Short Term Investments Course

19-20 September 2024
Virginia Beach Government Center

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.)

Course: Required course for treasurer certification; elective for deputy certification.

For more information see the ***Certification Handbook.***
If you have questions on certification, contact Beth Bennett at the Cooper Center at eaw3f@virginia.edu

Instructors: Scott Fleming, Director
Leslie Weaber, Institutional Sales & Relationship Manager
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: **11 September 2024**

Fee includes course materials, continental breakfasts and breaks both days, and lunch on first day.
If you need a special meal (vegetarian, vegan, gluten fee), 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.
Lunch and breaks provided

Day Two Continental Breakfast: 8:30 to 9:00 a.m.
Class begins: 9:00 a.m. and ends around 12:00 noon
There is no lunch today.

Open book Exam will be online via the UVACollab site. (see below)

What to Bring to Class: Assorted Highlighters
Post-it and/or Sticky Notes

Exam: Exam will be online at the **UVA Collab** site (3 Hours; Open Book)

The exam is open 12:00 pm on September 20 to 5:00 pm on September 23.

Once you start the exam the clock starts ticking. You can take the exam from your office or home computer; just make sure you are in quiet location.

NOTE: If you start the exam later than 2:00 pm on September 23 you will not have a full 3 hours to take the exam as the system will lock you out at 5:00 pm.

Grades: Grades will be available on the **UVA Collab** site 48 hours **after** the close of the exam

Online Exam via UVACollab Site

A few days before the course, you will receive a link to the UVACollab site for the course.

In the *Resources* file you will find two info sheets:
1. A document, ***Essential Tips for Taking Online Tests in UVACollab***. It is highly recommended that you read this document before taking the online exam.
2. A document, **How do I view the feedback in my assessment (i.e. test or quiz).** It explains to you how to read your grade.

In the *Tests and Quizzes* file you will find the course assessment (final exam).
The exam will not be open until the conclusion of the course.

Meeting Location

The **Virginia Beach Government Center** is located at **2416 Courthouse Drive** in Virginia Beach. The classroom is in **Building 19, Rooms A&B.** *See the map on the last on where to park.*

If you are staying at the course hotel, Holiday Inn Oceanside, see the directions and map below to travel to the Municipal Center. Allow at least 25 minutes travel time.

If you are commuting, use your favorite site such as Google Map, MapQuest, etc.

Hotel Information

Holiday Inn Oceanside
2101 Atlantic Avenue
Virginia Beach, VA 23451
757-491-1500

Room Block Name	Treasurers' Association of Virginia
Group Code:	TAV
Cut-off Date	**26 August 2024**
Room Rate	$120 single/double ($140 inclusive of tax per night)
Hotel Amenities	free Wi-Fi, fitness center, indoor pool
Parking	Complementary Parking
Cancellation Policy	72 Hours; **first night deposit due at time of reservation**, but is refundable if cancelled prior to 72 hours.
Breakfast:	Continental breakfast will be served in classroom.

