From the President

Steps to Success During Audit & Tax Time

by Randy Brink

It’s that time of year again! Long hours with year-end audits. W-2s and 1099s. Countless tax returns. Is it just me or does the government seem to require more each year? How do you deal with the stress? Me – not very well. I eat too much (food is the great stress reliever), smoke too many cigars and slack off on the exercise. All the wrong things. I found the following suggestions on the web when researching this article. Maybe some will help you get through this period.

First, stand up and stretch. This is one thing I find very helpful. When I finish one task, I get up and walk around the office. I think my co-workers think I’m weird or maybe goofing off, but this helps me shift gears and concentrate on the next thing I have to do.

Remember to leave your work at work. When you walk out the door, concentrate on anything but work. Enjoy your time at home with your loved ones or doing something you enjoy. Read a good book or just veg out for a

“Remember to leave your work at work. When you walk out the door, concentrate on anything but work.”
while in front of the television for an hour or two. On your commute, listen to music, humor, sports – anything but things related to your job.

Learn to say no and know your limitations. Most of us are have support roles in our companies, and we are often asked to take on special projects. If you don’t have the time right now, explain the situation. Many times these requests are not critical and can be delayed.

Plan your work and work your plan. Be proactive in planning what you will get done today and work hard to get your goals for the day completed. Spending your day putting out fires will significantly increase your stress level. Plan ahead and minimize these incidents.

Take pride in your work and your accomplishments. Don’t expect a lot of praise from others. Others in the office may not fully understand everything you do, and may not always seem to fully appreciate what you do, but remember how important your role is and take pride in doing it well and being an important part of the team.

Finally, don’t forget the standard ways of dealing with stress that we all should know.

- Get a good night’s sleep.
- Eat healthy.
- Listen to your favorite music.
- Get some exercise.
- Talk to someone about your problems – don’t hold it in.
- Appreciate the good things you have – many have it a lot worse.

And most important – remember, it will soon be over. This season doesn’t last forever. Look forward to that vacation you will take when you are done.

Randy Brink

Thanks to everyone who donated to Toys for Tots this year and a SPECIAL THANKS to Debby & Gingrich for serving as our Collection Center this year!
It is the policy of The Western Michigan Chapter of CFMA to present to one of its members every year a Member of the Year Award. This award is given to a member to recognize their contribution to the leadership, development and/or promotion of the chapter.

Congratulations to Jake Berzkalns from Rohde Construction who was the 2011 recipient of the LaForest Krantz Member Achievement Award presented at the November General Membership Meeting. Special thanks to Jake for all of his hard work and dedication to CFMA!

Jake currently serves as the long-time Co-Chair of the Golf Committee and has also served as a past CFMA Board Director, Vice President, and President. He has also served on the Program Committee and has been a CFMA member since February, 1990. Jake currently serves as the CFO at Rohde Construction and has worked for the company for the last 19 years.
Thanks to everyone who attended the Wizard of Oz Social Event at the Civic Theater in December. We had approximately 15 attendees, and it was a great time!
Our Roundtable Program was recognized in the December edition of National’s Chap Chats newsletter. The excerpt is shown below...

Chapter Roundtable Program Still Going Strong at 16

The Western Michigan Chapter’s Roundtable program began in 1996 to provide a forum for members to discuss current business issues within the construction industry.

A few topics addressed at prior Roundtable meetings include 401k Programs, Hiring and Retention Practices, Employee Internet and E-Mail Use, Controlling Health Insurance costs, Document Imaging, and Construction Liens issues.

The CFMA Roundtable Guidelines are:

- CFMA members only.
- Roundtable discussions remain strictly confidential.
- Each group (breakfast or lunch) is limited to eight participants—a mix of General Contractors, Subcontractors, and Associate Members.
- A facilitator is assigned to each group.
- Only one member per company in each group with no substitutions allowed.
- Each month has a different host who will be responsible for providing a meal and will have the opportunity to choose the meeting topic.
- The Roundtables are held the same time each month—with breakfast (7–8:30) or lunch meetings (Noon–1:30) available.
- The fee is $50 per participant to cover CFMA costs to administer the Program and is due at the first meeting.

There are 31 participants in the 2011-2012 Roundtable Program, which began the week of October 17, 2011 and continues through May 2012. The participants are divided into three lunch groups and one breakfast group each month.

This year’s groups includes a mix of different contractors and years of experience with the Roundtable Program.

