President’s Message:

January 2018

One of the most mysterious and misunderstood aspects about the IIA is CAP and CAP points. So, just what is a CAP, how do we get points, and why does it matter?

CAP is an acronym for Chapter Achievement Program. The program is designed to recognize activities which promote the IIA’s strategic objectives and goals. There are a number of activities for which we can earn points. The activities fall into three buckets as follows:

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Minimum Points</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service to the Members</td>
<td>325</td>
<td>Luncheon meetings and seminars, certifications</td>
</tr>
<tr>
<td>Service to the Profession</td>
<td>200</td>
<td>Student event, scholarship, having an article published in a professional journal (including the Internal Auditor), participation in an External QA Review Team, speaking engagements</td>
</tr>
<tr>
<td>Chapter Administration</td>
<td>160</td>
<td>Reporting, administration, leadership academy, district workshops, webinars</td>
</tr>
</tbody>
</table>

Chapters must first earn the minimum number of points in each service category to receive any recognition at all. Once that minimum has been met, then the level of recognition depends on the number of points a chapter earns in a year.

As you can see from the table below, a chapter becomes a platinum chapter once it has achieved the gold level for 10 years. Topeka first became a platinum chapter 10 years after its inception, and has maintained that level since. Two years ago, IIA HQ added the Ruby and Sapphire levels. Since the

<table>
<thead>
<tr>
<th>Level</th>
<th>Minimum Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze</td>
<td>685</td>
</tr>
<tr>
<td>Silver</td>
<td>1060</td>
</tr>
<tr>
<td>Gold</td>
<td>1560</td>
</tr>
<tr>
<td>Platinum</td>
<td>Gold level for 10 out of 11 years</td>
</tr>
<tr>
<td>Ruby</td>
<td>Platinum level for 10 consecutive years</td>
</tr>
<tr>
<td>Sapphire</td>
<td>Platinum level for 15 consecutive years</td>
</tr>
</tbody>
</table>

Topeka chapter had already surpassed the requirements for the Ruby level before IIA HQ added these, the chapter was recognized as a sapphire-level chapter in 2016 and has maintained this level since. In other words, the Topeka Chapter of the IIA has operated at the gold level for 27 years, since its inception in 1990!
The chapter self-reports its activities to IIA HQ, and we can only report points that we know about. So, if you participated in any activity that could earn the chapter points for service to the profession, such as a public speaking engagement or publishing an article, let me or Elizabeth Salas know so that we may include your activities in our report.

Julie Pennington

January Meeting
CPE 1 hours

Speaker – Rebecca Collins

Topic – Emotional Intelligence

Rebecca Collins joined Bartlett & West four years ago a corporate trainer. Since then Bartlett & West has implement 41 courses into their employee-owned company ranging from ESOP 101 to Generations. She has an M.S. in Human Resource Organization Development and a B.A. in Communication (Corporate and Legal).

During the January meeting Rebecca will discuss the concept of emotional intelligence (EQ) and how to obtain EQ by understanding your own feeling.

To learn more about Rebecca, Bartlett & West and Emotional Intelligence visit http://cjonline.com/news/business/2017-07-12/emotional-intelligence-learning-managing-emotions-career-success

Event Refund Policy – The Institute of Internal Auditors (Topeka Chapter):

The purpose of this policy is to ensure event cancellations are refunded appropriately. Events include, but are not limited to: monthly meetings, luncheons, and seminars.

Cancellations made prior to the event registration deadline will be refunded at 100% of the event fee (or would not be billed if the attendee did not pay in advance).

Cancellations made after the event registration deadline will not be refunded (or would be billed at 100% of the event fee if the attendee did not pay in advance)

*IMPORTANT NOTICE FOR PAYMENTS*

Send all payments for meeting and seminars to:

Capitol Federal
Attention: Lori Miller, Audit Services Department
700 S Kansas Ave
Topeka, KS 66603-3818

IIA Chat:

Name: Heidi Zimmerman
Employer: Division of Legislative Post Audit
Position: Principal Auditor
Time in this position: 12 years
Education: B.A. in Political Science, M/A in History from Fort Hays State University

