

**Island Government Finance Officers' Association (IGFOA) Meeting  
December 12-14, 2017, Maui, Hawaii**

November 22, 2017

Dear IGFOA Conference Participant:

On behalf of the Graduate School USA, I am looking forward to seeing everyone at the December 12–14, 2017 Island Government Finance Officers' Association (IGFOA) meeting in Maui, Hawaii. We are excited for this year's meeting, with representatives from the insular governments throughout Micronesia, American Samoa and the U.S. Virgin Islands in attendance. Your attendance is sponsored by the U.S. Department of the Interior's Office of Insular Affairs ([www.doi.gov/oia](http://www.doi.gov/oia)) and organized by the Graduate School USA's Pacific and Virgin Islands Training Initiatives (PITI-VITI) ([www.pitiviti.org](http://www.pitiviti.org)).

First, a bit of information about the IGFOA meeting itself. Like previous IGFOA meetings, this will be a working session intended to provide a forum for the chief financial officers of the insular governments to discuss areas of common concern, identify resource sharing opportunities, and develop strategies for promoting and attaining improved financial management. The goals of the conference are included with the draft conference agenda which has been included with this message.

**★ IGFOA Conference Preparations**

By now each of you should have received the initial IGFOA invitation which described insular government presentations during the early part of the conference. As promised, accompanying this letter is a message from Ms. Debbie Milks which outlines pre-conference work that should be completed prior to your travel to Maui, in preparation for government presentations on Tuesday morning, December 12th. Briefly, each government has been asked to provide an update on ongoing IGFOA initiatives as well as several new items, including:

- Finance office action plans;
- Finance office performance measures;
- Audit status and audit finding resolution;
- Government debt and stress.

Included with Ms. Milks's letter is a presentation template, further explaining what is expected of

each government for Tuesday morning presentations.

If you are unsure exactly what is expected of your government for this session, please feel free to contact Debbie Milks via email at: [milksdeb@aol.com](mailto:milksdeb@aol.com), or visit <http://www.pitiviti.org/igfoa> for additional details.

### ★ Airline Tickets

For those of you whose expenses for attending the meeting are being paid for by PITI-VITI, your airline ticket has been issued as an e-ticket. Please confirm that your e-ticket has been issued via airline websites and/or your local airline ticket office. **Please contact me immediately if you are unable to locate a confirmed reservation for your travel to Maui, Hawaii.**

### ★ Honolulu Hotels

As with past meetings, several participants who are sponsored by PITI-VITI will have time in Honolulu, Hawaii with hotel expenses paid directly by the Graduate School USA. Please note that you will be responsible for any incidental charges such as room service, telephone calls, etc. Please also note that the hotel will ask for a credit card or deposit upon check-in to cover such expenses.

### ☆ Honolulu Logistics on the way TO Maui

For Maybeline Bing, Spencer Joe, Anita Arile, Kathy Kakigi, Alik Isaac and Akiama George, you all have hotel reservations beginning immediately upon your early morning arrival into Honolulu on Monday morning, December 11. Pre-paid hotel reservations have been made for each of you at the **Airport Honolulu Hotel** which is located very near the Honolulu airport. The Airport Honolulu Hotel is located at 3401 Nimitz Highway (Phone #: 836-0661).

Immediately after you get your luggage from the baggage claim at the Honolulu airport, look for the courtesy phone bank with direct telephone connections to many hotels on Oahu including the Airport Honolulu Hotel. The hotel will send a shuttle bus to pick you up at the airport and transport you to the hotel free of charge. For your return trip to the airport just let the hotel know in advance what time you would like to be driven back to the airport. I would recommend departing the hotel no later than one hour and thirty minutes prior to your scheduled flight to Maui. (A word of caution: Several of the flights from Honolulu to Maui are sold out on the day you will be traveling. Missing the flight you are scheduled to take to Maui might mean having to spend an extra day in Honolulu waiting for flights to open with available seats to Maui.)

For those of you from Yap and American Samoa (Julius Tun, Levi Reese, and Tina Va'a) arriving in Honolulu on December 8 (American Samoa) and December 9 (Yap), a pre-paid hotel reservation has been made for you at the **DoubleTree Alana Waikiki Hotel** located at 1956 Ala Moana Boulevard, (808) 941-7275. Your roundtrip taxi fare between the Honolulu Airport and the DoubleTree Alana Waikiki Hotel will be included with the stipend you will receive on Maui.

### ☆ Honolulu Logistics on the way HOME FROM Maui

This information is relevant to those attending the conference that we are funding that require an

overnight in Honolulu at the completion of the conference.

