and the Conference Chair would like to extend a very special **thank you** to all the sponsors who have helped make this 2012 conference a success. A conference such as this requires significant financial resources. The generosity of the sponsors allows the WMTA to continue to provide quality educational programs at an affordable cost.

Sponsors provide financial assistance for events such as the President's Reception, meals, break refreshments, receptions, the Chelan Riverfront Park Walk/Run, tote bags, T-shirts, the golf tournament, and much more.

A complete listing of all conference sponsors is also included in your registration packet. Throughout the conference, please take a moment to welcome and thank the representatives of these businesses.

Bank of America Merrill Lynch

Bank of New York Mellon

Cantor Fitzgerald

Cashmere Valley Bank

D.A. Davidson/Davidson Fixed Income Management (DFIM)

Foster Pepper

KeyBank

K&L Gates LLP

Martin Nelson & Company

Piper Jaffray

SDM Advisors

Seattle Northwest Securities

Sterling Savings Bank

Time Value Investments, Inc.

US Bank

Vining Sparks

Wells Fargo Bank

*Thank You!*



## General Information

### Badges

Please wear your Conference badges to all functions.

### Conference Registration

The WMTA Conference Registration Table is located in the foyer of Campbell's Resort & Conference Center. All Conference attendees must register and obtain identification badges for themselves and guests who will be attending Conference activities. To receive your Conference materials and Conference badge, please check in at the Conference Registration Table.

### Meals

Meals provided with conference registration include:

- Wednesday pre-conference box lunch
- Wednesday dinner at Campbell's
- Thursday buffet breakfast
- Thursday lunch
- Thursday wine tasting reception and banquet dinner
- Friday buffet breakfast
- Friday snack

### Meal Tickets

Tickets for meals may be purchased during the conference at the Conference Registration Table.

Meal	Wednesday, April 18	Thursday, April 19	Friday, April 20
Box lunch	\$15	---	---
Breakfast	---	\$20	\$20
Lunch	---	\$20	---
Dinner at Campbell's	\$25	---	---
Banquet dinner	---	\$35	---

## Nominations for 2012-13 Board

### President

Dianne Nelson, Finance Director, City of Monroe

### President-Elect

Deborah Booher, Finance Director, City of Poulsbo

### Secretary

Stephanie McKenzie, Finance Director, City of Enumclaw

### Treasurer

Michael Olson, Deputy Director, Finance and Administration, City of Kirkland

### Immediate Past President

Doug Merriman, Finance Director, City of Oak Harbor

### Board Members

Position No. 1 - 2011-13

Kari Sample, LGIP Administrator, Washington State Treasurer's Office

Position No. 2 - 2010-12

To be announced

Position No. 3 - 2011-13

Elizabeth Alba, Deputy City Clerk/Treasurer, City of Grandview

Position No. 4 - 2010-12

Shelly Carter, Accountant, City of Olympia

Position No. 5 - 2011-13

Laurie Hale, Treasury Manager, City of Cheney

Position No. 6 - 2010-12

Nicole Muegge, Banking & Cash Manager, Thurston County Treasurer

Position No. 7 - 2010-12

Philip Steffen, Senior Accountant, City of Anacortes

### APT US&C Representative and Ex-Officio

Doug Extine, Deputy Treasurer, Washington State Treasurer's Office

*Despite the gardener's best intentions, Nature will improvise.*  
 Michael P. Garafalo




## President's Award

Presented each year by the outgoing WMTA President, this award is given . . .

**In recognition and appreciation for years of outstanding contributions to the membership of the Washington Municipal Treasurers Association.**

<u>Year</u>	<u>Recipient</u>
1996	Kris Tompkins
1997	Not awarded
1998	Rosie Rumsey
1999	Ron Strabbing
2000	Not awarded
2001	Wendy Picinich
2002	Jim Hendrickson
2003	Steve Kimble
2004	Monica Haarstad
2005	Nanci Lien
2006	Kelly Devlin
2007	Nanci Lien
2008	Arif Kanji
2009	Rick Patrick Robbi Stedman
2010	Robbi Stedman
2011	Doug Extine

*The greatest gift of the garden is  
the restoration of the five senses.*  
 *Hanna Rion*



## General Information

### Dress

Casual or business attire is appropriate for all conference activities.