What was your first job? Babysitting
What is your favorite food? Mexican
What is your dream vacation? A couple weeks in the mountains
What is your favorite TV show? Hard to pick just one but I am looking forward to the new season of This is Us and Lucifer
What talent would you most like to have? I would love to be able to sing. I have a terrible singing voice and always admire those who can carry a tune
What book are you currently reading? The Astronaut Wives Club by Lily Koppel and The Elegant Universe by Brian Greene
What is your prized possession? Kal, my 10-year old dachshund

What do you try to avoid? Flying. I’ll drive for hours but hate flying

If you could be present at any historical event, what would it be? The moon landing

What would you like to get around to doing when you have time? Becoming fluent in a foreign language

Updating Your IIA member Information:

IIA members can keep their personal information up to date by visiting the IIA's website at www.theiia.org. In the upper right hand corner click on "Sign In". Once you are signed in, click on "Profile" and then "My Profile". Here you will be able to see your information and you can edit your personal information, address, and contact information by clicking on the "Edit" button. You can also update your contact preferences by clicking "My Preferences". If you need additional assistance, please contact Julie Pennington at Julie.Pennington@mymlc.com

Newsletter Articles:

Please contact Crystal Perez at cperez@capfed.com with any articles or suggestions for the newsletter. You may also know of special events (weddings, promotions, certifications, etc.) that you would like to put in the newsletter.

Volunteer Opportunities:

The Topeka chapter has had proven success because of the people who volunteer their time. Volunteering takes leadership, dedication, and effort. There is currently an opening for the co-chair of the Hospitality committee position. If interested in serving in this role or as an officer or board member for 2017-2018 to continue to enhance the internal audit community, please contact Julie Pennington at Julie.Pennington@mymlc.com

IIA Learning:

IIA Learning delivers innovative, quality, and convenient internal audit training, development, and networking for all skill levels. The flexible platforms focus on individual auditor training needs, as well as existing and emerging issues to ensure that internal auditors receive the knowledge and proficiency required to provide the highest level of auditing assurance, insight, and objectivity possible.

The IIA provides multiple learning opportunities:

1. **Seminars** are in-person and online; led by internal audit experts; cater to all auditor skill levels, topics, CPE needs and learning styles.
2. **Webinars** are short, live presentations, led by internal audit industry professionals; focused on trending topics and addressing challenges.
3. **OnDemand** are convenient, self-paced, and cost effective courses on existing and emerging internal audit topics; accessible online, anytime.
4. **On-site Training** provides an in-person, group training; focused on specific learning needs and facilitated by internal audit leaders at your location.
5. **Exam Prep** is a self-study or facilitator-led programs; combines reading materials with online study tools to prepare participants for certification exams.
6. **Executive Development** is strategic guidance and mentoring for internal audit executives; facilitated by executive-level leadership in an elite setting.

Visit the IIA website for registration and more information: [www.theiia.org/training](http://www.theiia.org/training)

The next Members Only webinar:

**Realistic Security: Counter Advanced Threats with Basic Controls**

**Date:** Tuesday, January 16, 2018  
**Time:** 12:00 Noon – 1:00 P.M. CST
The Audit Scope
Volume 30, Issue 5
January 2018

Preparing for the Future: What Internal Auditors can expect in 2018
Date: Tuesday, February 20, 2018
Time: 12:00 Noon – 1:00 P.M. CST

The next eSeminars:

Assessing Risk: Ensuring Internal Audit
Date: February 5 – 14, 2018
Time: 11:00 A.M. – 2:20 P.M. CST

Audit Report Writing
Date: January 22 – 31, 2018
Time: 11:00 P.M. – 2:20 P.M. CST

Auditing Security Monitoring
Date: May 7 – 9, 2018
Time: 1:00 P.M. – 3:00 P.M. CST

Cybersecurity Auditing in an Unsecure World
Date: February 13 - 22, 2018
Time: 11:00 A.M. – 2:20 P.M. CST

Data Analysis for Internal Auditors
Date: March 21 – 22, 2018
Time: 1:00 P.M. – 4:20 P.M. CST

Enterprise Risk Management: Elements of the Process
Date: February 6 – 15, 2018
Time: 1:00 P.M. – 4:20 P.M. CST

Fundamentals of Internal Auditing
Date: February 27, 2018
Time: 11:00 A.M. – 3:00 P.M. CST

Fundamentals of IT Auditing
Date: February 19 – 28, 2018
Time: 11:00 A.M. – 2:20 P.M. CST