Those of you from American Samoa (Levi Reese, Tina Va'a) and RMI (Fred deBrum) have a pre-paid reservation at the DoubleTree Alana Waikiki Hotel.

For Sermina Namelo, Anita Arile, Katherine Kakigi, Caryn Koshiba, Alik Isaac, Ryan Camacho, Margaret Torres, a prepaid reservation has been made for you for the evening of December 14 at the Airport Honolulu Hotel.

Note that list of Honolulu hotel reservations, including names, confirmation numbers, and dates has been attached to this message. If you have a room reserved but do not need it, please let us know as soon as possible.

### ★ Maui Logistics

As with past meetings, for those participants we are funding your hotel room in Maui will be paid for directly by the Graduate School USA. Please note, however, that you will be responsible for any incidental charges such as room service, telephone calls, etc. The hotel will ask for a credit card or deposit upon check-in to cover such expenses.

In addition, for those of you who are sponsored by PITI-VITI, you will be provided with a meal allowance to cover the cost of meals that we are not providing as part of the conference. We will be providing breakfast and lunch on all three days of the IGFOA conference. For meals which we are not hosted, you will be provided with \$20 for breakfast, \$30 for lunch, and \$45 for dinner.

**Meal allowances will be available for you to pick up outside of the Sliversword Conference Room from 2:00 p.m. to 4:00 p.m. on Monday, December 11th.** You will not be required to retain receipts for any of your expenses. Please note that we cannot reimburse for luggage fees and expenses.

As a reminder, contact information for the hotel is:

Grand Wailea Hotel, Maui, Hawaii  
📍 3850 Wailea Alanui Dr, Wailea, HI 96753  
📞 (808) 875-1234  
🌐 <https://www.grandwailea.com>

### ★ Maui Airport Transportation

We have contracted with Speedi Shuttle to provide conference participants with transportation between the Maui airport and the Wailea Beach Marriott Resort Hotel. We are offering this service to everyone that we are funding to attend the conference in addition to participants that are traveling on their own or on their government's expense, provided you provided us with your flight arrival and departure times. This shuttle bus fee has been paid in advance, so you will not have to pay for this service (although tipping the driver is encouraged).

Once you have claimed your bags at the airport please proceed to the Speedi Shuttle booth in the

Baggage Claim area which is located next to the Information Counter. A Speedi Shuttle representative will have a record of all of the conference participants who will need rides to the hotel and their flight arrival times and you will be placed on the next available shuttle bus to the Grand Wailea. The drive from the Maui airport to the Wailea Beach Marriott Resort Hotel takes approximately 40 minutes although the trip may take a bit longer if the shuttle stops at other hotels along the way to drop off other passengers. For participants that are arriving on Maui by themselves or in small groups, please be advised that the shuttle bus may wait for a while at the airport to pick up additional passengers but usually this wait time is minimal.

Finally, Speedi Shuttle will also be transporting you from the Wailea Beach Marriott Resort Hotel back to the Maui airport at the end of the conference in order for you to catch your flight home.

Please note that we will not reimburse conference participants for rental cars or taxis on Maui.

### ★ **Non-Sponsored IGFOA Conference Participants**


As with previous conferences we anticipate that additional participants will be joining the IGFOA at their own government's expense. If you are not rooming with a sponsored participant and we are holding a hotel room for you at the Grand Wailea, you will need to make arrangements to pay the hotel directly for your room. If you are unsure whether we are holding a room for you, or are unclear about payment arrangements for rooms, please contact us immediately. A full list of Grand Wailea hotel names and confirmation numbers has been attached to this message.

Non-Sponsored participants attending the conference at your government's own expense are invited to all the meals which will be provided during the conference, including breakfasts and lunches on Tuesday, Wednesday and Thursday. Please be sure to review the Participant List to ensure your full delegation is represented so that we can plan appropriately for all participants.

Please feel free to contact me with any questions or concerns regarding to your upcoming trip to Maui, Hawaii. Thank you for your continued support of the Pacific and Virgin Islands Training Initiative, and I look forward to seeing everyone on Maui very soon.

Wishing everyone a Happy Thanksgiving and safe travels!

