

President's Message

By Robin Burkhart

Holidays are upon us and winter cold weather is fast approaching! The winter blahs are not affecting the Mid-MO AGA Chapter Executive Committee (CEC) as CEC members continue to ensure you have educational event opportunities for the remainder of the 2016-2017 year. Do you have a topic or speaker idea for a future Chapter meeting? Please email president@midmoaga.org with your topic or speaker idea. Also, remember you can earn points towards Member of the Year if you help in the planning of an upcoming chapter meeting. So, submit your ideas today and say YES to help in the planning of a chapter meeting. Please periodically check out the upcoming educational opportunities at www.midmoaga.org.

National is offering several trainings during the calendar year 2017 of which we encourage you to consider attending. The trainings are listed below. If you want to attend any of these National AGA events, please let me know.

January 28th - SLMR - Sectional Leadership Meeting-Regional in Kansas City - *(Beneficial for anyone currently on the CEC or considering serving on the CEC. Great networking opportunity. National AGA & Mid-MO AGA help cover expenses.)*

May 4th thru 6th - SLM - Sectional Leadership Meeting in Kansas City - *(Beneficial for anyone currently on the CEC or considering serving on the CEC. Great networking opportunity. National AGA & Mid-MO AGA help cover expenses.)*

July 9th thru 12th - National AGA PDT in Boston MA
(Beneficial for any Mid-MO AGA member. Mid-MO AGA sends two (2) CEC members as well as providing some financial assistance to Mid-MO AGA members who desire to attend.)

During January & February, the Mid-MO AGA CEC will be seeking members to serve on the CEC for the 2017-2018 year. Please email me at president@midmoaga.org or via phone (573) 751-8291 and volunteer to serve on the Board, ideas for a future educational event, and/or how we can best serve the needs of the Mid-MO AGA Chapter members.

Stay warm and continually check www.midmoaga.org for upcoming events and watch for information on the 2017 Mid-MO AGA college scholarship opportunities.



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Regional and National News and Events

National Events

www.agacgfm.org



Select training links below to learn more!

[Financial Systems Summit](#)

Jan. 13, 2017

6 CPEs

[National Leadership Training](#)

Feb 15-16, 2017

14 CPEs

[CGFM Intensive Review Course](#)

April 3-4, 2017

18 CPEs

[Professional Development Training](#)

July 9-12, 2017

24 CPEs



AGA is the member organization for government financial management professionals.

[learn more about AGA](#)

We lead and encourage change that benefits our field and all citizens. Our networking events, professional certification, publications and ongoing education help members build their skills and advance their careers.



Regional Events

Ozarks Chapter—Visit www.agacgfm.org/Chapters/Ozarks/ for more information!

February 16th

Budgeting - Missouri State Style

"Something Sweet" Snack Drive - Benefiting Ronald McDonald House of the Ozarks

Mid-MO AGA Upcoming Events

For more details and to register for upcoming events, visit Mid-MO Chapter AGA [Events](#) page.

AGA Ethics Webinar and Chapter Meeting/Luncheon

(4 CPE)

April 12, 2017

10:30 AM to 3:00 PM

Harry S Truman Building, Room 750

301 W High Street

Jefferson City, MO 65101



Have a great idea?



If you have any suggestions for topics for educational events, please let us know! We want to hear from you and provide training that suits your needs. To provide a suggestion or give us feedback, contact us at info@midmoaga.org



Annual Winter PDT



We had a great turnout and a lot of fantastic speakers. Our community service event was a great success, raising over \$120 and 15 toys for Toys for Tots!

Thank you to everyone that attended and helped make it a successful event!



Pictured above: Dr. Jeffrey Freelin (left), Malcohm Smith (right), Ginny Wallace (middle), Mickey Wilson (bottom)

Membership Update

Membership Update

By Danielle Weed

The 2016 Winter PDT was a success! We had 97 members and 7 guests attend this one day event full of great speakers and very informative topics. We went into the PDT with 199 members and now our membership is up to **206!** We have always been a strong AGA Chapter and let's keep it that way! We are strong because of YOU, our members. Every one of us has access to a large network of government accountability professionals allowing us the opportunity and ability to work efficiently and effectively for our citizens and each other. Networking is a key component to our jobs. It's all about communicating and without communication, the task at hand will not be as successful as it could be.

With that being said, I am looking for members who are willing to share their AGA Success Story(ies) with our members and any potential members. How did being part of AGA help you succeed in your career? Was it the networking? Was it because of our trainings opportunities? I made it known at the 2016 Winter PDT that without AGA and the members who I have met over the years, I would not have been as successful as I am today. Each one of them have helped mentor me over the years with advice, answering questions, etc... pertaining to my career as an accountant. So if you'd like to share your story, please email it to me at membership@midmoaga.org.