Here is the link to the room reservation:
https://tinyurl.com/2264txet

Only a limited of rooms have been blocked. If you try and they are full, contact Al at AlbertSpengler.derJungere@gmail.com and he can have them add more rooms to the block if available.
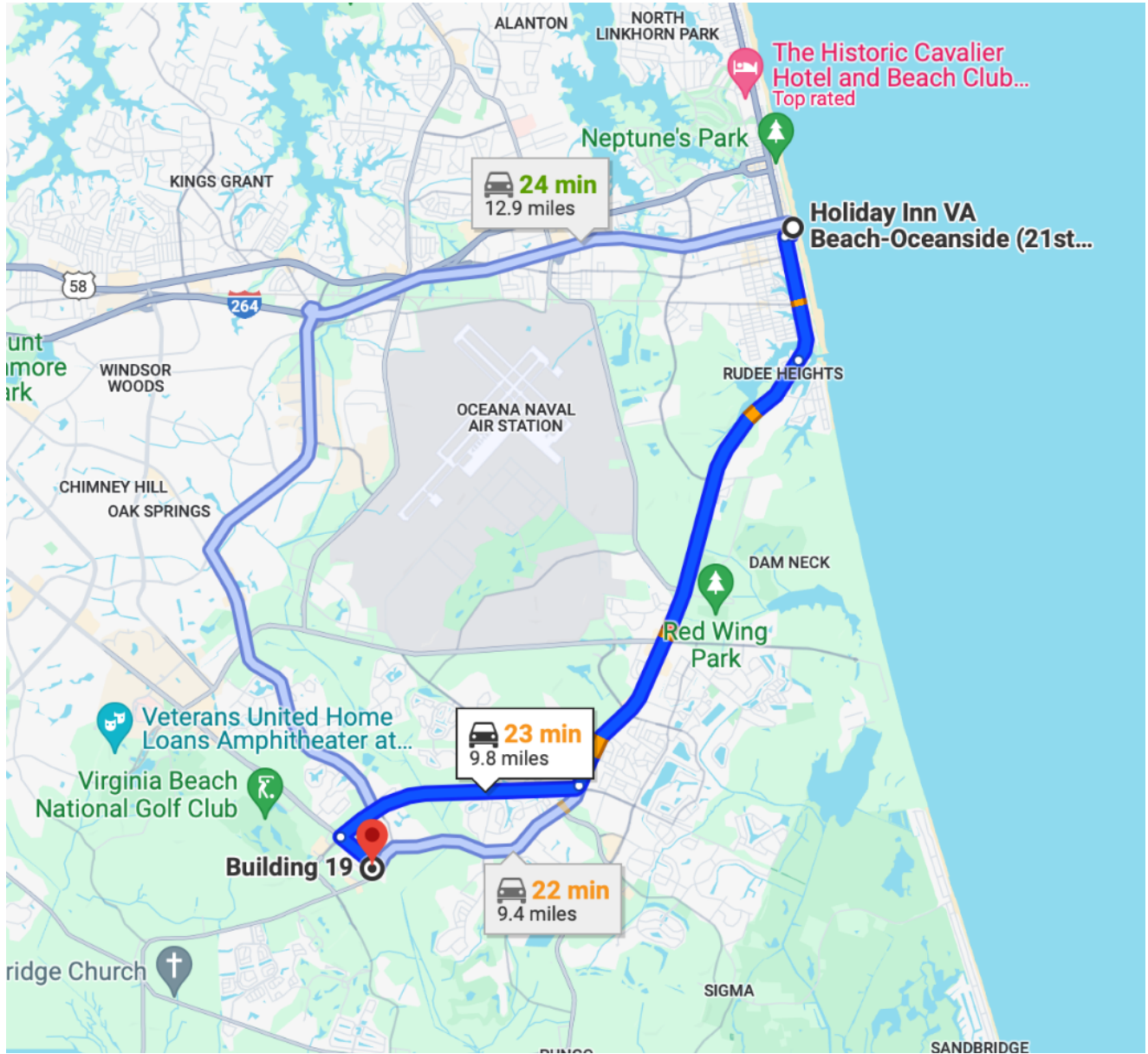
Directions
Allow enough commuting time to get from the hotel to the classroom—about 25 minutes.

The hotels near Virginia Beach Town Center were about equal distance driving time. We thought students would prefer to stay on the beach.

See map and directions from the hotel to the Municipal Building as well map of the Municipal Complex on the following pages.

Other hotel amenities can be found at their website:
https://tinyurl.com/23ymwvza

Holiday Inn VA Beach-Oceanside (21st St), an IHG Hotel

2101 Atlantic Ave, Virginia Beach, VA 23451 ⌄

Follow Atlantic Ave and 20th St to US-60 E/Pacific Ave

		1 min (0.1 mi)
↑	1. Head southwest toward Atlantic Ave	
		3 ft
↱	2. Turn right toward Atlantic Ave	
		62 ft
↰	3. Turn left onto Atlantic Ave	
		367 ft
↱	4. Turn right onto 20th St	
		358 ft