Regards,



JASON D. AUBUCHON

*Program Manager*

Pacific and Virgin Islands Training Initiative

Graduate School USA

## INBOUND HNL ARRIVAL - Honolulu Airport Hotel

Name	Check In	Check Out	Nights	Confirmation
Andon, Maybelline	12/10/2017	12/11/2017	1	113291020 - GS grp 1
Arile, Anita	12/10/2017	12/11/2017	1	113291020 - GS grp 1
Kakigi, Kathrine	12/10/2017	12/11/2017	1	113291020 - GS grp 1
Isaac, Alik	12/10/2017	12/11/2017	1	113291020 - GS grp 1
Spencer, Joe	12/10/2017	12/11/2017	1	113291020 - GS grp 1
George, Akiama	12/10/2017	12/11/2017	1	113291020 - GS grp 1

## INBOUND HNL ARRIVAL - Alana Doubletree Hotel

Name	Check In	Check Out	Nights	Confirmation
Reese, Levi	12/8/2017	12/11/2017	3	88298830
Vaa, Tina	12/8/2017	12/11/2017	3	81484910
Tun, Julius	12/9/2017	12/11/2017	2	86468270

## OUTBOUND HNL DEPARTURE - Honolulu Airport Hotel

Name	Check In	Check Out	Nights	Confirmation
Namelo, Sermina	12/14/2017	12/15/2017	1	113291028 -GS grp2
Arile, Anita	12/14/2017	12/15/2017	1	113291028 -GS grp2
Kakigi, Kathrine	12/14/2017	12/15/2017	1	113291028 -GS grp2
Kosiba, Caryn	12/14/2017	12/15/2017	1	113291028 -GS grp2
Isaac, Alik	12/14/2017	12/15/2017	1	113291028 -GS grp2
Camacho, Ryan	12/14/2017	12/15/2017	1	113291028 -GS grp2
Torres, Margaret	12/14/2017	12/15/2017	1	113291028 -GS grp2

## OUTBOUND HNL DEPARTURE - Alana Doubletree Hotel

Name	Check In	Check Out	Nights	Confirmation
Reese, Levi	12/14/2017	12/16/2017	2	85608251
Vaa, Tina	12/14/2017	12/16/2017	2	84298107
Fred Debrum	12/15/2017	12/18/2017	3	82013006

## Speedi Shuttle: Maui Airport Transportation (as of 11/22/17)

Country	First	Last Name	Maui Arrival			Maui Departure		
			Date	Time	Flight	Date	Time	Flight
Am Samoa	<b>Levi</b>	<b>Reese</b>	12/11/2017	11:05AM	HA166	12/14/2017	6:01PM	HA315
Am Samoa	<b>Tina</b>	<b>Va'a</b>	12/11/2017	11:05AM	HA166	12/14/2017	6:01PM	HA315
CNMI	<b>Ryan</b>	<b>Camacho</b>	12/10/2017	9:19PM	UA7811	12/14/2017	6:23PM	UA7826
CNMI	<b>Margaret</b>	<b>Torres</b>	12/11/2017	2:02PM	UA7853	12/14/2017	6:23PM	UA7826
FSM-Chuuk	<b>Sermina</b>	<b>Nameo</b>	12/10/2017	9:19PM	UA7811	12/14/2017	6:23PM	UA7826
FSM-Kosrae	<b>Alik</b>	<b>Isaac</b>	12/11/2017	1:08PM	UA7852	12/14/2017	6:23PM	UA7826
FSM-Pohnpei	<b>Feliciano</b>	<b>Perman</b>	12/11/2017	2:02PM	UA7853	12/14/2017	6:23PM	UA7826
FSM-Yap	<b>Maria</b>	<b>Mireg</b>	12/11/2017	1:08PM	HA356	12/14/2017	6:23PM	HA325
FSM-Yap	<b>Julius</b>	<b>Tun</b>	12/11/2017	1:08PM	HA356	12/14/2017	6:23PM	HA325
Guam	<b>Anita</b>	<b>Arile</b>	12/11/2017	5:55PM	UA7857	12/14/2017	6:23PM	UA7826
Guam	<b>Kathrine</b>	<b>Kakigi</b>	12/11/2017	5:55PM	UA7857	12/14/2017	6:23PM	UA7826
Palau	<b>Caryn</b>	<b>Koshiba</b>	12/11/2017	1:08PM	HA356	12/14/2017	6:23PM	HA325
Palau	<b>Elbuchel</b>	<b>Sadang</b>	12/10/2017	9:19PM	HA556	12/15/2017	12:08PM	HA165
Palau	<b>Muriel</b>	<b>Sinsak</b>	12/10/2017	9:19PM	UA7811	12/16/2017	12:08PM	UA7823
Palau	<b>Delor</b>	<b>Yosiwo</b>	12/10/2017	9:19PM	UA7811	12/16/2017	12:08PM	UA7823
RMI	<b>Maybeline</b>	<b>Andon-Bing</b>	12/11/2017	2:02PM	UA7853	12/15/2017	4:18PM	HA565
RMI	<b>Sally Ann</b>	<b>DeBrum</b>	12/11/2017	2:02 PM	HA216	12/14/2017	5:07PM	HA245
RMI	<b>Fredrick</b>	<b>DeBrum</b>	12/13/2017	5:41AM	HA206	12/15/2017	4:18PM	HA565
RMI	<b>Benjamin</b>	<b>Graham</b>	12/13/2017	5:41AM	HA206	12/18/2017	3:12PM	HA335
RMI	<b>Spencer</b>	<b>Joe</b>	12/11/2017	2:02PM	UA7853	12/14/2017	6:01PM	HA315
RMI	<b>Tokiko</b>	<b>Kabua</b>	12/11/2017	2:52PM	HA246	12/14/2017	8:38PM	HA225