### Conference Facilities


With the exception of the Golf Tournament, all conference activities will be held at Campbell's Resort. For your convenience, a site map is included inside the back page of this handbook.

### Business Center

Campbell's Conference Center provides a business center for guests needing a private office, equipped with computer, internet, fax, copier, etc. Wireless internet is also available. The Business Center is located on the second floor of the Conference Center (just above the WMTA Conference Registration Table).

### Wireless Internet Access

Campbell's Resort offers wireless internet access to their guests. Wi-Fi login cards are available at the hotel registration desk.

*My green thumb came only as a  
result of the mistakes I made while  
learning to see things from the  
plant's point of view.*  
 *H. Fred Dale*





## Badges & Ribbons

We ask for all conference attendees to wear their name badges to gain admission to conference activities and meals.

To assist you in recognizing officers, board members, and other conference participants, ribbons have been color coded as follows:

- President** – Dark green
- President-Elect** – Dark blue
- Secretary** – Dark blue
- Treasurer** – Light yellow
- Board Member** – Burgundy
- Immediate Past President** – Red
- Past President** – Purple
- Committee Member** – Red
- First Time Attendee** – Turquoise
- Honorary Life Member** – Light yellow
- Honorary Guest** – White
- Sponsor** – Green
- Speaker** – Bright yellow
- Facilitator** – Black

## 2011-12 Officers & Board Members

### Officers

#### **President**

Vacant

#### **President-Elect**

Dianne Nelson, Finance Director, City of Monroe

#### **Secretary**

Stephanie McKenzie, Finance Director, City of Enumclaw

#### **Treasurer**

Michael Olson, Deputy Director, Finance and Administration, City of Kirkland

#### **Immediate Past President**

Doug Merriman, Finance Director, City of Oak Harbor

### Board Members

#### **Board Position No. 1**

Deborah Booher, Finance Director, City of Poulsbo\*

#### **Board Position No. 2**

Vacant

#### **Board Position No. 3**

Elizabeth Alba, Deputy City Clerk/Treasurer, City of Grandview

#### **Board Position No. 4**

Shelly Carter, Accountant, City of Olympia

#### **Board Position No. 5**

Laurie Hale, Treasury Manager, City of Cheney

#### **Board Position No. 6**

Nicole Muegge, Banking & Cash Manager, Thurston County Treasurer

#### **Board Position No. 7**

Philip Steffen, Senior Accountant, City of Anacortes

#### **APT US&C Representative and Ex-Officio**

Doug Extine, Deputy Treasurer, Office of the State Treasurer

\*Conference Chair





## Past Conference Themes

Year	Theme	President
1984		George Khatian
1985		Lloyd Hara
1986		Paul Kasakabe
1987		Betty Nahoopii
1988		Harry Wong
1989		Lillian Luark
1990	Country Western - "Visit Treasurers' Country"	Ann Berger
1991	50s and 60s - "Remember When"	Paul Gudgerisson
1992	Cruise - "Keeping Afloat in the 90s"	Kristine Miller
1993	Hawaiian Luau/South Seas - "Treasure Island"	Dale Sciuchetti
1994	Country Western - "A Fist Full of Dollar\$"	Wendy Picinich
1995	Star Trek - "Trekking Toward Tomorrow"	Rob Hendrickson
1996	Irish - "Green Grow the Dollar\$"	Mike Murphy
1997	Jungle - "A Financial Safari"	Connie Leonard
1998	Sports - "Financial All-Stars"	Rosie Rumsey/ Randy Krumm
1999	South of the Border - "Viva La Finance"	Ron Hupp
2000	Handyman - "Tooltime for Treasurers"	Jim Hendrickson
2001	Circus - "Under the Treasury Big Top"	Monica Haarstad
2002	Train - "All Aboard the Treasurers Express"	Paulette Alvarado
2003	Cameras - "Focus on Finance"	Ron Strabbing
2004	Money Makes the World Go 'Round	Yvonne Ziomkowski
2005	Financial "Ports of Call"	Craig Kerr
2006	Financial "Roundup"	Allan Martin
2007	Mardi Gras - "Ooh La La \$\$ Moo La La"	Doug Extine
2008	Fishing for Silver - 25th Anniversary	Doug Extine
2009	Follow the Financial Brick Road	Nanci Lien
2010	Diving for Treasure	Michael Legarsky
2011	Reaching the Summit	Doug Merriman



