

# Short Term Investments Management Course

**April 27-28, 2016**

**UVA/VA Tech Higher Ed Center, Newport News**

Nelson Bush, Managing Director, and Craig Robison, Senior Managing Consultant, PFM Asset Management LLC will be teaching the course.

This class will cover the fundamentals fixed-income investing, including a detailed explanation of risk, investment instruments and investment strategies. We will help participants to develop a framework for a sound investment program (investment policy, safekeeping, broker/dealer due diligence, investment procedures, internal controls and portfolio reporting.) The course will also cover basic investment accounting and GASB reporting requirements.

This course is a **mandatory** course for initial certification for treasurers.

It is an 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)

**Registration Deadline is: March 30, 2016**

The enrollment form is online at the TAV web site at: <http://www.vatreas.com>. Clicking on course registration here will take you to the Weldon Cooper Center for Public Service web site at the University of Virginia. **All registrations must be completed on-line. How to register is explained on the web site. You will need a password to log onto the online registration system. Only register one person at a time. After you select your event, don't' forget to check the box before the class in order to complete your on-line registration.**

Payment can be made on-line with a credit card. You can also pay by check, electronic transfer or LPO. 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.

Checks should be made payable to the **University of Virginia** and mailed to **Treasurers' Association of Virginia**, Cooper Center for Public Service, PO Box 400206, Charlottesville, VA 22904-4206.

The registration fee is **\$185 for TAV** members and **\$260 for non-members**. 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.

**Lunch both days as well as refreshment breaks are included in the registration fee. If you need a vegetarian meal, please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.**

## Class Schedule and What You Need to Bring with You

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

**Day Two**     **Class will begin at 8:30 a.m.** and ends after lunch.  
Exam will start after lunch.

Open Book Exam begins following the conclusion of the course.  
You have three hours to complete the exam and can leave when you are finished.

Remember to bring the following materials with you to class:

**Several #2 pencils**

**Assorted highlighters and/or stickies for marking important passages in the text.**

### Grades:

Grades are posted on line--usually within a week of the end of the 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 at the Center at 434- 982-2144 and she can tell you your grade.

## Meeting Location

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.

## Lodging

The **Marriott Residence Inn Newport News** is located **531 St. Johns Road, Newport News, 23602**. It is about a six minute drive to the meeting site. It is across from Patrick Henry Mall.

Make your reservation today by calling the Marriott direct at: **757 842-6214**. Hotel offers a government rate of **\$89.00 King Studio or \$99 Two Queen Suite per night**. Rooms have wireless Internet connection; rate includes **free breakfast**, parking and fitness center. You must state that you are with the **Treasurers' Association of Virginia (Code=TRAN)** to obtain this special rate. **Cut-off date is April 11, 2016**

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

**You can also use this link to book your room:**

**(NOTE: the name on the block is Treasurers' Association of Virginia)**

[http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Treasurers%20Association%20of%20OVA:%20April%2026-27%2C%202016%5EPHFNN%60TRATRAA%7CTRATRAB%6089.00-99.00%60USD%60false%604%604/26/16%604/27/16%604/11/16&app=revslink&stop\\_mobi=yes](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Treasurers%20Association%20of%20OVA:%20April%2026-27%2C%202016%5EPHFNN%60TRATRAA%7CTRATRAB%6089.00-99.00%60USD%60false%604%604/26/16%604/27/16%604/11/16&app=revslink&stop_mobi=yes)

Check with the hotel when you make your reservation about cancellation policy.

### Directions

#### 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/phfnn-residence-inn-newport-news-airport/>