IT General Controls
Date: March 13 – 15, 2018
Time: 1:00 P.M. – 3:00 P.M. CST

Lean Six Sigma Tools for Internal Audit Fieldwork
Date: April 17 - 26, 2018
Time: 11:00 A.M. – 2:20 P.M. CST

Lean Six Sigma Tools for Internal Audit Planning
Date: May 15 – 24, 2018
Time: 1:00 P.M. – 4:20 P.M. CST

Operational Auditing: Influencing Positive Change
Date: January 16 - 25, 2018
Time: 1:00 P.M. – 4:20 P.M. CST

Performing an Effective Quality Assessment
Date: February 5 – 14, 2018
Time: 1:00 P.M. – 4:20 P.M. CST

Risk-based Auditing: A Value Add Proposition
Date: January 17 - 26, 2018
Time: 11:00 A.M. – 2:20 P.M. CST

Statistical Sampling for Internal Auditors
Date: February 19 - 22, 2018
Time: 1:00 P.M. – 4:20 P.M. CST

Succession Planning: Leveraging and Influencing Millennials and Other Generations
Date: March 26 – 28, 2018
Time: 1:00 P.M. – 3:00 P.M. CST

Bookstore:

THIS MONTH’S FEATURE:
Fraud Risk Management Guide

Issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO), this Fraud Risk Management Guide recommends ways in which governing boards, senior management, staff at all levels, and internal auditors can deter fraud in their organization.

This guide provides implementation guidance that defines principles and points of focus for fraud risk management and describes how organizations of various sizes and types can establish their own fraud risk management program. It also includes examples of key program components and resources that organizations can use as a starting place to develop a fraud risk management program effectively and
efficiently. Each organization needs to assess the
degree of emphasis to place on fraud risk
management based on the organization’s size and
circumstances.

The guide also contains valuable information for
users who are implementing a fraud risk management
process. For example, it addresses fraud risk
management roles and responsibilities, fraud risk
management considerations for smaller
organizations, data analytics employed as a part of
fraud risk management, and managing fraud risk in
the government environment.

With hundreds of titles to choose from, including
books, training materials, certification preparation,
interactive programs, and more. The IIA Research
foundation Bookstore is your one-stop shop for
internal audit resources. All Bookstore products have
been reviewed by internal auditors to guarantee a
perfect fit. Check out the member’s only bookstore for
resources for all your Internal Auditing needs.

IIA Bookstore.

**CONGRATULATION CORNER!**

The certified Internal Auditor (CIA) designation is the
only globally accepted certification for internal
auditors and remains the standard by which
individuals demonstrate their competency and
professionalism in the internal auditing field. Please
join us in congratulating the following chapter
members who recently obtained their CIA
certification:

**ANNIVERSARIES**

Join us in congratulating for following individuals
celebrating significant milestones as members of the
IIA:

5 Years
Brandi White
Justin Stowe
Heidi Zimmerman

**CIA’s**

Join us in congratulating the following individuals in
obtaining their Certified Internal Auditor (CIA)
certification. This is the only globally accepted
certification for internal auditors and remains the
standard by which individuals demonstrate their
competency and professionalism in the internal
auditing field.

None to Report This Month

**la Magazine Website:**

The digital edition of Internal Auditor is a full
replicated version of the magazine that delivers
internal audit insights and news in a visually
enhanced, user-friendly design with new topic
sections, enhanced search, and much more!

Visit the website at www.internalauditor.org and check
out the December 2017 issue featuring “Beyond the
Numbers” where Arthur Piper discusses how auditors
can help ensure nonfinancial information is delivered
to the stakeholders who need it.

**The IIA’s CIA Learning System:**

Certified Internal Auditor (CIA): Strengthen Your
Core

As The IIA’s premier designation for more than 40
years, the CIA sets the standard for excellence within
the profession. The CIA journey begins with a focus
on The IIA’s International Standards for the
Professional Practice of Internal Auditing (Standards)
and aspects of mandatory guidance under the IPPF.
The journey continues with a focus on managing an
internal audit project and culminates with concepts
related to internal control, risk, governance, and
technology. The CIA is a 3-part process for
establishing your foundational core and starting point for career growth to:

- Distinguish you from your peers.
- Demonstrate your proficiency with internal staff and external clients.
- Develop your knowledge of best practices in the industry.
- Demonstrate your proficiency and professionalism.
- Lay a foundation for continued improvement and advancement.