*Gardening requires lots of water - most of it in the form of perspiration.*  
*🌸 Lou Erickson*



## CPE/CPFA Credits & Feedback

### CPE/CPFA/ACPFA Credits

CPE, CPFA, and ACPFA credits for continuing professional standards are available for each of the sessions. Attendees should sign the attendance sheet at each session. The center of this Conference Handbook includes a "Record of Attendance" sheet to be completed and retained by attendees to verify attendance. WMTA will provide copies of the sign-in sheets online for CPE credits purposes only. For other certifications, attendees should be sure to retain your handbook "Record of Attendance."

### Feedback and Comments

In our continuing effort to utilize technology to conserve resources, WMTA will be gathering your conference feedback through a quick and user friendly survey. The survey will be emailed to all conference attendees next week. When you receive the email, we would appreciate you taking a couple of minutes to share your thoughts about this year's conference. Your comments will help us to plan future conferences.

To ensure that you receive the survey, MRSC needs to have your current email address. If you need to update your email information, just stop by the Conference Registration Table. You can also update your information online on the WMTA's website ([wmta-online.com](http://wmta-online.com)) by clicking on the **Membership** button and accessing your membership record.

*Gardening is a matter of your  
enthusiasm holding up until  
your back gets used to it.  
Author Unknown*



## APT US&C

**Certified Public Finance Administrator (CPFA)** recognizes public treasury and finance officials who have demonstrated a high level of professional competency through continuing education and professional experience. Successful applicants must have earned sufficient education and experience points and been a member of APT for two consecutive years. Members who already have the CPFA designation are required to maintain the certification every five years. Educational programs are offered at CPFA approved university programs; APT state association conference and annual APT conferences. See the APT US&C website for the new Advanced Certified Public Finance Administrator credential.

**Investment Policy Certification** allows public treasury officials to submit their government's investment policies to APT for peer review. The association's Investment Policy Program provides public investors with guidance and technical assistance in developing a comprehensive written investment policy. APT's model investment policy includes those elements that are essential to a good policy and includes an outline to help develop policies suited to your entity.

**Cash Handling Certification** provides treasury officials the opportunity to submit their government's cash handling program for review and certification. APT's model cash handling manual is an excellent resource that includes training modules, glossary of terms, a cash handling training seminar syllabus, sample cash handling legislation, and an application for the certification program. The association's cash handling training seminars are open to public treasury officials throughout the year.

**Debt Policy Review and Certification** program provides treasury and financial officials with the Debt Policy Handbook to be used as a guide for preparing their own unique policy. This handbook provides practitioners with the information necessary for preparing a comprehensive capital financing policy. It includes chapters on: assessment and funding alternatives; issuance of obligations; administration of obligations; and using pertinent internet sites. The handbook includes instructions and an application to have your policy certified.

For more information on these and other certification opportunities, visit the APT US&C website at [www.apusc.org](http://www.apusc.org).



## APT US&C

The Association of Public Treasurers of the United States and Canada (APT US&C) is a non-profit corporation established in 1965 with the express purpose of serving public treasury officials.

The Association provides educational seminars and conferences, publications, policy and legislative information, and technical assistance to members.

APT's key areas:

- Cash Management
- Bank Services
- Investment Policies & Practices
- Debt Management
- Internal Controls
- Pension & Benefits Administration
- Technology
- Cash Handling
- Revenue Collections
- New Revenue Sources

Join us for our 47th annual conference:

**August 12-15, 2012**  
Williamsburg Lodge, Williamsburg, Virginia

### Revolutionizing Trends In Treasury Management

WMTA scholarships may be available. Visit [wmta-online.com](http://wmta-online.com).

