

**CANAD INNS DESTINATION CENTRE GRAND FORKS • 1000 S. 42ND ST. • GRAND FORKS, N.D.**

**WEDNESDAY, AUG. 9**

- 12:30 p.m. Registration**
- 1 p.m. Welcome and opening remarks**  
 Andrew Weiss, president, N.D. REC Office Managers and Accountants Association
- 1:15 p.m. Personal Investment and Retirement Consulting Services**  
 Thomas Hogan, regional investment and retirement planner, National Rural Electric Cooperative Association (NRECA)  
*Thomas will provide an update on NRECA's Personal Investment and Retirement Consulting (PIRC) program, which is part of NRECA's Insurance and Financial Services Division. PIRC is a confidential program designed to provide financial education to participants in the 401(k) and RS plans.*
- 2 p.m. USDA-Rural Utilities Service Update**  
 Tim Bohan, general field representative, Rural Utilities Service (RUS)  
*Tim will highlight lessons learned using the RD Apply electronic loan-application system, and provide information on the new Rural Development Program Management (RDPM) platform for 2017 filings.*
- 2:30 p.m. Refreshment break**
- 2:45 p.m. CoBank Update**  
 Mark Doyle, vice president-electric distribution, water and community facilities banking division, CoBank  
*Mark's presentation will focus on giving participants an overall economic outlook that includes issues that may impact electric cooperatives.*
- 3:15 p.m. General Overview of the Loan Fund and Accounting Review Process**  
 Michael Diller and John Ell, field accountants, RUS  
*This closing presentation will give you an opportunity to meet Michael and John, as newcomers to RUS, and learn more from their perspective on the general loan fund and accounting review.*
- 4 p.m. Closing announcements and adjournment for the day**
- 5:30 p.m. Welcome reception and dinner**

**THURSDAY, AUG. 10**

- 7:45 a.m. Hot breakfast buffet**
- 8:30 a.m. Business Meeting of the N.D. Office Managers and Accountants Association**  
 Andrew Weiss, president – presiding
- 9 a.m. Introduction to Co-op Rates and Cost of Service**  
 Kristi Robinson, senior electrical engineer, STAR Energy Services
- 10:15 a.m. Refreshment break**
- 10:30 a.m. Introduction to Co-op Rates and Cost of Service (continued)**
- 12 p.m. Lunch**
- 1 p.m. Introduction to Co-op Rates and Cost of Service (continued)**
- 2:30 p.m. Refreshment break**
- 2:45 p.m. Introduction to Co-op Rates and Cost of Service (continued)**
- 4:30 p.m. Adjourn for the day**
- 6 p.m. Golf at King's Walk, Arnold Palmer Signature Course**

**FRIDAY, AUGUST 11**

- 7:30 a.m. Hot breakfast buffet**
- 8 a.m. National Rural Utilities Cooperative Finance Corporation Update: Financial Tools and Ideas**  
 Teri Wallis, regional vice president, and Ashley Welsh, associate vice president, National Rural Utilities Cooperative Finance Corporation (CFC)  
*Please join Teri and Ashley to hear what's happening at CFC, including the May 2017 year-end report, and gain some tools and ideas to help analyze past performance and develop future projections for your cooperative.*
- 8:30 a.m. Understanding Your Leadership Style**  
 Lynn Moore, Moore Innovative Solutions  
*This professional development program is offered through the NDAREC Menu of Education Programs. All REC employees are invited to attend. Please refer to detailed description provided later on the agenda.*

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- 9:45 a.m. Refreshment break
- 10 a.m. Understanding Your Leadership Style (continued)
- 12 p.m. Adjournment

## INTRODUCTION TO CO-OP RATES AND COST OF SERVICE

This short course will benefit any co-op employee looking to understand the foundation for the costs involved in providing electric service, and those employees involved in a support role during a cost-of-service study or those who have contact with members.

The course provides a broad understanding of the concepts involved in developing co-op rates and some of the processes used in performing a cost-of-service study.