The IIA offers eight different certifications or qualifications in internal audit-related fields. Why become certified? Well, there are a number of reasons. Earning a certification is a key that opens doors to opportunities in internal audit. Certifications help you earn credibility and respect in your field, increases the opportunity for advancement in your career (and therefore also your earning potential), demonstrates your commitment to the profession, improves your skills and knowledge, and builds confidence in your abilities.

If those reasons aren’t enough, here’s another. Every year, the IIA discounts the exam application fee for each credential for a full month. This month, the IIA is discounting the application fee for the Certified Professional Environmental Auditor designation. That’s a savings of $230.

So, if you have ever thought of becoming certified or qualified, ask one of our members who have been through the process to help guide you. You can get one of the competency certifications (CRMA, CCSA), one of the industry certifications (CFSA, CGAP, CPEA, CPSA), or the qualification (QIAL) without having to first pass the CIA exam. These different certifications cover areas such as control self-assessment, risk management and assurance, financial services, government, environmental, safety, and internal audit leadership.

That’s not to minimize the value of the CIA designation. The CIA designation is the hallmark designation of internal audit, and is the only globally accepted designation for internal auditors and the standard by which individuals demonstrate their professionalism in internal auditing. The IIA offers 20% off of the CIA Learning System if you order through your local chapter, and the IIA extends this offer year-round.

Gleim Discount:

The Topeka Chapter has partnered with Gleim CIA Review to ensure your success on the CIA exam!

Gleim CIA Review is the most widely used CIA prep course. More CIAs have used Gleim to pass the CIA Exam than all other prep courses combined. The exceptional content now includes over 40 hours of in-depth video lectures and comprehensive question test banks that cover all of the topics tested and are presented in a format that replicates your exam-day experience. In addition, CIA candidates enjoy a no-hassle Access Until You Pass® Guarantee and customized support from a team of CIA exam prep experts.

As a member of the chapter, you are eligible for a 10-20% discount on Gleim CIA Review Systems. To take advantage of the reduced prices and to place your order, log into the Members Only section of the Chapter website.

Please contact our Gleim representative, Melissa Leonard, with any questions regarding the Gleim materials or discounts available. Call her at (800)874-5346 or via email IIAChapters@gleim.com.

Certifications Requirements

Reminder CPE/CPD credits are required to be reported by the end-of-year to keep your IIA designation active, REPORT NOW. The deadline is Dec 31, 2017.

If you are still in need for CPE there’s still time to earn additional CPEs. IIA offers training in convenient and flexible formats, including On-Demand, Online and In-Person Training. Other Ways to Earn CPE’s is writing/publishing a book or research papers; give a
Chapter Objectives

Service to Members

- Education Objective: Offer over 20 hours per year of affordable CPE with more than 60% rated as excellent.
- Certification Objective: Two members become certified annually.
- Social Objective: Members get to know other members from different organizations.

Service to Profession

- Membership Objective: Increase active membership.
- Professional Development Objective: Continue to offer affordable and quality training for auditors
- Academic Relations Objective: Promote the profession at Washburn University

Chapter Administration

- Leadership Development Objective: Have 1 or 2 officers attend the Leadership Conference.
- Chapter Finance Objective: Have our lunch meeting fees cover the meeting expense; make additional income from the seminars to fund other activities (Leadership Conference, WU scholarship, WU student night).
- Communication and Participation Objective: Send out monthly newsletter and update website.

Chapter Achievement Program (CAP):

Do any of your internal audit activities earn Chapter Achievement Program (CAP) points for your Topeka Chapter of the IIA? What is CAP, why is it important and what can you do to help?
The Chapter Achievement Program (CAP) is designed by the Institute of Internal Auditors to guide chapters for developing quality programs and completing administrative duties to ensure it is meeting its obligations to its members. Points are awarded for each activity in accordance with the IIA guidelines. The goal is to provide valuable professional activities and development opportunities to our members and earn CAP points.

Certain activities that are conducted by member may qualify. Points are reported to the IIA on the 10th of each month covering three areas:

Service to Members: Attendance at monthly meetings, conferences and seminars, social events and new IIA certification.