For information about APT US&C and its programs see their website or contact their office at:

APT US&C  
962 Wayne Avenue, Suite 910  
Silversprings, MD 20910  
(301) 495-5560 • (301) 495-5561 Fax  
[www.apтусc.org](http://www.apтусc.org)  
[info@apтусc.org](mailto:info@apтусc.org)



## Conference Program – Wednesday

**Conference Registration Table Hours** 8:30am - 3:00pm

**Golf Tournament** 10:00am - 5:30pm  
Sponsors: Bank of New York Mellon, KeyBank, Piper Jaffray, Seattle Northwest Securities, and Vining Sparks

**Bonds 101: Public Funds Investing** 9:00am - 12:00pm  
**Location: Stehekin A**  
Instructor: Paul Jarvis, Managing Director, Time Value Investments, Inc.

Government bonds are one of the few investments consistently on the "public funds appropriate" list. Let's learn about them! This unique public funds investment class begins at the "kindergarten" level. We will diagram a typical bond and lay out the cash flows. We will resolve questions regarding bonds purchased at a discount and a premium. And without resorting to bond speak or jargon, we will answer that all important question: "how likely is a specific callable bond to be called?" Bring any of your staff that are confused by, scared of, or just plain don't get bonds... and watch the light bulbs come on!

**Box Lunch** 12:00pm - 1:00pm  
**Location: Stehekin Foyer (upper level)**  
Sponsor: Time Value Investments, Inc.

**Fraud Trends, Prevention and Detection** 1:00pm - 4:00pm  
**Location: Stehekin B**  
Instructors: Sarah Walker, CFE, Fraud Manager, Washington State Auditors Office  
Jim Brittain, CPA, Director of Special Investigations, Washington State Auditors Office

The class will provide the current trends in losses reported to the State Auditor's Office. In addition, the class will discuss the importance of internal controls in preventing and detecting fraud. We will discuss a variety of small investigations in the areas of payroll, cash receipting, cash disbursements and fuel/gas cards to show how basic internal controls may have prevented it from occurring or detected it earlier.



## Conference Program – Wednesday

**AWC Legislative Update - Financial Issues** 1:00pm - 4:00pm

**Location: Stehekin A**

Instructor: Victoria Lincoln, Legislative and Policy Advocate, Association of Washington Cities

The State Legislature has been deeply involved with several financial and administrative issues that may impact cities and towns in Washington. Victoria will enlighten us on current issues being addressed by the legislature, the technical nature of how these issues might impact important revenue streams, as well as other topics that may affect your city!

**Dinner at Campbell's Resort**

**6:00pm**

**Location: Terrace Tent**

Sponsor: Bank of America Merrill Lynch

This is a casual affair and a chance to meet new friends and catch up with old ones. No need to drive anywhere. Join us right here at the Campbell's Resort, in the tent just above the hotel check-in desk.



## Track 4 - Roundtable

For Washington's local government, and most particularly for those in finance, this session will help you in knowing what to expect in the coming years with W-2 reporting and budget forecasting.

**Debt Issues: Post Issuance Tax Compliance**

**Location: West Room (upper level)**

Instructor: William Tonkin, Foster Pepper PLLC

This roundtable will focus on what you need to do to stay in compliance with Internal Revenue Service and Security and Exchange Commission regulations for local government bonds. Some of the topics covered will be creating policies for federal tax compliance, including private use monitoring, change in use, and management contracts, and disclosure obligations, including initial disclosure documents (Official Statements) and continuing disclosure obligations. The round table will highlight recent IRS and SEC initiatives in these areas.





## Track 4 - Roundtable

### Open Public Meetings Act

**Location:** East Room (upper level)

Instructor: Pat Mason, Senior Legal Consultant, Municipal Research and Services Center

One of the primary legal doctrines that elected and appointed officials must be familiar with is the Open Public Meetings Act. This session will provide an overview of the requirements of the Open Meetings Act, including an overview of the reasons for which a governing body may meet in closed or executive session. The session will highlight inadvertent ways the Act can be violated, such as e-mail meetings, serial meetings or use of social media. A focus of the session will be on staff responsibilities for complying with the Act, such as required notice, proper procedures to go into executive session, and what must be reflected in the minutes so as to avoid issues with the Office of the State Auditor.