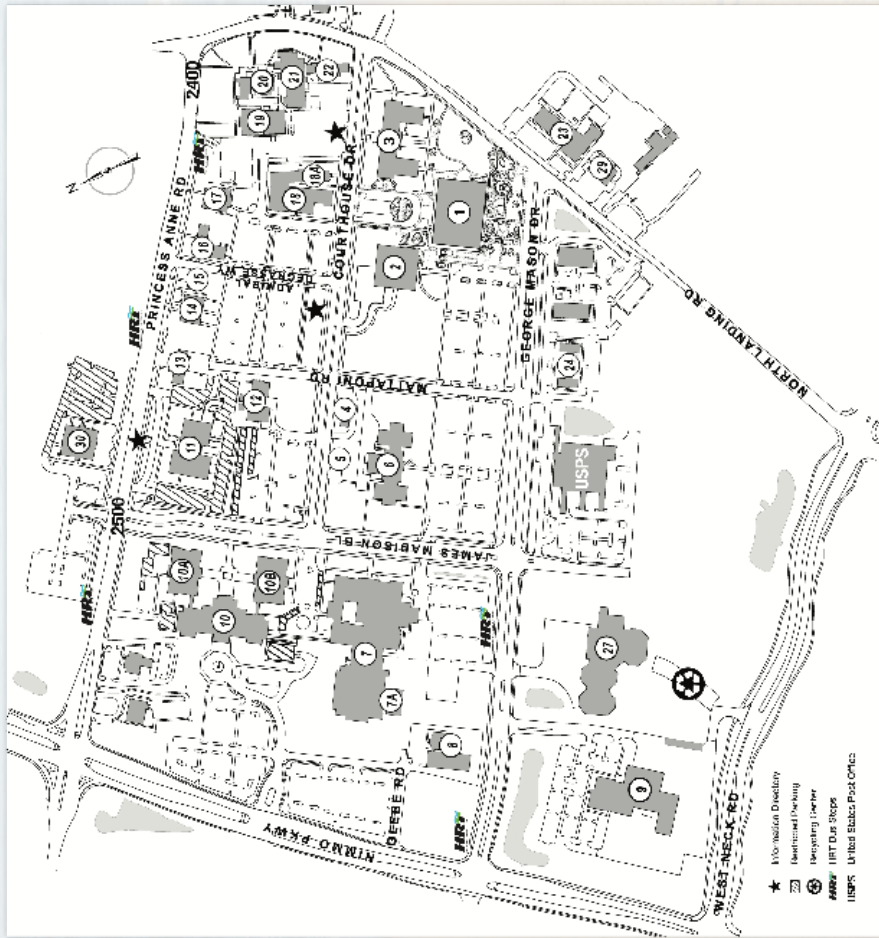## Drive along General Booth Blvd and Nimmo Pkwy

19 min (9.6 mi)

↰ 5. Turn left onto US-60 E/Pacific Ave
ⓘ Continue to follow US-60 E

1.4 mi

↑ 6. Continue onto General Booth Blvd
ⓘ Pass by Burger King (on the right in 3.5 mi)

5.2 mi

↱ 7. Turn right onto Nimmo Pkwy

2.7 mi

↰ 8. Turn left onto VA-165 S/Princess Anne Rd
ⓘ Pass by McDonald's (on the left in 0.4 mi)

0.5 mi

↱ 9. Turn right
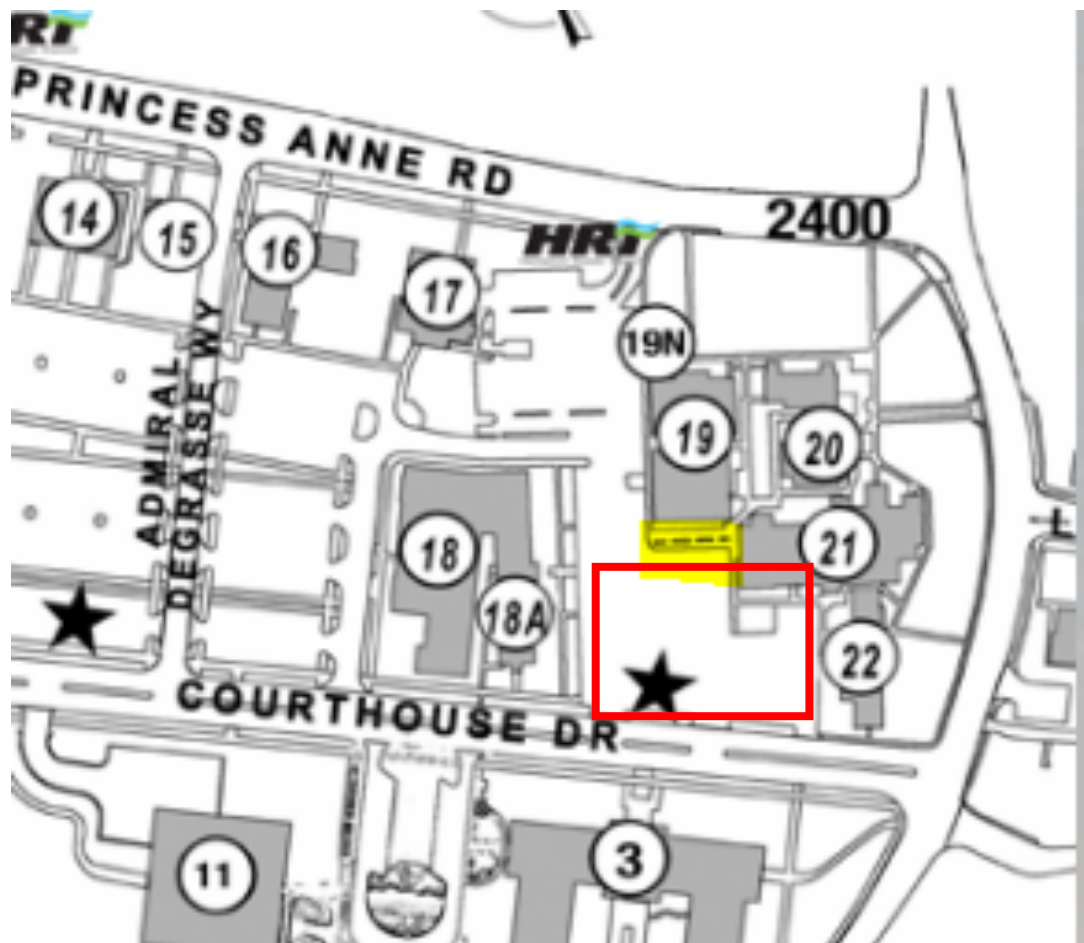ⓘ Destination will be on the left

