

February 2018

## BANC SERVE PRESS

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## Certified Banking Security Technology Professional Certification Class - success!!

The Montana Bankers Association had our first live technology security certification training. The Certified Banking Security Technology Professional, training was voted to be the highest priority course based on a recent MBA survey.

Chad Knutson, CISSP, CISA, CRISC and President of the SBS Institute, presented the class. The students represented 3 banks, two states (Wyoming and Montana) and two technology companies who have banks as clients.



The two days covered:



- Incident Response Procedures
- System Hardening
- Mobile Device Management
- Penetration and Vulnerability Testing
- Patch Management
- Social Engineering Testing
- Perimeter, Network, and Endpoint

Comments from the attendees:

“I really liked the presentation of the network tools. I can now go utilize these tools on my network. I enjoyed learning about vulnerability assessments, penetration testing and hardening systems.”

“Auditing process and ISP development examples were most beneficial.”

“There are great slides that I can review the info from the class and all questions I asked were answered.”

Overall the class rating was Excellent and Chad Knutson received a solid 5 out of 5 across the board for his presentation, knowledge of subject, sufficient depth of subject presented in an interesting manner

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and yes, we would like to see him again!

MBA is planning to bring Chad back in October 2018 to provide the same certification course, so plan ahead and reach out Pam O'Reilly (pam@montanabankers.com) with questions.

## What Does a Good BIA Look Like?

Written by: Cole Ponto

Information Security Consultant - SBS CyberSecurity, LLC



### Introduction

It is no secret that a Business Continuity Plan is an important document to have in your arsenal, especially when responding to events, such as natural disasters or cyber attacks, that may interrupt or halt business operations. Since a Business Continuity Plan (BCP) is so important, more value is placed on the successful creation of your own plan, which means that you will want to make sure you're building a well-rounded and valuable BCP.

One of the messages you'll hear over and over again from SBS is that your information security processes should always start with a risk assessment. Unsurprisingly then, your Business Continuity Planning process should begin with a Business Impact Analysis (BIA). The purpose of the BIA is to help you prioritize your business processes and tell you where to start when beginning your response. When creating a BIA, there are going to be three (3) main components that you should address to get the best results, including 1) Impacts, 2) Timeframes, and 3) Dependencies. This article will cover each of these BIA components, along with a little information on your business processes themselves.

### Where to Start

As with many of the processes within your Information Security Program, your Business Impact Analysis should be based on your size and complexity; the larger and more complex the institution is, the more detailed the list of business processes you should be reviewing in your BIA. For example, where a smaller institution may address the "Administrative" function as one business process, a larger, more complex institution may cover the same items by breaking the function out in more detail. For example, a larger institution might break out a smaller institution's "Administrative" process it out into several processes, such as "Accounts Payable," "Human Resources," and "Payroll." While both methods work, you will want to make sure that you are choosing the correct route for your institution, neither oversimplifying the process nor overcomplicating it. Examples of standard business processes include the following:

- Administrative
- Investment
- Trust
- Back-Office
- Customer Service
- Information Technology
- Accounting
- Lending
- Marketing
- Compliance
- Retail

### Prioritizing Your Processes

Now that you have your business processes established, it's time to discuss the information you want to enter or review to determine the priority of each process. Let's begin with Impacts. If you take a quick look at what is expected from the FFIEC, you will need to

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*well with us!*

identify potential Impacts from “uncontrolled, non-specific events on the institution's business functions and processes.” The Impacts that we cover at SBS include Customer, Financial, Legal / Regulatory, and Required Recovery Resources. To properly assess your Impacts, you will not only want to set a ranking system for each Impact (Examples: low to high or 1 to 5), but you will also want to specifically define what each of those rankings mean, which will help others reviewing the BIA reach a similar conclusion when reviewing other business processes.

Consistency is going to be extremely important, not only when reviewing Impacts, but also when reviewing Timeframes and Dependencies.

The next BIA component to discuss is your Timeframes for recovery. In the same way you have established your Impacts for each of identified process, you will need to establish your Timeframes for recovery. The three (3) Timeframes that every BIA should identify include:

- **Recovery Point Objective (RPO)** - The maximum tolerable period in which data might be lost due to a major incident. RPO is typically identified by the timeframe between data backup increments. RPO can be measured in minutes, hours, or days.
- **Recovery Time Objective (RTO)** – The amount of time in which business processes can be feasibly restored in the event of a disruption. RTO is typically defined by the length of time it would take you to restore a system or process from backup. RTO can be measured in minutes, hours, or days.
- **Maximum Allowable Downtime (MAD)** – The absolute maximum time in which a business process can be unavailable without significant ramifications to the institution. MAD should also include the time it would take to restore a business process to full operation once the backup has been restored, including the time it would take to recreate any lost data and test the restored data for integrity. MAD can be measured in minutes, hours, days, or weeks.

Each of these Timeframes should also have an impact on your identified process' priority. For example, the shorter your RPO for a process, the higher the impact will be to your institution. Your RTO and MAD might be addressed by comparing the difference between them. For example, if you have an RTO of 24 hours and a MAD of 48 hours, this leaves you with 24 hours of separation, providing you some, but not a lot, of room for error to fully restore a business process. If your business process were to have a similar RTO of 24 hours but with a MAD of 24 hours, you would have no room for error, resulting in a more impactful ranking. Business processes with shorter recovery timeframes and less room for error should rank higher in your recovery priority.

The last item to discuss, but certainly not least, is your Dependencies. Dependencies are the items that your business processes require to restore the process to full operational capacity, including vendors, IT systems, and other business processes. Dependencies will allow you to identify the necessary IT Assets that you need to restore in order to get a business process functioning (Examples: Core Banking System, Workstation, Firewall, etc.), along with the vendors you will need to restore that process (Examples: Core Banking Provider, IT Vendor, Internet Service Provider, etc.). You also want to consider other business process dependencies; for instance, if one business process relies another business process being operational to function, you should be taking this dependency into account during your prioritization.