MEMBER OF THE YEAR AWARD LEADERBOARD



As of December 20, 2016, the leaders in points for this award are:

Mickey Wilson
Mary Dallas
Rich Villmer
Shari LePage
Tammy Hoback-Reichl
Andrea Beck

There are many ways for members to earn points toward the Member of the Year award. Some of these ways include:

- ❖ Help plan an AGA event
- ❖ Participate in Community Service
- ❖ Attend AGA events
- ❖ Contribute to the Mid-MO AGA Newsletter

AGA Membership Costs

- Full Government Member—\$100/year
- Private Sector Member—\$160/year
- Early Career Member—\$45/year (Fewer than three years professional experience)
- Student Membership—\$30/year (Full time college/university students not gainfully employed)
- Retired Member—\$35/year

Contact Danielle Weed at (573) 522-2446 or membership@midmoaga.org for more information pertaining to AGA membership.

CGFM Intensive Review Course & Exams

Sign up for AGA's Intensive Review Course with CGFM examinations *included* – it's a great opportunity to review the course material with a knowledgeable instructor and complete your CGFM!

The Intensive Review Course (IRC), offering up to 18 CPEs, will be held in Alexandria, Va., April 3–4, 2017. The class will run 8 a.m. – 5 p.m. both days. The cost of the course for qualified participants is as follows:

- \$375 for AGA members
- \$425 for non-members

SPECIAL BONUS: The CGFM examinations are offered at no additional cost to course attendees – a \$375 savings!

To learn more regarding the CGFM certification process, visit the AGA website at <https://www.agacgfm.org/> or by contacting CGFM Director, Jessica Prater.



Way to go Cathy Lucia on completing CGFM certification!

5 Tips to Maximize Productivity-Both at Home and at Work

by Susan C. Allen, CPA, CITP, CGMA, Senior Technical Manager – Tax Practice & Ethics, American Institute of CPAs.

Amateurs sit and wait for inspiration, the rest of us just get up and go to work.” — Stephen King

Whether it be racing to the office to conquer the business world, or managing all of our other daily commitments, we work hard every single day. And it's not easy to stay productive with conflicting priorities. To keep you on track (and your sanity intact), below are five tips to inspire productivity at home and at work.

(1) Don't Be Afraid to Say "No." Apple co-founder Steve Jobs put it the best. "Focusing is about saying no." From a professional standpoint, in order to truly do your job and meet your objectives, every time someone asks you to do something, you need to evaluate whether you are the best person to be doing that job, or even whether it should be done at all. Many of us are people pleasers and want to help, but saying "yes" is not necessarily the best thing for you or the organization. Even though saying "no" isn't always feasible (e.g., we all have bosses), know your goals (business and personal) and inspire yourself to say "no" when valuable.

(2) Stay Organized: Make Fire Drills the Exception, Not the Rule. Juggling countless commitments takes an impeccable memory or a sophisticated reminder system. My Outlook calendar is my saving grace (which syncs to my phone and tablet). For a work deliverable, I'll often block off time to complete it (which prevents less urgent events from popping up and steamrolling my plans). I do the same thing for a personal obligation, such as a doctor's appointment. I also set up recurring appointments/reminders. *(Continued on next page...)*



IN OTHER NEWS...(cont.)

For example, I have an annual reminder on June 30 from 7-7:30 pm to change the batteries in our home smoke alarms. No more midnight chirps keeping my family up! For most of the smaller to-do items, or for a reminder to start working on something that is due far in the future, I add an appointment with no time associated with it. For example, if I have an article due to our editorial team on Oct. 15, I'll set up a reminder on Oct. 1 from 8-8 a.m. Then, on Oct. 1, I now have Outlook prompting me to start working on that assignment. And, if I don't get started on Oct. 1, I simply move the reminder to the next day. Sure, we may procrastinate on some tasks that we don't want to do, but at least the reminder is there for you. I also use a color-coding system so I can easily spot certain types of projects or appointments on my calendar, and I mark many of my reminders as private so that only I can see the task. Every Friday afternoon, I spend 15 minutes looking over the following week's appointments. This helps me set the stage for a productive work week.

This system works well for me, but [Outlook Tasks](#) and project management systems, such as [Teamwork](#), can accomplish the same goal. The point is – stay organized and find a reminder system that works for you.

(3) Meetings: Be Present or Be Absent, But Don't Try to Be Both. How many meetings have you attended where nothing was accomplished? Too many, I imagine. Either the leader wasn't prepared or was unclear on what he or she needed from the attendees, or the attendees were too busy doing other things to give the meeting its fair attention. In order to be productive, meetings need a clear purpose (i.e., what does the leader want to accomplish). The meeting invitation needs to spell out that objective and include specific agenda items. To prepare, block off at least 15 minutes before it starts. Get yourself in the right frame of mind so that you come ready to contribute. If a meeting isn't worth spending 15 minutes to prepare for, it's probably not worth spending any time attending. The leader should verbally summarize action items/deadlines at the end of each meeting, and follow up via email.