### The Current Conversation on Health Care Reform

**Location:** Stehekin A (upper level)

Instructor: Carol Wilmes, Employee Benefit Trust Manager, Association of Washington Cities

In 2010, the Patient Protection and Affordable Care Act (PPACA) launched an unprecedented roadmap of regulatory change to employer-sponsored health plans, individual coverage and governmental health programs. Regardless of which side of the political fence you sit on, all agree that it will have everlasting impact on the healthcare landscape. This presentation will review what has occurred since 2010; what are the current conversations at the legislative and judicial levels; and what is on the horizon for health plans in 2013-2014.



*In my garden there is a large place for sentiment. My garden of flowers is also my garden of thoughts and dreams. The thoughts grow as freely as the flowers, and the dreams are as beautiful.*  
✿ Abram L. Urban



## Conference Program – Thursday

### Chelan Riverfront Park Walk/Run

6:30am

**Location:** Check in at the hotel lobby

Sponsor: Wells Fargo Bank

On Thursday morning, grab your gear and meet up with your team at the Campbell's lobby to begin your morning trek around the beautiful Chelan Riverfront Park. This peaceful route along the Chelan River is a perfectly calm start to a busy conference day. Enjoy the views, the chance to get your system charged for the day, and don't forget your 2012 Walk Run T-shirt at the finish!

### Conference Registration Table Hours

7:30am - 3:00pm

### Buffet Breakfast

7:30am - 8:30am

**Location:** Ballroom I, II, III

Sponsor: Bank of New York Mellon

### General Session

Sponsors: Foster Pepper and Cantor Fitzgerald

### Welcome

8:30am

Location: Stehekin A & B (upper level)

- Pledge of Allegiance
- Dianne Nelson, WMTA President

### Trust Your CAPE – Transforming Challenges into Opportunities

8:45am - 11:45am

**Location:** Stehekin A & B (upper level)

Instructor: Ron Black, The Mentor Group

The defining quality of today's high-performance organizations and leaders is the ability to change as fluidly as the environment in which they operate. From senior management to the most junior staff member, change is personally challenging: adding to workloads; threatening



## Track 3 - Roundtable

### Investment Strategy Versus Investment Policy *Thursday Only*

**Location:** Monfort Room (upper level)

Instructor: Deanne Woodring, Managing Director at Davidson Fixed Income

Investment Strategy versus Investment Policy: How do you make decisions when investing funds? You have your investment policy that provides guidance to legal and allowable investments, but is there a strategy you are implementing as well? Having a disciplined investment strategy will provide for more efficient decision making and accountability to your investment earnings. In this session, we will review the specific steps in developing a strategy/plan to support your investment decisions.

### Collections Conundrum! *Friday Only*

**Location:** Monfort Room (upper level)

Instructor: Mindy Reese, Account Executive, Armada Corp.

The collection process from your office to ours. Come learn how to make this process – that no one likes to talk about - work for your bottom line!



## Track 3 - Roundtable

### Municipal Equipment Financing

**Location:** Edmunds Room (upper level)

Instructor: Thomas Seybold, Vice-President, U.S. Bancorp Government Leasing and Finance, Inc.

Join in a lively informative discussion about the financing of vehicles, heavy equipment, computers, energy conservation measures and more utilizing a Tax Exempt Lease, Note, or Installment Purchase structure."

### Small Cities Roundtable – "Small Cities – Big Issues"

**Location:** Stehekin B (upper level)

Instructor: Toni Nelson, Director of Professional Services, Vision Municipal Solutions

Small cities have unique challenges simply because they are "small". Multiple hats worn by one or two key individuals can lead to hurdles that our larger neighbors don't have to clear. Attend this session to discuss some of the latest hurdles such as: Capital Assets Management, Overhead Cost Allocations and the most recent changes to cash basis accounting and reporting. The roundtable format provides the opportunity to receive as well as share ideas and questions with others your size.



## Conference Program – Thursday

perspectives; magnifying weaknesses; testing resiliency. But for those who embrace change, opportunities abound!

This seasoned turn-around consultant reveals four transformational keys: clarity of vision, purposeful action, professional attitudes, and a collaborative environment. Through story and vignettes, this program delivers research-based and experience-validated essentials that helps organizations and individuals work with what they have, focus on imperatives, build momentum, and deliver meaningful results.