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Overall, the number of Dependencies each business process has will also impact your rankings. A business process that has more business processes relying on it to be functional (dependencies) will rank higher in the priority listing for recovery.

**Your Results**

In an ideal BIA, you will follow a consistent risk management methodology, such as the methodology listed above, in order to get consistent results across your organization. Consistency is the key to a risk assessment that will help you to make decisions. Utilizing this methodology, business processes that have higher Impacts, shorter recovery Timeframes, and more Dependencies will bubble to the top of your recovery priority listing. You can use this business process prioritization (your BIA) to build out specific recovery procedures in your Business Continuity Plan and improve your BCP testing processes. An overview of your BIA (as shown below) will not only highlight the priorities of your business processes, but the values that were used in determining that ranking. A similar but more detailed version of the BIA may be reserved for inclusion within your BCP, listing out the dependencies in detail rather than showing the number of dependencies assigned to each process.

**How SBS Can Help**

A good Business Impact Analysis is critical to developing a Business Continuity Plan that is valuable, comprehensive, and will actually be useful for your institution. SBS' online risk management software – TRAC – contains a BCP module that includes Business Impact Analysis, BCP plan generation, and tabletop testing scenarios and documentation. If you're looking to build out a BIA and BCP that help you prioritize the recovery of business processes, you can learn more here: <https://sbscyber.com/products/trac>.

The SBS Institute also offers the Certified Banking Business Continuity Professional (CBBCP) certification program. The CBBCP is designed to help Information Security Officers or BCP/DR professionals learn how to build a BIA that truly helps drive the Business Continuity Plan, prioritize the recovery of IT systems and vendor relationships, ensure proper backup processes are in place, and effectively test and improve your BCP. To learn more about the CBBCP, visit <https://sbscyber.com/resources/cb-business-continuity-professional>.

**Sources**

- <https://ithandbook.ffiec.gov/it-booklets/business-continuity-planning/business-impact-analysis.aspx>

**The Regulators are Coming,  
The Regulators are Coming...**



**COMPLIANCE  
ALLIANCE**

By Darlia Fogarty, Director of Compliance and COO for Compliance Alliance

The board believes the compliance officer has been given adequate policies, training and staff to ensure the bank will not encounter any issues when the regulators arrive for the compliance exam. So the exam should be a non-event right?

Let's talk about the process of an onsite visit. For the staff involved, the onsite regulatory visit can be painful to endure, but it is necessary to ensure the safety and soundness of the bank. An overlooked mistake could be minor in the overall scheme of things; however, in the worst-case scenario, it could cause major penalties up to and including personal



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liability for the board.

So how do you know whether your bank is ready for an exam? How do you determine whether you're conducting the proper periodic maintenance and routines to keep your compliance programs as effective as possible? The answer is simple by examiners standards: by exercising proper oversight of these programs at the board level. If only there was a definite way to determine what the regulators deem "proper" oversight. Oversight is carried out by reviewing the right reports with the right content at the right times.

The board must ensure that they are being given solid, accurate information to carry out their fiduciary duties as well as to make informed decisions. One way to do this is to demand quality reports at specified intervals. Reports that are inaccurate, incomplete or delivered too infrequently may conceal weaknesses that should be addressed. Reports should occur at three basic intervals: monthly, quarterly and annually.

Monthly reports should focus on the execution of the board's policies by delivering performance data and metrics. These reports should cover frontline activity and clearly demonstrate whether the day-to-day work of compliance is being done on time and accurately. Monthly reporting should expose where weaknesses may exist, and state the corrective actions being taken to remedy the deficiencies.

Quarterly reports should focus on trends and analytics that demonstrate whether risk exposures are increasing or decreasing. The quarterly report gives insight into how the compliance program is functioning over time. These reports should contain information about regulatory trends and upcoming or changing rules in addition to considering the environmental and operating conditions that could affect the bank's progress and performance.

These reports should also summarize the results of compliance monitoring activities that occurred during the quarter and which activities are planned in the quarter ahead. This data allows directors to conclude what, if any, internal events or changes will influence the bank. In general, these reports show the up-to-the-minute state of preparedness for exams and audits.

Finally, annual activities such as audits or third party reviews generate reports on the compliance program's effectiveness. This annual look-back reflects how well the bank kept its risk exposures to acceptable levels. These types of reports often detail the overall effectiveness of the senior management team and compliance management in carrying out their responsibilities. These reports take an independent look at the program to gauge its effectiveness, efficiency and performance over a historical period.

That being said, remember that, if the reports are not accurate or are considered to be inadequate, the reports will be of no benefit. When reviewing your bank's reports, keep in mind the following signs that should alert you to ineffective reporting:

- Reports that are too long or too detailed. Key points cannot be extracted when the volume of information presented buries the real meaning.
- Reports that state only facts but provide no analytical statements or ratings. The board needs to understand whether the data being presented is positive or negative.
- Reports that fail to identify the root causes of weaknesses. Failure to identify the root cause delays the implementation of corrections.
- Reports that identify the root causes of deficiencies, but do not suggest appropriate corrective action. Solutions should be offered in reports.
- Reports that only emphasize weaknesses and ignore strengths. Focusing only on the negatives may inappropriately exaggerate the scope or materiality of an identified problem.
- Reports that do not reflect the materiality or severity of an issue. Treating every issue uniformly is a sign that perspective may be lacking. The report should clearly identify whether or not the issue is systemic or isolated.

Oversight of a compliance program that can withstand not only regulatory scrutiny, but the changing economic

environment and regulatory conditions is a tough assignment. Proper reporting ensures proper maintenance of the compliance program, and a well-maintained program that can be clearly communicated to examiners is the key to passing the exam.

Compliance Alliance is committed to providing resources for our bankers to assist with compliance; from keeping up with the changes, all the way through the reporting. Contact me directly at (888) 353-3933.