Service to the Profession: Academic Relations; Chapter Scholarship Program, Student events held by the chapter. Advocacy; Junior Achievement Involvement, Building Awareness Champion Program, funding support for District advisors and District Representatives, Internal Audit Awareness month events, Host an Internal Audit event at work, Audit Channel TV submissions, Write exam questions for IIA certifications, Submit or Publish an article in the Internal Auditor magazine, participate on a non IIA sponsored or an IIA sponsored Quality Review Team, Chapter recognizes the member company for completing their QA.

Chapter Administration: Involves administrative reporting requirements to the IIA.

In 2018, two of the required CPE/CPD credits earned must be in Ethics.
### CAP Summary

**As of: 12/10/17**

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum for Bronze</th>
<th>Chapter Points (to Date)</th>
<th>% of Minimum</th>
<th>Balance to Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Service to Members</td>
<td>325.00</td>
<td>168.88</td>
<td>52%</td>
<td>156.12</td>
</tr>
<tr>
<td>II. Service to Profession</td>
<td>200.00</td>
<td>269.07</td>
<td>135%</td>
<td>Achieved!</td>
</tr>
<tr>
<td>III. Chapter Administration</td>
<td>160.00</td>
<td>157.00</td>
<td>98%</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Total from Master Template:</strong></td>
<td><strong>685.00</strong></td>
<td><strong>594.95</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Current CAP Status: Pending

**Targets:**
- Bronze: 685.00
- Silver: 1,060.00
- Gold*: 1,560.00

*Platinum 10 consecutive years of Gold

The following levels were added in 2016:
- Ruby 10 consecutive years of Platinum
- Sapphire 15 consecutive years of Platinum
- Diamond 25 consecutive years of Platinum

**Topeka CAP History**
- 1990-1999: Gold
- 2000-2015: Platinum
- 2016-2017: Sapphire
## 2017 – 2018 Officers and Board of Governors

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Organization</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Julie Pennington</td>
<td>Mosaic Life Care</td>
<td><a href="mailto:Julie.pennington@mymlc.com">Julie.pennington@mymlc.com</a></td>
</tr>
<tr>
<td>1st VP, Seminars</td>
<td>Marie Winter-Zima</td>
<td>Capitol Federal</td>
<td><a href="mailto:mwinter-zima@capfed.com">mwinter-zima@capfed.com</a></td>
</tr>
<tr>
<td>2nd VP, Programs</td>
<td>Brenda Kindle</td>
<td>FHLBank</td>
<td><a href="mailto:brenda.kindle@fhlbtopeka.com">brenda.kindle@fhlbtopeka.com</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Elizabeth Salas</td>
<td>Westar Energy</td>
<td><a href="mailto:elizabeth.salas@westarenergy.com">elizabeth.salas@westarenergy.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Angie Drake</td>
<td>FHLBank</td>
<td><a href="mailto:angie.drake@fhlbtopeka.com">angie.drake@fhlbtopeka.com</a></td>
</tr>
</tbody>
</table>