Please contact Tom Vanderbosch (616-791-1164; tvandenbosch@allielectric.com) for more information.
Please note that our Winter Social Event has been changed. Instead of the River City Improv event that was mentioned in the Fall Newsletter, we have changed the event to the Laughfest Stand-Up Competition (Dinner and the Show)

**CFMA West Michigan invites you to join us for our spring social event**

**What:** Laughfest Stand-Up Competition (Dinner and the Show)

**Where:** The B.O.B.

**When:** March 17, 2012 Dinner @ 6:00 Show @ 7:00

**Who:** CFMA West Michigan members and the public

**Cost:** $38.70 (32.50 plus + 6.20 TM charge)

Since tickets are only available through Ticketmaster, the Chapter is not able to reserve a block of tickets. This means you will need to purchase & pay for your own tickets.

Please email harrietp@oakmi.com with the number of tickets you purchased and we will try to get our entire group seated together at this general admission event.

Welcome to our newest members since our last issue of Extras!

Diane Blickley  
StructureTec  
Referred by Ann Plummer

Kris Anderson  
Rehmann

Matt Siel  
Greenleaf Trust  
Referred by Randy Brink

Nancy Jones  
Van Dyken Mechanical, Inc.  
Referred by Scott Wiersma

Steve McCullick  
Stonehenge Consulting, PLC

Denise Volpe  
Vos Glass  
Replacing Ginger Brauer who is retiring.

Welcome to all of you!

Member Incentives...

National has provided an incentive that if a new member joins now, their dues will be paid through March 13, 2013. **Join in February...14 months for the price of 12! Join in March...13 months for the price of 12!**

This provides additional value in addition to the value of a CFMA membership! Please pass this on to someone who will benefit from CFMA!

*See Membership Application on Page 9.*

If you have any questions about membership, please contact any Membership Committee member listed below:

- **Todd Hanson**  
  Connect Resources  
  todd@connect-resources.com

- **John D. Koscielniak, CPA**  
  Walburg & Associates, PC  
  jkoscielniak@walburg.com

- **Ann M. Plummer**  
  Beene Garter LLP  
  aplummer@beenezter.com

- **Michael J. Poggi**  
  Pinnacle Insurance Partners  
  mikep@pipgrmi.com

- **Suzanne L. Strauss**  
  Great Lake Systems, Inc.  
  suzanne@glsroof.com

- **Ken Bos**  
  Hylant Group  
  ken.bos@hylant.com

- **Thane Belen**  
  Aktion Associates Inc.  
  tbelen@aktion.com

- **Jamie Fasbender**  
  Enterprise Fleet Management  
  jami.s.fasbender@erac.com

- **Andy Odehnal, CPA**  
  Van Laan Concrete Construction, Inc.  
  andyo@vanlaan.com

- **Nancy Jones**  
  Van Dyken Mechanical, Inc.  
  Referred by Scott Wiersma

- **Steve McCullick**  
  Stonehenge Consulting, PLC

- **Denise Volpe**  
  Vos Glass  
  Replacing Ginger Brauer who is retiring.

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**Membership Statistics as of January 2012:**

<table>
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<th>Chapter Membership Composite</th>
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<tr>
<td>General Members</td>
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TOP 10 Reasons CFMA HQ helps you and your company build a better bottom line

10. The Book
The only authoritative reference work covering all aspects of the construction financial professional's duties.

9. Certification
Certified today, skilled for tomorrow.

8. Financial & IT Surveys
The only reference publications detailing the financial metrics and IT usage of construction contractors. Includes convenient online Benchmarking Builder CD-ROM.

7. CFMA Connection Café
Online virtual conference room for construction financial professionals to learn and share the issues facing them everyday.

6. CFMA Savings Partners
Added savings to your company’s bottom line. Available only to members.

5. Free Webinars
Timely, relevant topics and CPE credits to help you build a better bottom line.

4. CFMA Annual Conference
The only conference and exhibition focused on your issues and needs.

3. Live Education Courses
From basic construction accounting principles to advanced cash and risk management. Held in 87 chapters around the country. In person and online. CPE credit eligible.

2. CFMA Building Profits/
CFMA BP Online
Award-winning magazine exclusively focused on tools, tips and concerns for construction financial professionals. CFMA BP Online offers convenient and easy 24/7 access to CFMA Building Profits articles.

