

# Short Term Investments Course

15-16 May 2018

UVA/VA Tech Higher Ed Center, Newport News

This class introduces fundamental cash management strategies and techniques for governments. It covers the important elements of cash collection, disbursement, and reporting. Participants will learn the latest in cash management procedures, policies, and technology. The seminar will also provide tips for getting the most out of your banking relationship and show how to use the RFP process to get better services from your bank and minimize the cost to the government.

**Course:** Required course for treasurers; elective for deputies.

For more information see the ***Certification Handbook***.

If you have questions on certification, contact Al Spengler at [aws@virginia.edu](mailto:aws@virginia.edu)

**Instructors:** Kathleen L. Bowe, Managing Consultant  
Dave J. Calvert, Sr. Managing Consultant  
PFM Asset Management LLC

**Registration Site:** <https://commerce.coopercenter.org/ccps/login.php>

**Registration Fee:** **\$185** Member (TAV and VGFOA members)  
**\$260** Non-Member (all others)

**Registration Deadline:** **7 May 2018**

Fee includes course material, lunch both days, and breaks.

**If you need a special meal (vegetarian, vegan, gluten free), please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.**

A \$20.00 processing fee will be assessed for cancellations. No refunds for cancellations received less than 48 hours before the course unless your space is filled. **After you select your event, don't forget to check the box before the class in order to complete your on-line registration.**

**Payment:** On-line with a credit card  
Check, electronic transfer or LPO also accepted

To make payment using a method other than credit card, please print out your registration form and enclose a copy with your check. If paying via electronic transfer or via LPO, please include the invoice number with your payment.

Make checks payable to: **University of Virginia**

Mail to: Treasurers' Association of Virginia  
c/o Cooper Center for Public Service  
PO Box 400206  
Charlottesville, VA 22904-4206

## Class Schedule and Information

**Day One**     **Registration & Continental Breakfast: 8:30 to 9:00 a.m.**  
Class begins at 9:00 a.m. and ends around 5:00 p.m.

**Day Two**     **Class Begins: 8:45 a.m.** (*subject in change on Day One*)  
Open Book Exam (**3 Hours**) will follow lunch

**What to Bring to Class:**   Several #2 Pencils  
   Assorted Highlighters  
   Post-it and/or Sticky Notes

**Grades:**        Grades are posted on line--usually within 10 days of end of class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out a an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: [www.coopercenter.org](http://www.coopercenter.org) and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Beth Watson Bennett at the Center at 434-982-2144 and she can tell you your grade.

## Class Location and Directions

The **UVA/VA Tech Higher Ed Center** is located at **600 Thimble Shoals Blvd., Suite 210** in the **Wells Fargo Bank Building** in **Newport News** (Zip 23606) just off Jefferson Avenue.

### **From Richmond**

Take I-64 to exit 255 A. Merge onto VA-143 East/Jefferson Avenue.  
Go 2.8 miles. Turn left onto Thimble Shoals Blvd. Wells Fargo Bank will be on your right. Meeting rooms are on Second Floor.

### **From Norfolk**

Take I-64 to exit 258 A. Merge onto US-17 South/ J. Clyde Morris Blvd.  
Go 1.8 miles. Turn right onto Jefferson Ave. Go 0.8 mile and turn right onto Thimble Shoals Blvd. Wells Fargo Bank will be on your right. Meeting rooms are on Second Floor.

There are parking lots on both sides of the building.

## Hotel Information

### Marriott Residence Inn Newport News

531 St. Johns Road  
Newport News, VA 23602

**757-842-6214**

**[www.marriott.com/phfn](http://www.marriott.com/phfn)**

Room Block Name:	Treasurers' Association of Virginia
Cut-off Date:	<b>30 April 2018</b>
Room Rate:	\$93 single/double
Hotel Amenities	free Wi-Fi, free breakfast, fitness center
Parking	Free
Cancellation Policy	48 Hours

**Only a limited a rooms have been blocked. If you try and they are full, contact AI at [aws@virginia](mailto:aws@virginia) and he can have them add more rooms to the block.**

The hotel is across from Patrick Henry Mall.

**Click this link to book your room:**      <https://goo.gl/BrixMK>

## Directions to Residence Inn

### **FROM I-64**

The hotel is located just off exit 255A on I-64.

The hotel is located 2.8 miles from the UVA/VA Tech Center—about a 6-minute drive down Jefferson Avenue.

Map and directions to the hotel can be found at the Marriott web site at:  
<http://www.marriott.com/hotels/hotel-information/travel/phfn-residence-inn-newport-news-airport/>