## Pacific Coast Banking School

**PACIFIC COAST BANKING SCHOOL and  
MONTANA BANKERS ASSOCIATION  
'RISE ABOVE THE REST' SCHOLARSHIP**

To better educate our high-potential leaders in banking and to provide Montana banks with a valuable professional development opportunity, Pacific Coast Banking School partners with Montana Bankers Association (MBA) to offer a tuition scholarship for the 2018 Resident Session of Pacific Coast Banking School (PCBS).

### THE PCBS PROGRAM

Since 1938, Pacific Coast Banking School, in partnership with the Foster School of Business at the University of Washington, has offered a premier three year graduate-level leadership and financial management education program focused on the banking industry. The PCBS family includes over 11,000 bankers, with hundreds currently in key leadership roles in banks across the country. Premier instructors and cutting-edge curriculum offer practical answers to today's most critical banking dilemmas faced by bankers from all aspects of banking and all sizes of banks.

### SCHOLARSHIP SESSION

Students enroll in a three year program, which includes a two-week resident session each August for three years held on the University of Washington campus. The 2018 session dates are August 19th through August 31st.

### THE PROCESS

Tuition before the scholarship is applied is \$5,190, which includes a non-refundable registration fee of \$295, single room accommodations, meals and classes, along with administrative and faculty support for intersession work. The scholarship amount is \$2,200 and is applicable to the first-year 2018 PCBS tuition only. The scholarship recipient is responsible for the \$2,990 tuition balance.

The deadline for submitting scholarship applications to the MBA is May 15, 2018. Nominees must also submit a PCBS application. Qualifying applications will be forwarded to the Scholarship Review Committee, and nominees will be informed of the Committee's decision by June 1, 2018. Find the Application at [https://thepcbs.org/UserFiles/File/Scholarships/Description And Both Applications MBA 2017.pdf](https://thepcbs.org/UserFiles/File/Scholarships/Description%20And%20Both%20Applications%20MBA%202017.pdf)

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It's Time to Assess Your ATM's Safety

BY CRAIG M. COLLINS – PRESIDENT, FINANCIAL SERVICES

ATM SECURITY HAS BEEN IN THE NEWS RECENTLY, SO NOW IS A GOOD TIME TO TAKE STOCK OF THE SECURITY MEASURES YOU HAVE IN PLACE TO PROTECT THE MACHINE AGAINST FRAUD AND THEFT, AS WELL AS PROTECT CUSTOMERS WHO ARE USING IT.

All ATM Locations

Whether your ATM is located inside or outside your bank, consider these safety measures for added protection.

- Maintenance: If maintenance on the machine is required, be sure branch employees are made aware of it



ahead of time. A branch employee should call a specific individual at the bank or the manufacturer to confirm the legitimacy any service visit, since fraudsters have been posing as “authorized ATM representatives.” Additionally, ensure the key to access the machine is specific to that ATM, and is not a “universal key” for a generic lock.

- **Alarmed top hats:** Consider installing metal top hats with contact alarms. Alarms should be designed to activate at the earliest possible sign of tampering, and should be incorporated into the bank’s main alarm system.
- **Cameras:** Clean and inspect cameras inside the machine to confirm that they are properly able to scan and record the area right outside of the ATM. Also, confirm that other external cameras are positioned so that they are in sight of the ATM.
- **Card reader detection:** Consider installing a detection system that sends an alert or shuts down the ATM when anything is attached to the card reader or key pad. Also, the card reader should be physically inspected for skimmers each time the ATM is reloaded.
- **Networks:** If software patches are available for your ATM’s system, make sure they are downloaded regularly and kept up-to-date.

In addition to the precautions above, the following safety measures can be taken for machines in specific locations.

#### Drive-up ATMS

- Guideposts should be brightly colored, freshly painted and well-maintained.
- Beware the “ram raid.” Anchor the machine to the structure and the ground. The machine should be alarmed and equipped with a GPS tracker.
- In winter weather locations, make sure the area leading into and out of the ATM is cleared of snow and ice, and is well salted or sanded to prevent vehicles from sliding when entering or exiting the area.

#### Walk-up/Controlled Access ATMS

- Make sure the ATM is in an open area that is well-lit with no landscaping, signage or dividers obstructing the view to the machine.
- Walkways should be well-maintained and the surface area should be in good condition.
- In areas that experience winter weather, ensure snow and ice are removed completely and the area is well salted and sanded to help prevent slips and falls.
- Test and maintain the controlled access system, including inspections to look for skimmers on the access point hardware.

Wherever your ATM is located, examining the machine and surrounding area should be part of your daily routine. Address any concerns or maintenance issues quickly to protect your business and your customers.

OneBeacon Financial Services offers property and casualty coverages for commercial banks, savings banks and savings and loan institutions, security broker-dealers, investment advisors, insurance companies and credit unions. Specialty coverages, including professional liability, trust errors & omissions, cyber liability and financial institution bond are additionally available for institutions with less than \$3 billion in assets.

#### Contact Us

To learn more about how OneBeacon Financial Services can help you manage your unique risks, please contact Craig N. Collins, President, at [ccollins@onebeacon.com](mailto:ccollins@onebeacon.com) or 952.852.2434. Visit our website at [onebeaconfs.com](http://onebeaconfs.com)



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## **The Trump Administration recently appoints Michael Foster as the new State Executive Director (SED) for the USDA Montana Farm Service Agency (FSA).**



Foster was born and raised in Townsend, Montana, and currently resides in Bozeman. From 1991 to 1994, he represented the 32nd District in the Montana House of Representatives. He then served as a state senator representing Montana's 20th District from 1995 to 1998, where he was majority whip. Foster most recently served as regional director of advocacy for St. Vincent Healthcare.

The Farm Service Agency serves farmers, ranchers and agricultural partners through the delivery of effective, efficient agricultural programs. The agency offers farmers a strong safety net through the administration of farm commodity and disaster programs. FSA continues to conserve natural resources and also provides credit to agricultural producers who are unable to receive private, commercial credit, including special emphasis on beginning, underserved and women farmers and ranchers.