1. Connect to 50,000 years of construction financial wisdom & expertise from over 6,700 members from 87 chapters in the US & Canada...
National dues average as little as $28 per month.

www.cfma.org
Western Michigan
HELPING YOU BUILD BIGGER PROFITS
CFMA NEW MEMBER APPLICATION

☐ $340 General Member (GE)  (working for a construction company)
☐ $440 Associate Member (AS)  (working for a firm serving the construction industry)
☐ $230 International General Member (IGE)  (working for a construction company including Canada)
☐ $300 International Associate Member (IAS)  (working for a firm serving the construction industry including Canada)
☐ $340 Educator Member (EM)  
☐ $0 Student Member (SM)  

(Check one)
☐ Male   ☐ Female

Name: ____________________________  Company/Organization: ____________________________

Address: ____________________________  CITY: ____________________________  STATE: ____________________________

Phone: ( )  FAX: ( )  Title: ____________________________  Title: ____________________________

E-Mail: ____________________________  Membership/Referred By: ____________________________

Company Gross Revenue: ____________________________

GENERAL MEMBERS

☐ General Contractor
☐ Sub/ Specialty Contractor
☐ Architect/Engineer
☐ Real Estate Developer
☐ Construction Management
☐ Heavy/Highway Contractor
☐ Suppliers-Material Contractor

ASSOCIATE MEMBERS

☐ Banking & Finance
☐ Insurance Agency/Carrier
☐ Law Practice
☐ Public Accountant
☐ Software/ Hardware
☐ Surety & Bonding
☐ Other

Please Print/Type

4 Easy Ways to Join CFMA:
MAIL: 100 Village Blvd., Suite 200 Princeton, NJ 08540-5783
E-MAIL: membership@cfma.org  ONLINE: www.cfma.org
FAX: 609.452.0474
☐ Check enclosed payable to CFMA:
☐ ANEX  ☐ VISA  ☐ MASTERCARD  ☐ DISCOVER

ACCOUNT #: ____________________________

Name on Card: ____________________________  EXPIRATION DATE: ____________________________

Signature  Date

CFMA National Member Dues: $________

+ Western Michigan Chapter Dues: $________

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Signature  Date

CFMA National Member Dues: $________

+ Western Michigan Chapter Dues: $________

TOTAL: $________

It is important that you select a local chapter or multiple chapters in your geographic area that will be most convenient for you to attend meetings. By joining a local chapter(s), you can take full advantage of the many benefits CFMA has to offer. If you do not wish to be associated with a chapter or there is no chapter close to you, please choose the Non-Affiliated option below.

☐ Non-Affiliated

Annual Chapter Member Dues: [Alphabetical by State] GE = General Member  AS = Associate Member

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<th>State</th>
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CFMA's national and chapter membership dues amounts are re-evaluated annually on December 1, 2022. Due amounts are subject to change and will be notified when you join CFMA. The ENR subscription offer is subject to change and can be withdrawn without notice at any time. If you are an existing ENR subscriber, please call 609.452.0474 for additional information.

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We are reaching out to several college and university groups in order to increase CFMA student memberships. We currently do not have any student members and are hoping to increase student involvement by offering an initial free lunch at our General Membership meetings. If you know any students or student groups that may be interested, please contact Tom Vandenbosch at tvandenbosch@alliedelectricinc.com.
As a member of CFMA’s Western Michigan Chapter, we thought you would be interested in receiving the attached information about the Lansing Chapter’s February 14 half-day seminar from 8:00 a.m. – Noon. Please contact Kyle Henney at khenney@williamewalter.com for more information or email confirmation of attendance to Dave.Cheesebro@plantemoran.com

Registration Form:

| Name: __________________________ | Attendees: __________________________ |
| Company: ________________________ | __________________________ |
| Phone number: ( ) _______ - _______ | __________________________ |
| Main Attendee: 1 x $75.00 = $75.00 | __________________________ |
| Additional Attendees: _______ x $25.00 = $_________ | __________________________ |

Total enclosed: $_________

Mail form & check to: Dave Cheesebro, Plante Moran 111 E Court St, Ste 1A, Flint, MI 48502  •  810-767-5350

NOTE: Do not procrastinate, space is limited.
MISSION

As the source and resource of construction financial management in West Michigan, our Association unites individuals having financial responsibilities in the construction industry. We provide a forum through which the Association’s members can meet to network and exchange ideas. We promote and encourage leadership within the construction industry, as well as our Association. We develop and coordinate educational programs dedicated to the purpose of improving the professional standards of the industry and enhancing the value of construction financial managers to their respective companies.

CFMA
Western Michigan Chapter Mission Statement

General Membership Meetings

All meetings will be held at the Stonewater Country Club located at 7177 Kalamazoo Avenue SE in Caledonia, Michigan. Registration begins at 11:30 a.m., with lunch served at 12:00 p.m.

<table>
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<td>Managing Human Factors During a Workplace Crisis Speaker: Bob VandePoi</td>
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<tr>
<td>March 22, 2012</td>
<td>GVSU Projects Speaker: James Moyer &amp; Pioneer Inc.</td>
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<td>April 26, 2012</td>
<td>How to Avoid Litigation Speaker: Bob O’Brien</td>
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