(4) Emails: Keep Them Short and Make Action Items (With Deadlines) Clear. We've all read the emails that ramble on without any clear purpose or "ask" of the recipient. These emails usually end up ignored or deleted. Get to the point quickly. I learned a lot of tips from attending Stan Berry's [Writing to Get Things Done](#) course. He teaches professionals about the powerful tool of writing (often via emails). I've used Stan's suggestions and incorporated a few more tips that work well for me:

- Ensure the subject line contains the request and a deadline (e.g., "Request to Complete Project Report by 5pm on July 30"). Even if the recipient skims your email, he or she knows what you need from them (and the sense of urgency). If the email is truly information only (FYI), make that clear, too.
- Use a three-paragraph approach. The first paragraph asks the reader to do something, the second provides a brief explanation on why it's needed and any pertinent backstory, and the third says when you need the project completed.
- Keep emails short. If you start writing a book on a project, it will likely be easier and more effective to have a phone conversation.
- Be cordial. Make sure you have a nice opening and closing. Being clear and direct is crucial, but so is being kind and respectful. If you're feeling emotional when you draft the email, don't send it. Review it when you are able to be more objective, and consider having a phone conversation instead; sensitive information will likely be better received face to face.

(5) Take Breaks to Stay Sharp. There are diminishing returns when you work that extra hour in the day. Take a moment to breathe and regroup (sometimes you just need to "sleep it off"). It's amazing how much more productive you are when you are rested and thinking clearly. Put your phone down, watch a silly TV show with your family and get a good night's sleep. Trust me, tomorrow will go better this way.

Cheers to a productive, happy life.

For original article, click [here](#).



CEC Meeting Minutes

Association of Government Accountants Mid-Mo Chapter Executive Committee November 17, 2016 Meeting Highlights

By: Carol Blecha

In attendance: Robin Burkhart, Felicia Hubble, Cathy Long, Danielle Weed, Christina Freeman and Carol Blecha

President:

- The AGA's National 2017 PDT to be held in Boston, July 9-13.
 - o Cathy Long and Danielle Weed expressed an interest in attending as representatives for the Mid-MO AGA Chapter. They would be eligible for the Hotel Scholarship offered by National AGA.
 - o Tracy Farris is planning to apply to be part of the "Host Committee".
- We currently have two CEC Positions open (Education and Treasurer).

Secretary's Report:

- The minutes of the October 14, 2016 meeting were reviewed and approved.
- Carol shared the results of the "Member of the Year" standing as of November 17, 2016. Discussed possible points to be reported by CEC members.

Treasurer's Report:

- The Treasurer's Report will be sent out by email for review and approval later.
- Robin reported the Form 990 was submitted for 2016.

Communications:

- Website updates are being made.
- Christina asked to have the articles submitted for the next Newsletter.

Community Service:

- A collection for the Toys for Tots program will be held at the Winter PDT. We will be accepting toys and cash donations. There will also be a 50/50 raffle.

Education:

- Amanda and Tracy are continuing to working on the Winter PDT. It will be held at The Mill Bottom on December 6, 2016.
 - o Current registration stands at 92 (87 members and 5 guests).
- We need to work on planning the Chapter Meetings for: January, February, March, May and June.

CGFM:

- No report at this time.

Membership:

- Danielle has not been able to access the National website to get report at this time. According to our internal records we have 224 members (197 active and 27 expired).

President-Elect:

- The next CRP report is due 12-31-16.
- Felicia is starting to work on the 2017 Summer PDT. Survey results show members want to keep this as a two day event located in Jefferson City.

Past-President:

- Cathy received notice that Relmond P. Van Daniker passed away this morning. Known to AGA members as “Van”, he served as the National AGA Executive Director for more than 11 years.

Accountability:

- No report at this time.

The meeting was adjourned.

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**Mid-Mo Chapter General Membership Meeting held at the Winter PDT  
December 6, 2016 Meeting Highlights**

Robin presented a request made by a member to rename the chapter’s scholarship program in honor of Earl “Skip” Eno who passed away earlier in the year.

Past Presidents (Mark Runyan, Kent Kaiser, Vandee DeVore and Karmen Stockman) gave background information on Skip:

- Skip was a member of the Kansas City AGA Chapter before moving to Jefferson City,
- a founding member of the Mid-Mo AGA Chapter,
- began the Mid-Western Regional PDT,
- worked for the Federal Highway Administration,
- Lifetime Member of AGA, and
- recognized at the national level for his efforts in promoting AGA.

A motion was made by Cathy Lucia to rename the scholarship program the “Mid-MO AGA Skip Eno Memorial Scholarship Program”. Dee Rackers Cook seconded the motion. All in attendance approved and the vote passed.