Under the direction of Secretary Sonny Perdue, the USDA will always be fact-based and data-driven, with a decision-making mindset that is customer-focused. Secretary Perdue leads the USDA with four guiding principles: to maximize the ability of American agriculture to create jobs, sell food and fiber, and feed and clothe the world; to prioritize customer service for the taxpayers; to ensure that our food supply is safe and secure; and to maintain good stewardship of the natural resources that provide us with our miraculous bounty. Understanding that we live in a global economy where trade is of top importance, Secretary Perdue has pledged to be an unapologetic advocate for American agriculture.

As SED, Foster will use his leadership experience to oversee FSA programs in a customer-focused manner to ensure a safe, affordable, abundant and nutritious food supply for consumers.

## **SBA names Daniel Nordberg its Region VIII Administrator**

U.S Small Business Administration Administrator, Linda McMahon has appointed six new SBA Regional Administrators. SBA has 10 regions covering the United States and U.S. territories. These offices, which are managed by politically appointed administrators, play a part in supervising the 68 district offices and promoting the President's and SBA Administrator's policies, messages and priorities throughout the region.

"I am very pleased that we now have six new Regional Administrators in place that can help support me and the President in serving as a voice and go-to resource for our nation's 30 million small businesses. I will rely on them heavily as we move forward in 2018 and beyond and look forward to working closely with each one of them," McMahon said.



The new Region VIII Administrator is Daniel Nordberg. As regional administrator, Nordberg will oversee SBA programs, offices and operations in Colorado, North Dakota, Montana, South Dakota, Utah and Wyoming. The Region VIII office is based in Denver.

Nordberg was a three-time elected state representative for 75,000 constituents in House District 14 (Colorado Springs/El Paso County) in the Colorado General Assembly. He sponsored several bills into law and is an advocate in reducing regulatory burdens on small businesses. Before his service in the Legislature, Nordberg



worked as district director for U.S. Congressman Doug Lamborn. In this capacity, he served as a liaison to Colorado's business community as well as federal and state agencies. Previous to that, Nordberg worked as a legislative aide in Washington, D.C. where he focused on small business, homeland security and financial services issues.

Born and raised in Colorado, Nordberg graduated from Colorado State University with a Bachelor of Arts in Political science. He and his wife Maura, a school psychologist, are the proud parents of three children.

About the Small Business Administration

The U.S. Small Business Administration was created in 1953 and since January 13, 2012 has served as a Cabinet-level agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. The SBA helps Americans start, build and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, the SBA delivers its services to people throughout the United States, Puerto Rico, the U.S. Virgin Islands and Guam. To learn more, visit: [www.sba.gov](http://www.sba.gov).

### Compliance Alliance Question of the Month

**Question:**

Under the beneficial ownership rules, if 50% of a corporation is owned by a revocable living trust, and that living trust is controlled by two trustees, do we report the trustees as each having a 25% beneficial ownership in the corporation?

**Answer:**

No, a trustee does not own the funds in the trust. Further, trusts are not entities covered by the beneficial ownership rule unless they are statutory trusts. Statutory trusts are those created by a statute, such as real estate trusts in Delaware. These trusts are typically registered with a state agency, such as a Secretary of State. The beneficial ownership rule requires the bank to inquire as to ownership of the entity for which the account is created, and to drill down past levels of ownership until either natural persons or entities not subject to the rule are discovered. At that point, the drill down ceases and all natural persons with at least 25% ownership are reported. It is possible for the bank to complete the required drill down and discover that there are no beneficial owners as defined by the rule.



**Question:**

For calculating my tolerances on the CD, what is an affiliate?

**Answer:**

The definition of affiliate varies depending on the regulation and the part of the regulation to which the question applies.

For TRID, the definition is:

Affiliate means any company that controls, is controlled by, or is under common control with another company, as set forth in the Bank Holding Company Act of 1956 (12 U.S.C. 1841 et seq.).

See: [https://www.fincen.gov/sites/default/files/2016-09/FAQs\\_for\\_CDD\\_Final\\_Rule\\_\(7\\_15\\_16\).pdf](https://www.fincen.gov/sites/default/files/2016-09/FAQs_for_CDD_Final_Rule_(7_15_16).pdf)

Compliance Alliance offers a comprehensive suite of compliance management solutions. To learn how to put them to work for your bank, call (888) 353-3933 or email [info@compliancealliance.com](mailto:info@compliancealliance.com).



## 2018 MBA Conferences and Workshops



- 2018 Ag Banker Conference, Best Western Gran Tree, Bozeman - Mar. 22-23, 2018
- 2018 IRA Basic and Update with Patrice Konarik, Hilton Garden Inn, Billings, Mar. 27-28, 2018
- 2018 New Accounts: Billings - May 1-2, Missoula - May 3-4, 2018
- 2018 BSA/AML (A day and a half!!) , Best Western Gran Tree, Bozeman - May 15-16, 2018
- 2018 Deposit Compliance, Best Western Gran Tree, Bozeman - May 16-17, 2018

Watch for upcoming Conferences and Workshops coming in 2018 at [www.montanabankers.com](http://www.montanabankers.com) or for more information contact Pam O'Reilly, Association Services Director, at 800/541-5126 or [pam@montanabankers.com](mailto:pam@montanabankers.com).



**Please join MBA & WBA  
for our  
2018 Annual Convention  
at Coeur d'Alene Resort  
June 28 - July 1, 2018**

## MBA Education Program Web Seminars

The Montana Bankers Association is providing live web seminars targeted to a more advanced audience, in addition to new programs for previous participants. If you are looking to supplement your current education plan in a cost efficient manner, what better way to obtain both high quality education and save money?

MBA continues to support Montana bankers in dealing with an ever challenging business environment by providing a multitude of educational opportunities. Whether it be expanded live seminars and conferences, to our webinar provider, Total Training Solutions, we look to provide a wide variety of options and pricing to meet the needs of all bankers (large and small) for education and training.