**Break**

**11:45am - 12:00pm**

**Lunch and Business Meeting**

**12:00pm - 1:15pm**

**Location:** Ballroom I, II, III

Sponsor: Sterling Savings Bank

Business Meeting

- Special Recognition
- Approval of Minutes for 2011 Business Meeting
- Awards
  - Investment Policy Certifications
  - Debt Policy Certifications
  - President's Award
- Nominations for 2012-13 WMTA Officers and Board Members (information on page 33 in your conference handbook)





## Conference Program – Thursday

<b>Roundtable Sessions</b> (see pages 20-27 for Roundtable descriptions)	<b>1:30pm - 2:50pm</b>
<b>Break</b>	<b>2:50pm - 3:10pm</b>
<b>Roundtable Sessions</b> (see pages 20-27 for Roundtable descriptions)	<b>3:10pm - 4:30pm</b>
<b>Wine Tasting Reception</b> <b>Location: Terrace Tent</b> Sponsor: Bank of New York Mellon	<b>5:30pm - 6:30pm</b>
<b>Banquet Dinner</b> <b>Location: Ballroom I, II, III</b> Sponsor: Key Bank	<b>6:30pm - 7:15pm</b>
<b>Scholarship and Silent Auction and Raffle</b> <b>Location: Ballroom I, II, III</b>	<b>7:15pm - 8:00pm</b>

One of the highlights of the WMTA Conference is the live auction. On Thursday evening, the atmosphere in the main ballroom comes alive as conference attendees wave paddles and attempt to out-bid each other on everything from T-shirts to sparkling crystal to sporting event tickets. Also, a very big THANK YOU to our very own **Ron Hupp** for lending his auctioneering talents to this fun event!

*New this year – Silent Auction!* For those individuals that don't want to raise the paddle during the live auction, we will be having a silent auction where you can try to out bid your competition.

You'll also notice WMTA board members selling raffle tickets throughout the conference. The raffle takes place at break on Friday and always ends with the ultimate prize, the combo HD TV/DVD player (thanks for sponsoring, Vining Sparks). Proceeds from these two fund-raisers provide scholarships to the WMTA State Conference and the APT National Conference. Since 1985, WMTA has awarded over **\$67,000** in scholarships to assist local



## Track 2 - Roundtable

### Fraud Prevention and Detection

**Location: Stehekin A (upper level)**

Instructors: Sarah Walker, CFE, Fraud Manager, Washington State Auditors Office  
Jim Brittain, CPA, Director of Special Investigations, Washington State Auditors Office

The roundtable will focus on the role of management, internal auditors and State Auditor's Office, risk assessments, prevention and detection internal controls, best practices and red flags. We will discuss how these items may impact or reduce your risk of fraud.



## Track 2 - Roundtable

### Public Records Requests

#### Location: West Room (upper level)

Instructor: Pat Mason, Senior Legal Consultant, Municipal Research and Services Center

The roundtable will primarily be an overview of the requirements and rules surrounding the disclosure of public records. It will cover the procedures that are required for compliance with the law. It will also cover electronic records, including e-mail, and social media as part of the public records law. The primary exemptions from disclosure will be reviewed. The discussion will highlight best practices and recommendations from the newly adopted Model Rules for Public Records.

### Issuing Bonds and Preparing for a Ratings Call

#### Location: East Room (upper level)

Instructor: Jim Nelson, Vice President/Senior Municipal Underwriter, Martin Nelson & Company

This session will cover the bond rating grade process, preparing for a rating presentation, key factors of the rating grade, the importance of financial policies, how are the rating agencies viewing municipalities during a challenging economy, what can you do today to prepare for a rating grade in the future?

## Conference Program – Thursday

governments in staying connected to these organizations that provide invaluable educational and networking opportunities. Please come and participate by supporting these worthy and fun events!

### Music Entertainment

8:15pm - 11:00pm

#### Location: Ballroom I, II, III

Stick around and help us celebrate our 29th Anniversary in style featuring the music of the **Private Reserve Jazz Band**.

Private Reserve's passion for music was uncorked in April 2004. The six-piece combo enjoys playing traditional jazz music, with a hint of early to mid-Twentieth Century show tunes and modern standards. The band consists of Kimberly Starr, vocals; Patricia Schlotfeldt, keyboards; L.J. Da Corsi, guitar; Dave Schell, bass; Don West, trumpet; and Tom Anderson, percussion.