**Participants are encouraged to bring their cooperative's latest RUS Form 7 (or comparable form), along with the cooperative's 2017 budgeted statement of operations. Handouts with sample cooperative data will be provided.**

### Key topics:

- How system revenue requirements are developed and allocated to individual rate classes
- How actual rate structures are developed and options that can be used to customize the rates to the cooperative's membership
- Terminology and processes defined
- An overview of the varying and diverse Value Perspectives that impact the perception of cost of service, including the Value of Energy, the Value of Renewables and the Value of the Grid.

## UNDERSTANDING YOUR LEADERSHIP STYLE AND ONLINE ASSESSMENT TOOL

Participants will be asked to complete an online survey instrument prior to this program, to assess their personal leadership style and then receive a printed DiSC report for use during the program on Aug. 11. This is a 360-degree feedback tool to give leaders constructive feedback on their leadership approaches and to help in identifying three personalized strategies to expand their leadership reach.

**Additionally, participants are asked to provide the following when you register for the meeting:**

- Names, email addresses and phone numbers for up to 8 direct reports if you are a supervisor or manager
- Names, email addresses and phone numbers for up to 3 peers if you do not supervise others at your cooperative

### Key topics

- Introduction to leadership styles
- The leadership challenge
- DiSC basics
- DiSC self-review
- DiSC leadership techniques and skills

## GUEST INSTRUCTORS



**Kristi Robinson** started her career in 2002 as a distribution system engineer at Steele-Waseca Electric Cooperative. In late 2015, Kristi joined Star Energy Services, LLC as a senior electrical engineer. Her primary responsibilities include system planning, renewable policy and regulation, metering, integration of utility technologies, cost-of-service

studies, and operation management of Southern Minnesota Energy Cooperative.

Kristi received a bachelor degree in Electrical Engineering from North Dakota State University and Masters in Engineering Management from the University of Wisconsin-Platteville. She is a licensed professional engineer in Minnesota, North Dakota, Wisconsin and Iowa. Kristi currently resides in Underwood, Minn. with her husband and three children.



**Lynn Moore** worked in the electric cooperative industry for 10 years as the director of member relations and development for the Indiana Statewide Association. She spent much of that time contributing to state, regional and national programming. Her accomplishments include educational design and program delivery for

all employee groups, RELITE — a successful 15-year employee leadership program, Youth Leadership development both locally and nationally, and nationally recognized efforts for the “Our Energy, Our Future” campaign. Recently, Lynn was named Touchstone Energy® Cooperatives Chief Operations Officer.

Lynn is a Franklin Covey Facilitator, a DDI Master Trainer and DiSC Licensed Facilitator.

### REGISTRATION INFORMATION

The North Dakota Association of Rural Electric Cooperatives (NDAREC) will handle registrations for the meeting. Your cooperative will be billed back for the cost of the meals, refreshment breaks and the \$100/person fee for the DiSC online assessment tool. No advance payment is necessary.

**The registration deadline is July 17.** Please complete the attached registration form and return to Pamela Clark-Stein, PO Box 727, Mandan, N.D. 58554-0727; fax to (701) 663-3745; or e-mail to pstein@ndarec.com.

### HOTEL ACCOMMODATIONS AT THE CANAD INNS

#### DESTINATION CENTRE GRAND FORKS

A reserved block of sleeping rooms is available for Aug. 9 and 10 at the Canad Inns Destination Centre Grand Forks, 1000 South 42nd St. The room rate is \$99/night. The reserved room block is under “ND REC Office Managers and Accountants.”

To make your room reservation, please call 1-701-772-8404 or 1-888-33-CANAD by July 17; this is the release date for our reserved block of sleeping rooms. **Please mention Group Identification #: 448705 when making your reservation.**

### BILLINGS & CANCELLATIONS

If you need to cancel a registration, please contact Pamela Clark-Stein at least 48 hours in advance of the meeting. In the case of a no show, your cooperative will be billed for charges to cover the cost of meals and refreshment breaks and the \$100 fee for the DiSC online assessment tool.

### Planning Committee

**Andrew Weiss**, president, Cass County Electric  
**Sarah Kittleson**, vice president, Verendrye Electric

**Brett Holtz**, secretary, McLean Electric  
**Pamela Clark-Stein**, director of education & member services, NDAREC