For more details on each webinar please go to our website and view either our Calendar or Education page at [www.montanabankers.com](http://www.montanabankers.com) to see what we have to offer! Contact Pam O'Reilly, Association Services Director, at 800/541-5126 or [pam@montanabankers.com](mailto:pam@montanabankers.com)



## Montana Bankers Association Spotlights an Endorsed Product

If your Executive & Director Benefits/BOLI Provider keeps changing, **maybe its time for you to make a change to BFS Group.**



At BFS, we provide customized strategic approaches to bank executive & director benefit plans and financing for community banks & bankers.

Unlike what is happening in the industry with numerous mergers and acquisitions, BFS is consistently here with unparalleled personalized attention, like in-person semi-annual reviews with all of our clients.

So, if having a relationship with the same people over time matters to you, give us a call.

Fueling the bottom-line has never been more important to you and your bank.

**BFS Group - setting the gold standard for bank executive/director benefit plans & BOLI financing**



Doug Hartzheim  
Partner

BFS Group - West  
PO Box 11505  
Bozeman, MT 59719  
406.587.2066



877 237 7300 bfsgroup.com

Contact Doug Hartzheim, Partner at BFS to find out what they can do for you!

BFS Group - West  
PO Box 11505  
Bozeman, MT 59719  
406-587-2066

Contact Pam O'Reilly for more information at [pam@montanabankers.com](mailto:pam@montanabankers.com) / 406-441-4703.



## Upcoming Events

**ABA Compliance School - Foundational**  
March 10-16, 2018  
Grand Hyatt Denver, Denver, CO

**ABA Compliance School - Intermediate**  
March 14-16, 2018  
Grand Hyatt Denver, Denver, CO

**Risk Management Conference**  
March 18-20, 2018  
Hyatt Regency Orlando, Orlando, FL



## Upcoming Events

**Ag Banking Conference**  
March 22-23, 2018  
Best Western Gran Tree  
Bozeman

**IRA - Billings**  
March 27-28, 2018  
Hilton Garden Inn  
Billings

**New Accounts - Billings & Missoula**  
May 1-2 (Billings) and 3-4 (Missoula), 2018  
Hilton Garden Inn / Best Western Grant Creek  
Billings / Missoula

**BSA/AML Conference (Day and a Half!)**  
May 15-16, 2018  
Best Western Gran Tree  
Bozeman





## First Woman Named CEO of a Banking School



Today, Pacific Coast Banking School (PCBS), the largest national graduate school of banking in the country, announced Gretchen Claflin as its new CEO. She is the first woman CEO of any banking school across the country. Claflin has served as COO of PCBS since 2013 and as president since 2016. The board of directors voted unanimously to name Claflin CEO effective April 6, 2018.

“I am honored to be named the next CEO of Pacific Coast Banking School,” Claflin said. “I am committed to our legacy of excellence and continuous improvement. Our students are the best and brightest in the industry and I’m thrilled to have the opportunity to continue working alongside them and our game-changing experts and teachers.”

Claflin began her career working as a CPA for Ernst and Young. As an auditor, she gained experience working with banks, particularly in the special credits area. “Gretchen’s familiarity with the operations of the school, her demonstrated leadership capabilities, her grasp of current technologies, and her financial background made her the preferred candidate,” Chairman David Bobbitt said. “Her innovation and energy will drive new initiatives that will benefit not only PCBS students and alumni, but also future generations of leaders in the banking and financial services industry.”

Claflin succeeds Dave Enger, who became president and CEO of PCBS in 2001. A former bank vice president and founder of the Business & Banking Institute of Seattle, Washington, Enger was a top-ranked faculty member at PCBS for over 28 years before becoming CEO.



## First Interstate BancSystem, Inc. Restructures Executive Leadership Team

First Interstate BancSystem, Inc. (NASDAQ: FIBK) announced the restructure and realignment of its Executive Leadership Team.

In alignment with the Company’s values and strategic growth objectives, the Company appointed Renee Newman its Executive Vice President and Chief Banking Officer and Jodi Delahunt Hubbell its Executive Vice President and Chief Operating Officer. Both Ms. Newman and Ms. Delahunt Hubbell joined the Company in October 2017.

In her new role, Ms. Newman is responsible for all client-facing channels, including the branch banking network, digital, ATM strategies, the contact center, the client experience, wealth management, marketing, and communications. Ms. Newman will work closely with Bill Gottwals, Director of Banking, to align all branches across the Company’s six-state footprint.

Ms. Delahunt Hubbell initially joined the Company as the Chief Banking Officer for the Company’s West Division, which includes Idaho, Oregon, and Washington. As the Chief Operating Officer, she now oversees all operations functions across the Company.

“Throughout our Company, we have tremendously talented people,” stated Kevin Riley, President and Chief Executive Officer. “One of my biggest responsibilities is to ensure we have the right people, in the right roles, focused on the right priorities. I’m extremely excited about and confident in our leadership team. We’re starting the year strong and I look forward to the great results we will deliver to all our stakeholders throughout 2018 and beyond,” he continued.

## Banks and Personnel

### Bozeman

- **Callan Nagy** has been promoted to Vice President, Branch Manager for the **Stockman Bank Bozeman Kagy** location. Her responsibilities include overseeing bank operations, management and employee supervision, and all lending activities for the Kagy location. Nagy brings 10 years of banking experience. A Montana native, Nagy earned her bachelor of science degree in business marketing and bachelor of arts degree in Spanish from MSU. She is also a graduate of the Graduate School of Banking in Boulder, CO.

### Helena

- **Emily Churchill** has been promoted to Residential Lending Officer at **First Community Bank**. Churchill has been with First Community Bank since 2015 as a mortgage loan funder. Prior to First Community Bank, she worked in customer service at Valley Bank of Helena. She is a member of Helena Young Professionals.

### Lewistown

- **First Bank of Montana** has made a substantial pledge to the Creekside Pavilion project. The project to be built next to the Big Spring Brewery was brought to life through the Recharge Our Community training in the fall of 2015.

### Missoula

- **Alex Gage** has joined **Stockman Bank** as a teller for the Missoula market. Her responsibilities include maintaining and developing customer relationships, assisting customers with their financial needs and providing quality customer service.