Tracy Farris made the motion to adjourn the meeting. Dee Rackers Cook seconded. The meeting was adjourned.



# Mid-MO AGA Financial Summary-as of 6/30/16



|                                          | June                | Budget Year  |                |
|------------------------------------------|---------------------|--------------|----------------|
|                                          | Actual              | Ending       | Variance       |
|                                          |                     | 6/30/2016    |                |
| <b>Receipts:</b>                         |                     |              |                |
| Membership Dues                          |                     | \$ -         | \$ -           |
| Registrations                            | \$ 29,425.00        | \$ 39,750.00 | \$ (10,325.00) |
| Interest                                 | \$ 4.02             | \$ 40.00     | \$ (35.98)     |
| National Awards                          |                     | \$ -         | \$ -           |
| Miscellaneous                            |                     | \$ -         | \$ -           |
| Fundraising                              | \$ 371.00           | \$ 500.00    | \$ (129.00)    |
| Sponsorships                             |                     | \$ -         | \$ -           |
| <b>Disbursements:</b>                    |                     |              |                |
| Awards, Honoraria, Gifts                 | \$ 441.32           | \$ 450.00    | \$ (8.68)      |
| CEC Planning Meeting                     | \$ 550.40           | \$ 150.00    | \$ 400.40      |
| Regional Planning Meeting                | \$ 426.99           | \$ 300.00    | \$ 126.99      |
| GASB Contributions                       |                     | \$ -         | \$ -           |
| Meeting Meals                            | \$ 4,859.86         | \$ 10,620.00 | \$ (5,760.14)  |
| Member Travel                            | \$ 1,633.13         | \$ 1,500.00  | \$ 133.13      |
| PDC/S&L Registration                     | \$ 1,200.00         | \$ 1,550.00  | \$ (350.00)    |
| PO Box Rental                            | \$ 76.00            | \$ 75.00     | \$ 1.00        |
| Postage                                  | \$ 19.60            | \$ 100.00    | \$ (80.40)     |
| Printing                                 | \$ 2,146.90         | \$ 2,400.00  | \$ (253.10)    |
| Merchandise Expense                      |                     | \$ -         | \$ -           |
| Community Service                        | \$ 371.00           | \$ 500.00    | \$ (129.00)    |
| Dues/Registrations                       | \$ 8,535.00         | \$ 13,045.00 | \$ (4,510.00)  |
| Miscellaneous                            | \$ 11.25            | \$ 604.00    | \$ (592.75)    |
| Scholarships                             | \$ 400.00           | \$ 1,650.00  | \$ (1,250.00)  |
| Speaker Fees/Travel Exp.                 | \$ 5,331.02         | \$ 4,800.00  | \$ 531.02      |
| Website                                  | \$ 1,449.57         | \$ 930.00    | \$ 519.57      |
| Workshop Supplies                        | \$ 2,234.84         | \$ 1,300.00  | \$ 934.84      |
| Workshop Accomodations                   |                     | \$ 500.00    | \$ (500.00)    |
| Equipment                                |                     | \$ -         | \$ -           |
| Credit Card Fees                         | \$ 1,018.67         | \$ 750.00    | \$ 268.67      |
| Revenue Over (Under) Expenses            | \$ (905.53)         |              |                |
| Prior Year Expenses                      |                     |              |                |
| Beginning Cash Balance                   | \$ 7,406.95         |              |                |
| <b>Ending Cash Balance</b>               | <b>\$ 6,501.42</b>  |              |                |
| Accounts Receivable                      |                     |              |                |
| Accounts Payable                         |                     |              |                |
| Credits on Account (Cancelled Trainings) |                     |              |                |
| <b>Net Available for Chapter Use</b>     | <b>\$ 6,501.42</b>  |              |                |
| <b>Investments</b>                       |                     |              |                |
| Premier Certificate of Deposit           | \$ 9,587.90         |              |                |
| Home Savings Bank CD                     | \$ 6,211.16         |              |                |
| <b>Total Investments</b>                 | <b>\$ 15,799.06</b> |              |                |
| <b>Chapter Fund Balance</b>              | <b>\$ 22,300.48</b> |              |                |
| <b>Cash Balance Consists of:</b>         |                     |              |                |
| Petty Cash                               | \$ 20.00            |              |                |
| Checking Account                         | \$ 6,501.42         |              |                |
|                                          | <b>\$ 6,521.42</b>  |              |                |

# AGA Mid-Missouri Chapter 2016-2017 Officers and Directors



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**Vacant Positions**

Education Director

## WE NEED YOU!

Are you interested in planning events for Mid-MO AGA? We are still looking for an Education Director for our chapter! Contact Robin Burkhart at [president@midmoaga.org](mailto:president@midmoaga.org) to volunteer or with ideas for future events!!