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<th>Position</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Board Member</td>
<td>Tony Risinger</td>
<td>Westar Energy</td>
<td><a href="mailto:tony.risinger@westarenergy.com">tony.risinger@westarenergy.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Amelia Noe</td>
<td>Westar Energy</td>
<td><a href="mailto:amelia.no@westarenergy.com">amelia.no@westarenergy.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Justin Stowe</td>
<td>LPA</td>
<td><a href="mailto:justin.stowe@lpa.ks.gov">justin.stowe@lpa.ks.gov</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Andrea Robben</td>
<td>BCBS</td>
<td><a href="mailto:andrea.robben@bcbsks.com">andrea.robben@bcbsks.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Robert Knott</td>
<td>Capitol Federal</td>
<td><a href="mailto:rknot@capfed.com">rknot@capfed.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Shanae Gooden</td>
<td>Kansas Army National Guard</td>
<td><a href="mailto:sgooden@gmail.com">sgooden@gmail.com</a>, <a href="mailto:shanae.d.gooden.civ@mail.mil">shanae.d.gooden.civ@mail.mil</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Crystal Perez</td>
<td>Capitol Federal</td>
<td><a href="mailto:cperez@capfed.com">cperez@capfed.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Lori Miller</td>
<td>Capitol Federal</td>
<td><a href="mailto:lmiller@capfed.com">lmiller@capfed.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Jenny Tryon</td>
<td>Westar Energy</td>
<td><a href="mailto:jenny.tryon@westarenergy.com">jenny.tryon@westarenergy.com</a></td>
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<tbody>
<tr>
<td>Audit Committee</td>
<td>Richard McMullen</td>
<td>Kansas Department of Transportation</td>
<td><a href="mailto:mcullen@ksdot.org">mcullen@ksdot.org</a></td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Angie Drake</td>
<td>FHLBank</td>
<td><a href="mailto:angie.drake@fhlbtopeka.com">angie.drake@fhlbtopeka.com</a></td>
</tr>
<tr>
<td></td>
<td>Robert Knott</td>
<td>Capitol Federal</td>
<td><a href="mailto:rknot@capfed.com">rknot@capfed.com</a></td>
</tr>
<tr>
<td>Nominating Committee</td>
<td>Julie Pennington</td>
<td>Legislative Post Audit</td>
<td><a href="mailto:julie.pennington@lpa.ks.gov">julie.pennington@lpa.ks.gov</a></td>
</tr>
<tr>
<td></td>
<td>Tony Risinger</td>
<td>Westar Energy</td>
<td><a href="mailto:tony.risinger@westarenergy.com">tony.risinger@westarenergy.com</a></td>
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</thead>
<tbody>
<tr>
<td>Social Media (Chapter Website and MMT Administrator)</td>
<td>Justin Stowe</td>
<td>LPA</td>
<td><a href="mailto:justin.stowe@lpa.ks.gov">justin.stowe@lpa.ks.gov</a></td>
</tr>
</tbody>
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<th>Organization</th>
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</thead>
<tbody>
<tr>
<td>Academic Relations</td>
<td>Reza Espahbodi</td>
<td>Washburn University</td>
<td><a href="mailto:reza.espahbodi@washburn.edu">reza.espahbodi@washburn.edu</a></td>
</tr>
<tr>
<td>Government Relations</td>
<td>Mary Hoover</td>
<td>DCF</td>
<td><a href="mailto:mary.hoover@dcf.ks.gov">mary.hoover@dcf.ks.gov</a></td>
</tr>
<tr>
<td>Newsletter</td>
<td>Crystal Perez</td>
<td>Capitol Federal</td>
<td><a href="mailto:cperez@capfed.com">cperez@capfed.com</a></td>
</tr>
<tr>
<td>Hospitality</td>
<td>Brenda Kindle (Chair)</td>
<td>FHLBank</td>
<td><a href="mailto:brenda.kindle@fhlbtopeka.com">brenda.kindle@fhlbtopeka.com</a></td>
</tr>
<tr>
<td></td>
<td>Lori Miller (badges)</td>
<td>Capitol Federal</td>
<td><a href="mailto:lori.miller@capfed.com">lori.miller@capfed.com</a></td>
</tr>
<tr>
<td>Certificates</td>
<td>Tony Risinger</td>
<td>Westar Energy</td>
<td><a href="mailto:tony.risinger@westarenergy.com">tony.risinger@westarenergy.com</a></td>
</tr>
<tr>
<td>Membership Committee</td>
<td>Brenda Kindle</td>
<td>FHLBank</td>
<td><a href="mailto:brenda.kindle@fhlbtopeka.com">brenda.kindle@fhlbtopeka.com</a></td>
</tr>
</tbody>
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### TOPEKA IIA 2017-2018 SCHEDULE AND LOCATIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Tuesday, January 9, 2018</td>
<td>Lunch Meeting (1 CPE) Rebecca Collins Emotional Intelligence</td>
<td>KDOT</td>
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<tr>
<td>Tuesday, February 6, 2018</td>
<td>Lunch Meeting (1 CPE) Ben Engelken Solea Energy</td>
<td>Westar</td>
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<tr>
<td>Tuesday, March 6, 2018</td>
<td>Lunch Meeting (1 CPE) Protiviti Excel Tips</td>
<td>Museum of Kansas National Guard</td>
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<tr>
<td>Tuesday, April 3, 2018</td>
<td>Lunch Meeting (1 CPE) Jim Baird Security Targets</td>
<td>Cap Fed</td>
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<tr>
<td>Thursday, April 12, 2018</td>
<td>Spring Seminar John Hall Leadership, Collaboration and Influence Skills for Auditors</td>
<td>FHLB</td>
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<tr>
<td>Tuesday, May 1, 2018</td>
<td>Lunch Meeting (2 CPE) Dr. Scofield Ethics</td>
<td>Westar</td>
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*Locations are subject to change*
7 Ways to Support Employees’ Career Advancement

Many businesses today recognize the need to put employees’ professional development at the heart of company policy. Why? Their workers are demanding it. Talented professionals want to work for a company that will help them build and advance in their career.