### Shelby

- **Brice Kluth** elected new President of **First State Bank of Malta**. Brice began his banking career at First State Bank on May 1, 1991, after graduating from MSU with a degree in finance.

### Stanford

- **Todd Smith** joined **First Bank of Montana** as a Loan Officer.

## **Sara Becker promoted to Marketing Manager at First Interstate Bank**



First Interstate Bank is proud to announce the promotion of Sara Becker from Client Communications Manager to Marketing Manager of First Interstate Bank. In her new role, Becker will oversee the execution and strategy of all marketing functions across First Interstate's six-state footprint as well as manage a team of marketing professionals.

Becker, who holds a Bachelor of Arts degree in Public Relations from Gonzaga University and has more than 17 years of industry experience, has been with First Interstate since 2010. She is also a graduate of the American Bankers Association School of Bank Marketing and Management and currently serves as Montana's Lt. Governor for District XI of the American Advertising Federation. An avid reader and champion for literacy, Becker also serves as a board member of the Billings Public Library Foundation.

A 2015 graduate of Leadership Montana, Becker enjoys finding creative ways to represent and promote First Interstate Bank's mission and values while educating clients on the bank products and services.

"My philosophy is to hire good people, work hard, and have fun," she said.

Sara Becker can be reached by calling 406-255-5314 or emailing [sara.becker@fib.com](mailto:sara.becker@fib.com).



# 2018 MBA Educational Offerings

*All Seminars are Subject to Change*

## **Live Sessions and Conferences**

- Ag Banker Conference, Best Western GranTree, Bozeman ~ March 22-23
- IRA Basics & Update, Hilton Garden Inn, Billings ~ March 27-28
- New Accounts, Hilton Garden Inn, Billings ~ May 1-2
- New Accounts, Best Western Grant Creek, Missoula~ May 3-4
- BSA/AML, Best Western GranTree, Bozeman ~ May 15 - 16
- Deposit Compliance, Best Western GranTree, Bozeman ~ May 16-17

For online registration and/or more detail - go to  
[http://www.montanabankers.com/events/event\\_list.asp](http://www.montanabankers.com/events/event_list.asp)

You can filter the events by clicking on the drop down arrow at All Categories to find Conferences or Live Seminars.

Contact the Montana Bankers Association for questions or suggestions on Educational Programs: 800/541-5126 or [pam@montanabankers.com](mailto:pam@montanabankers.com)



# 2018 MBA AG BANKERS CONFERENCE

MARCH 22-23, 2018

BOZEMAN, MONTANA



Print or type name clearly as you wish it to appear on your name badge. Only one form per meeting attendee.

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

BANK/FIRM NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## **REGISTRATION FEE**

MBA Member Registration	\$375.00 <input type="checkbox"/>	Non-Member Registration	\$750.00 <input type="checkbox"/>
*Additional MBA Member	\$325.00 <input type="checkbox"/>	*Additional Non-Member Registration	\$650.00 <input type="checkbox"/>
Student Rate: \$250.00 <input type="checkbox"/>			

*\*Additional Member—Attending from the Same Bank, in the Same City*

## **HOST HOTEL: Best Western Plus GranTree Inn**

Reservation Number: 800-624-5865

Group Reference Code: **MB0318 or MBA Ag Bankers**

Room Block release date: March 21, 2018

Best Western Grantree	Room Rate
2 Queen Beds	\$89.00
1 King or 1 Queen Bed	\$89.00

## **PAYMENT** (Do not send cash)

Please make check payable to: MBA.

## **MAIL OR FAX PAYMENTS TO:**

Montana Bankers Association

1 N. Last Chance Gulch #4

Helena, MT 59601

Fax: 406-443-7850

Email: [pam@montanabankers.com](mailto:pam@montanabankers.com)

**REGISTER ONLINE:** <http://www.montanabankers.com/events/register.aspx?id=1041460>

**Cancellation Policy:** Written notice of cancellation received on or before March 9, 2018, will be refunded, minus a \$50.00 processing fee. No refunds will be issued for cancellation after March 9, 2018.

Check Enclosed :  Visa  MasterCard  Discover

Card Number: \_\_\_\_\_ Exp.Date: \_\_\_\_/\_\_\_\_ CVS: \_\_\_\_\_

Print Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_

For questions please call toll free 800-541-5126 or (406) 441-4703, Monday-Friday, 8:00 am - 4:30 pm, MST



# New Accounts

## MANAGING RISK WHEN OPENING NEW ACCOUNTS UNDERSTANDING DOCUMENTATION AND COMPLIANCE REQUIREMENTS

May 1-2, 2018 • Hilton Garden Inn, Billings  
May 3-4, 2018 • Best Western Grant Creek, Missoula

### MANAGING RISK WHEN OPENING NEW ACCOUNTS UNDERSTANDING DOCUMENTATION AND COMPLIANCE REQUIREMENTS

#### **Seminar Description**

Managing risk is the #1 priority for all financial institutions and it all starts at the new account desk. If a criminal cannot get in, they cannot steal from your organization. Well-trained bankers who recognize and stop attempted dishonest activity are the first line of defense in protecting a financial institution from fraudsters. Unfortunately, too often, new account personnel are trained "on the job" which results in an environment of potentially vulnerability and unnecessary losses for the financial institution. Additionally, with constant new regulations, the need for ongoing training is paramount in order to maintain diligence as well as update processes and procedures. This full day workshop teaches vital account opening procedures and compliance requirements focusing on five essential pieces of information for every new account which includes **proper identification and the correct TIN**. The session will also address **five fundamental questions** that should be answered by every potential accountholder: *What is the purpose of the account? Who owns the funds? Who will have access to the funds? At death, who has access/ownership? On business accounts, how are the owners identified and verified?*

The seminar manual is **customized to your state law** and has become known as the "technical reference handbook" for new account departments across the country.