Private Reserve is an eclectic group of people who truly enjoy making music together. The group has played at a broad range of venues including the Tri-Cities Hot Jazzy Nightz, Snoqualmie Winery Spring Barrel Tasting; the Governor's Reception at the Prosser Bridge Dedication; Alexandria Nicole Cellars; Hogue Cellars; the Prosser Gallery Walk and Wine Gala; and many other public and private functions.

*Weather means more when you have a garden. There's nothing like listening to a shower and thinking how it is soaking in around your green beans.*  
*Marcelene Cox*



## Conference Program – Friday

**Buffet Breakfast** 7:30am - 8:45am  
**Location:** Ballroom I, II, III  
Sponsors: Seattle Northwest Securities

**Roundtable Sessions** 9:00am - 10:20am  
(see pages 20-27 for Roundtable descriptions)

**Break and Scholarship Raffle Drawing** 10:20am - 10:50am  
**Location:** Ballroom I, II, III  
Sponsors: Vining Sparks and Davidson Fixed Income Management (DFIM)

**Roundtable Sessions** 10:50am - 12:10pm  
(see pages 20-27 for Roundtable descriptions)



## Track 1 - Roundtable

considerations – ranging from early preparation to execution.

**The Local Program:** Local governments authorized to make a general obligation pledge and levy taxes can finance equipment and real estate (construction or acquisition) through the Local Option Capital Asset Lending (LOCAL) program offered by the Office of the State Treasurer. LOCAL pools the financing needs of local governments with those of state agencies to gain economies of scale in an effort to reduce borrowing costs and achieve lower interest rates.

### Governmental Accounting and Reporting Update

#### Location: Stehekin B (upper level)

Instructors: Duane Walz, Assistant State Auditor Local Government Support

Alexandra Johnson, CPA, Assistant Audit Manager, State Auditors Office

The presentation will focus on the newest development in the BAR System:

- Major changes in the 2012 update,
- New chart of accounts,
- Paperless BARS environment,
- Redesigned SAO website, and
- Online Reporting.





## Continuing Professional Standards – Record of Attendance\*

WMTA 29th Annual Conference • April 18-20, 2012 • Campbell's Resort & Conference Center, Chelan, Washington

Class	CPE Credits Available	CPE Credits Earned	CPFA Credits Available	CPFA Credits Earned	APFA Credits Available	APFA Credits Earned
Bonds 101, Public Funds Investing – Wednesday AM	3.30		1.38		0.00	
Fraud Trends, Prevention and Detection – Wednesday PM	3.30		1.38		2.76	
Washington State Legislative Update – Wednesday PM	3.30		1.38		0.00	
Trust Your CAPE: Transforming Challenges into Opportunities – Thursday AM	3.30		1.38		0.00	
<b>Track 1 - Roundtable</b>						
Public Fund Investing Update	1.60		.67		0.00	
Success Factors in Debt Issuance and the LOCAL Program	1.60		.67		0.00	
Government Accounting and Reporting Update	1.60		.67		0.00	
<b>Track 2 - Roundtable</b>						
Public Records Update	1.60		.67		0.00	
Issuing Bonds and Preparing for a Ratings Call	1.60		.67		0.00	
Fraud Prevention and Detection	1.60		.67		1.33	
<b>Track 3 - Roundtable</b>						
Municipal Equipment Financing	1.60		.67		0.00	
Small Cities Roundtable – “Small Cities - Big Issues”	1.60		.67		0.00	
Investment Strategy Versus Investment Policy	1.60		.67		1.34	
Collections Conundrum! Bad Debt Collection Strategy	1.60		.67		0.00	
<b>Track 4 - Roundtable</b>						
Update on Open Public Meetings Act	1.60		.67		0.00	
The Current Conversation on Health Care Reform/Financial Reporting	1.60		.67		0.00	
Post Issuance Tax Compliance: Arbitrage and Other Issues	1.60		.67		1.34	
<b>TOTAL (with maximum of four roundtables)</b>	<b>16.30</b>		<b>6.82</b>		<b>6.77</b>	

\*This is your official record of attendance, keep this copy for your records.