## MAUI - Grand Wailea Hotel Information

Government	Name (+ Share)	Confirmation	Check-In	Check-Out
Am Samoa	<b>Levi Reese</b>	3401852217	Monday, December 11, 2017	Thursday, December 14, 2017
Am Samoa	<b>Tina Va'a</b>	3394095525	Monday, December 11, 2017	Thursday, December 14, 2017
CNMI	<b>Margaret Bertha Torres</b>	3396413989	Monday, December 11, 2017	Thursday, December 14, 2017
CNMI	<b>Ryan Camacho</b>	3399325213	Sunday, December 10, 2017	Thursday, December 14, 2017
FSM	<b>Akiama George +Sihna Lawrence</b>	3396752646	Monday, December 11, 2017	Thursday, December 14, 2017
FSM-Chuuk	<b>Sermina Namelo + Roxalyn Kaminaga</b>	3397527658	Sunday, December 10, 2017	Thursday, December 14, 2017
FSM-Kosrae	<b>Alik Isaak</b>	3395345883	Monday, December 11, 2017	Thursday, December 14, 2017
FSM-Pohnpei	<b>Feliciano Perman</b>	3402627229	Monday, December 11, 2017	Thursday, December 14, 2017
FSM-Yap	<b>Julius Tun + Pius Talimeisei</b>	3401318164	Sunday, December 10, 2017	Thursday, December 14, 2017
FSM-Yap	<b>Maria Mireg</b>	3394434182	Sunday, December 10, 2017	Thursday, December 14, 2017
Guam	<b>Anita Arile</b>	3402529531	Monday, December 11, 2017	Thursday, December 14, 2017
Guam	<b>Christine Baleto</b>	3398700034	Monday, December 11, 2017	Thursday, December 14, 2017
Guam	<b>Kathy Kakigi</b>	3399911401	Monday, December 11, 2017	Thursday, December 14, 2017
Palau	<b>Angeline Umerang Imetengel</b>	3393900129	Sunday, December 10, 2017	Friday, December 15, 2017
Palau	<b>Caryn Koshiba + Gail Rengiil</b>	3396420561	Sunday, December 10, 2017	Friday, December 15, 2017
Palau	<b>Casimir Remengesau</b>	3394675141	Sunday, December 10, 2017	Saturday, December 16, 2017
Palau	<b>Conrad Ellechel</b>	3393734970	Sunday, December 10, 2017	Saturday, December 16, 2017
Palau	<b>Delor Yosiwo + Muriell Sinsak</b>	3398068283	Sunday, December 10, 2017	Saturday, December 16, 2017
Palau	<b>Elbuchel Sadang</b>	3395013798	Sunday, December 10, 2017	Friday, December 15, 2017
Palau	<b>Masato Ushibata + Deserei Imeong</b>	3398843295	Sunday, December 10, 2017	Saturday, December 16, 2017

Government	Name (+ Share)	Confirmation	Check-In	Check-Out
RMI	<b>Benjamin Graham</b>	3395254757	Wednesday, December 13, 2017	Monday, December 18, 2017
RMI	<b>Brenson Wase</b>	3401897780	Monday, December 11, 2017	Thursday, December 14, 2017
RMI	<b>Gerald Zackios</b>	3394570871	Monday, December 11, 2017	Thursday, December 14, 2017
RMI	<b>Maybeline Bing + Tokiko Kabua</b>	3396661520	Monday, December 11, 2017	Saturday, December 16, 2017
RMI	<b>Neri Wase + Sally Ann deBrum</b>	3401266029	Monday, December 11, 2017	Thursday, December 14, 2017
RMI	<b>Spencer Joe</b>	3399618307	Monday, December 11, 2017	Thursday, December 14, 2017
RMI	<b>Fred deBrum</b>	3399520609	Wednesday, December 13, 2017	Saturday, December 16, 2017