**It is strongly recommended you bring a copy of your institution's signature cards or account agreements and business resolutions to each workshop.**

#### **What You Will Learn**

- ◆ Understanding Signature Card Contracts and the Impact They Can Have on a Customer's Estate Plan
- ◆ TIN Compliance –Thorough Discussion of SSN vs. EIN and W-9 vs. W-8BEN
- ◆ Proper Business Account Documentation and Resolutions
  - ◆ Sole Proprietorships, General and Limited Partnerships, Corporations, LLC and LLP Entities
  - ◆ Non-Profit Associations and Charitable Organizations
- ◆ Opening Individual Accounts; Adding Authorized Signers or Agents
- ◆ Joint Accounts With Rights of Survivorship and Tenants-In-Common Without Rights of Survivorship
- ◆ Power of Attorneys – Using an In-House Form vs. Accepting an Out-of-House Form
- ◆ Formal Trust Accounts - Difference Between Revocable and Irrevocable Trusts; Opening Living Trusts
- ◆ Informal Trust Accounts - Pros and Cons of POD and Revocable Trustee Accounts
- ◆ Effectively Opening Accounts For Minors - Uniform Transfer To Minors Act Accounts
- ◆ Handling Estate and Court Ordered Accounts: Deceased Accountholders, Guardianships and Conservatorships

#### **Who Should Attend**

All customer contact personnel, supervisors and officers whose responsibilities include opening or managing new accounts and certificates of deposit. Excellent for supervisors or officers who have recently assumed the responsibility of the new account area but perhaps have never worked in new accounts. Internal Auditors and Compliance Officers will find the information exceptionally beneficial.

# New Accounts

## Legal Issues of New Account Documentation and Compliance

**May 1-2, 2018**  
 Hilton Garden Inn  
 2465 Grant Road  
 Billings, MT  
 406/655-8800

**May 3-4, 2018**  
 Best Western Grant Creek  
 5280 Grant Creek Rd.  
 Missoula, MT  
 406/543-0700



**MONTANA  
 BANKERS  
 ASSOCIATION**  
Leadership & Advocacy Since 1904

### May 1, 2018

### May 2, 2018

### May 3, 2018

### May 4, 2018

<b>Registration</b>	<b>8:00 a.m.</b>	<b>Registration</b>	<b>8:00 a.m.</b>
<b>Seminar</b>	<b>8:30 a.m.</b>	<b>Seminar</b>	<b>8:30 a.m.</b>
<b>Adjourn</b>	<b>4:00 p.m.</b>	<b>Adjourn</b>	<b>11:30 a.m.</b>

<b>Registration</b>	<b>8:00 a.m.</b>	<b>Registration</b>	<b>8:00 a.m.</b>
<b>Seminar</b>	<b>8:30 a.m.</b>	<b>Seminar</b>	<b>8:30 a.m.</b>
<b>Adjourn</b>	<b>4:00 p.m.</b>	<b>Adjourn</b>	<b>11:30 a.m.</b>

#### Seminar Instructors

Suzie Jones is an associate trainer for Sunwest Training Corp. and Patrice Konarik who has been providing quality New Account Documentation training for the bank association for almost 20 years.

**Suzette (Suzie) Jones, CFP®** is managing director of Training Resources Consulting, L.L.C. located in Houston, Texas. Suzie served as an Executive Vice President at an \$11B financial organization where she was an active member of the AML, BSA, Personal/Corporate Risk and Non-Bank Product Risk committees. With over 40 years of experience in the financial industry, Suzie has focused her technical expertise on new accounts risk management, IRAs, qualified retirement accounts and investment management. Suzie brings technical information to life with her engaging training style and in-depth knowledge. She holds the Certified Financial Planner (CFP®) professional designation.

## Registration Form

### Yes, I want to attend New Accounts

May 1-2, 2018 • Hilton Garden Inn, Billings  
 May 3-4, 2018 • Best Western Grant Creek, Missoula

Bank/Firm Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

List Registrant(s) \_\_\_\_\_

Name, Title	E-mail
-------------	--------

Name, Title	E-mail
-------------	--------

#### Full Registration Fee

- MBA Member - Both Days .....\$375
- MBA Member - Day One Only .....\$275
- MBA Member - Day Two Only .....\$175
  
- MBA Non-Member - Both Days .....\$750
- MBA Non-Member - Day One Only .....\$550
- MBA Non-Member - Day Two Only .....\$350

#### Payment

- Check, Payable to MBA.
- Bill me

#### MasterCard/Visa/Discover/AMEX ~

(Available only with your online registration)

#### Three Ways to Register:

- FAX:** Complete form and fax to 406.443.7850
- MAIL:** Complete form and mail to Montana Bankers Association, 1 N Last Chance Gulch, Ste. 4, Helena, MT 59601
- ONLINE:** Visit [www.montanabankers.com](http://www.montanabankers.com) (Education)

#### Hotel Reservations

Call 406/655-8800 to make your hotel reservations at the Hilton Garden Inn, 2465 Grant Road, Billings by April 4, 2017. Or call 406/532-0700 to make your hotel reservations at the Best Western Grant Creek, 5280 Grant Creek Rd., Missoula, by April 4, 2018.

Mention the MBA Seminar and get our special discounted rate, based on group availability.

#### Cancellation Deadlines

April 19, 2018, is the deadline for full registration refund. If cancellation is after April 19, 2018, a \$50.00 fee will be charged.

#### THE MBA GUARANTEE

MBA guarantees the MBA New Accounts Seminar will meet or exceed your expectations. If it doesn't, simply let us know and we'll refund your full registration fee – no questions asked!

For questions or additional information, please contact:  
 Montana Bankers Association, at 800/541-5126 or [pam@montanabankers.com](mailto:pam@montanabankers.com)



**A DAY AND A HALF  
FOR 2018!!**

# 2018 MBA

## BSA/AML Compliance

**One-Time Offering  
for 2018!!!**

**May 15 - 16 • Best Western Plus Gran Tree, Bozeman**

This is our flagship BSA/AML training event. The program is the annual review everyone needs to remember their critical duties. The seminar addresses all key BSA responsibilities from CTR & SAR filing to record retention. It also reviews the required elements of your AML program from CIP to enhanced due diligence. Program content incorporates recent changes and major proposed changes. There have been plenty in the last 12 months!