However, finance leaders may not be doing enough to make these efforts a high priority. In a recent survey by Robert Half Management Resources, about one-fifth of workers (21 percent) polled said they have little or no confidence in senior management’s ability to support their personal growth and career advancement.

In this tight hiring market for skilled financial talent, finance leaders can’t afford to overlook the importance of supporting their employees’ career advancement. Here are seven ways to show your workers that the firm — and their boss — are committed to helping them grow professionally:

1. Take a personal interest

Make time to meet regularly with team members on a one-to-one basis to learn about their aspirations, expectations and frustrations. This outreach can help make your staff feel valued — and lead to greater productivity and loyalty.

Also, help your employees to plot a career path within the company, so they can better visualize their future at your firm. Identify specific milestones for achievement, and the supporting resources employees will likely need to tap along their journey. Clear and consistent communication about career advancement opportunities can help workers feel more engaged and empowered.

2. Focus on learning

Continued job training and education are important to an employee’s professional development. Millennial workers, in particular, tend to covet these learning opportunities. Ensure that courses and workshops — paid for by the company — are part of their career plan.

In addition to nurturing individual needs and specific skills, help employees keep up with what’s happening in the wider industry. One cost-effective method is to host monthly lunchtime sessions with guest speakers on relevant topics, such as cloud technology or tax legislation changes. Also, reward top talent by sending them to industry conferences where they can learn and network.

3. Rotate employee roles

The human brain thrives on variety, and job rotation is a smart way to shake up your workers’ daily routine. Encourage staff to work in different but related departments or positions. (A job rotation program can help to facilitate this.) These opportunities will help them to gain new skills, more appreciation of their colleagues’ duties and a better understanding of the business. Meanwhile, the company, and you, will benefit from having a more motivated, informed and well-rounded accounting and finance team.
4. Encourage mentoring

Establishing a formal mentoring program might be one of the smartest moves a company can make — for itself as well as for its workers' personal and career growth.

Though often seen as a transfer of knowledge from veteran employees to the less experienced, mentoring works both ways. While senior staff members can offer hard-earned insights and professional guidance to their junior colleagues, they also can benefit from the fresh perspectives and technological know-how of younger generations in the workforce.

5. Support work-life balance

Hard work is a prerequisite for career advancement, but that doesn't necessarily mean regularly putting in 10-12 hours a day. Encourage your employees to work smart, maximize their efficiency, and leave time and energy for interests outside of work.

Take a proactive approach to your team’s well-being rather than waiting for problems like stress and burnout to bubble up. Embracing flexible policies that are designed to enhance work-life balance can make a huge difference to staff morale. It helps employees find the time to do their work, enjoy their life outside of the office, and take advantage of available professional development opportunities.

6. Paint the big picture

Reminding employees of their unique contributions to the company’s mission adds meaning to their role — and can increase their motivation to expand their responsibilities and advance at the firm.

Don’t assume they already know how their work adds value, however. A recent survey by our company found that more than half of professionals (53 percent) wish they had more insight on how their day-to-day duties make a difference to the organization. So, be sure to provide regular updates about the organization’s progress toward key objectives, and also praise and reward employees for specific achievements that help drive the business toward those goals.

7. Create a succession planning program

Succession planning demonstrates to valued staff members that you not only want to invest in their professional development but also see them evolve into future leaders at the firm. That is a powerful message. So, don’t push this important process to the back burner. Create a succession plan for every key position in your organization. It can help motivate employees to learn the skills and knowledge needed for career advancement. (Plus, it’s a best practice for any business.)

If your workers are not achieving their potential because they feel overlooked, prioritizing their professional development and career advancement is an obvious solution. Make a clear effort to cultivate a growth environment for your workers. It’s an investment that can deliver huge returns for your staff and your business.

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