21 sec (282 ft)

Building 19

2416 Courthouse Dr, Virginia Beach, VA 23456

CITY OF VIRGINIA BEACH MUNICIPAL CENTER CAMPUS

Legend:
- ★ Information Directory
- Restricted Parking
- Recycling Center
- HRT HRT Bus Stops
- USPS United States Post Office

Building 1 — City Hall, 2401 Courthouse Dr. City Council Chamber; City Manager; Mayor; Commissioner of the Revenue, City Treasurer, City Attorney; City Clerk; Finance; Communications Office; Volunteer Resources; City Auditor, Budget and Management Services, Public Utilities Director, Risk Management, Purchasing/SWaM/Minority Business Council, Payroll

Building 2 — 2405 Courthouse Dr.
To Be Determined

Building 3 — 2403 Courthouse Dr.
To Be Determined

Building 4 — 2501 Courthouse Dr. Public Utilities Inspections/Design and Construction

Building 5 — 2509 Courthouse Dr. Information Technology Business Center, Mail Services

Building 6 — 2512 George Mason Dr. School Administration: Superintendent; Teaching and Learning; Budget and Finance, School/Human Resources; Planning; Innovation and Accountability; Media and Communications

Building 7 — 2501 James Madison Blvd. Correctional Center (Jail)

Building 7A — 2501 James Madison Blvd Magistrate

Building 8 — 2565 Glebe Rd. Sheriff's Community Workforce

Building 9 — 2569 George Mason Dr. Building Maintenance, Public Works Transportation Engineering

Building 10 — 2425 Nimmo Pkwy Circuit Court; General District Court, IT/AS Web Eng.

Building 10A — 2425 Nimmo Pkwy. Juvenile and Domestic Relations Court; Juvenile Probation; Parole; Intake

Building 10B — 2425 Nimmo Pkwy. Circuit Court Clerk; Commonwealth's Attorney, Law Library (Wahab)

Building 11 — 2509 Princess Anne Rd. Police Department

Building 12 — 2372 Mattaponi Rd. Heating Plant

Building 13 — 2461 Princess Anne Rd. Fire and Rescue Station #5

Building 14 — 2449 Princess Anne Rd. Agriculture, Voter Information (Voter Registration and Election)

Building 15 — 2441 Princess Anne Rd. Police Community Engagement Unit

Building 16 — 2435 Princess Anne Rd. School Administration Annex, Administrative Support Services; Food Services

Building 17 — 2425 Princess Anne Rd. Information Technology/Systems Support

Building 18 — 2424 Courthouse Dr. Human Resources; Occupational Safety and Health Services; Real Estate Assessor; Facilities Management

Building 18A — 2424 Courthouse Dr. Housing and Neighborhood Preservation

Building 19 — 2416 Courthouse Dr. Human Resources/Learning and Development; Library Administration, IT/ RACS, Records Management

Building 20 — 2412 N. Landing Rd. Emergency Management

Building 21 — 2408 Courthouse Dr. Fire Prevention Bureau; Life Safety Education; Housing & Neighborhood Preservation Admin.; Office of Performance and Accountability

Building 22 — 2400 Courthouse Dr. Telecommunications (Information Technology)

Building 23 — 2473 N. Landing Rd. City Attorney/Real Estate Division, Human Services Transportation

Building 24 — 2425 George Mason Dr. Public Defender

Building 27 — 2533 George Mason Dr. Juvenile Detention Center

Building 29 — 2473 N. Landing Rd. Wellness Fitness Center

Building 30 — 2508 Princess Anne Rd. Emergency Communications and Citizen Services/911&311

VB
CITY OF
Virginia Beach
Municipal Center

Doors to meeting rooms A & B face Courthouse Drive. The closest parking area is in front of the entry. Other parking is available anywhere in the municipal complex, except in restricted/assigned spots.