### SCHEDULE

#### **Tuesday, May 15**

- 7:30 a.m. Breakfast
- 8:00 a.m. Seminar with Mark Dever of Professional Bank Services
- 10:45 a.m. Break
- 11:00 a.m. Seminar with Mark Dever
- 12:00 p.m. Lunch – In Atrium
- 1:00 p.m. Seminar with
- 2:00 p.m. Break
- 4:00 p.m. Round Table Discussion
- 5:00 p.m. Adjourn

### SCHEDULE

#### **Wednesday, May 16**

- 7:30 a.m. Breakfast
- 8:00 a.m. Seminar with Mark Dever
- 10:45 a.m. Break
- 11:00 a.m. Seminar with Mark Dever

### TOPICS

The presentation is a comprehensive overview of BSA/AML compliance issues. The program includes coverage of:

- BSA/AML Resources
- Bank Regulatory Agency Role
- Currency Transaction Reporting
- Exemptions from Currency Transaction Reporting
- Record Retention
- Information Sharing 314(a) & 314(b)
- Suspicious Activity Reporting
- NBFIs & MSB's
- Anti-money laundering
  - Customer Identification Program
  - Customer Due Diligence
  - Enhanced Customer Due Diligence

### Why Should You Attend?

- ◆ BSA is one of the few regulations where compliance is so critical it is classified as a “safety and soundness” issue.
- ◆ Regulations require every bank to have an ongoing Bank Secrecy Act training program and examiners routinely ask for evidence of recent training – even from experienced BSA personnel.
- ◆ SAR filing requirements are one of the most difficult compliance responsibilities your institution has.

### Who Should Attend?

The program is designed for personnel who have responsibility for maintaining or auditing Bank Secrecy Act compliance efforts.



# BSA/AML Compliance

## May 15 - 16, 2018

Best Western Plus Gran Tree, Bozeman  
1325 N. 7th Avenue  
406/587-5261

**One-Time Offering  
for 2018!!!**

**Instructor**  
**Mark Dever** is a Vice President at PBS. Prior to joining the firm in 1996, Mr. Dever was vice president and manager of cash management operations for a multi-billion dollar regional bank holding company with several affiliates. He has extensive experience in many areas including the automated clearing house (ACH), domestic wire transfer, affiliate bank post-acquisition conversions and consolidations, bank operation centralizations, and payment system risk. He teaches a variety of PBS seminars including the ACH Processing and Compliance, Anti-Money Laundering and Bank Secrecy Act, and Managing Customer Information seminars. He has lectured at regional and national seminars, and at graduate schools of banking hosted by various bank associations and national industry groups. He has served on the faculty of both the OTS' Compliance I School, and the FDIC's Advanced Consumer Protection School. He has also taught undergraduate business and management classes in a community college setting. Mr. Dever is an Accredited Automated Clearing House Professional (AAP), and a Certified Anti-Money Laundering Specialist (CAMS)

### Registration Form

**Yes, I want to attend the 2018 BSA/AML Compliance Seminar**  
May 15 - 16, 2018 • Best Western Plus Gran Tree, Bozeman

Bank/Firm Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

List Registrant(s) \_\_\_\_\_

Name, Title \_\_\_\_\_ E-mail \_\_\_\_\_

Name, Title \_\_\_\_\_ E-mail \_\_\_\_\_

#### Registration Fee

- MBA Member ..... \$375
- Non-Member ..... \$750

**(Discounts available for sending more than 3 attendees)**

#### Payment

- Check, Payable to BANCERVE, Inc.
- Bill me

**MasterCard/Visa/Discover /AMEX~**  
Available only with your online registration

#### Three Ways to Register:

**FAX:** Complete form and fax to 406.443.7850  
**MAIL:** Complete form and mail to Montana Bankers Association,  
1 N Last Chance Gulch, Ste. 4, Helena, MT 59601

**ONLINE:** Visit [www.montanabankers.com](http://www.montanabankers.com) (Education)

#### Hotel Reservations

Call 406/587-5261 to make your hotel reservations at the Best Western Plus Gran Tree, Bozeman, MT. Mention the Montana Bankers Association and get our special discounted rate based on group availability.

#### Cancellation Deadlines

Cancellations before May 2, 2018 will receive a full refund. A \$50 processing fee will be charged for any cancellations after May 2, 2018.

#### THE MBA GUARANTEE

MBA guarantees the BSA/AML Compliance Seminar will meet or exceed your expectations. If it doesn't, simply let us know and we'll refund your full registration fee – no questions asked!

For questions or additional information, please contact:

**Pam O'Reilly, Association Services Director, at 800/541-5126 or [pam@montanabankers.com](mailto:pam@montanabankers.com)**

# 2018 MBA Deposit Compliance

May 16-17, 2018 • Best Western Plus Gran Tree, Bozeman

"Getting acquainted" and "keeping up" are the most common training goals for compliance and operations personnel. Deposit side compliance responsibilities continue to grow with new laws aimed at consumer protection. Even more frequently than new laws are issued, the implementing regulations or official commentaries of existing laws are revised.

Financial institution personnel who are new to "compliance" often look for a place to start, an introduction to the major issues. Also, those who are experienced acknowledge their need for an annual review of compliance requirements. This program meets both those needs. It reviews key regulations at the introductory level, noting recent developments and common errors.

## SCHEDULE

### Wednesday, May 16

12:00 p.m. Lunch – In Atrium  
1:00 p.m. Seminar with Natalie Straus  
2:15 p.m. Break  
4:00 p.m. Seminar with Natalie Straus  
5:00 p.m. Adjourn

#### **Attendees learn:**

- coverage and exemption rules;
- disclosure requirements;
- recent developments; and
- common errors and potential liability.

#### **Coverage includes:**

- NOW and MMDA accounts (Regulation D)
- Expedited Funds Availability Act (Regulation CC )
- Electronic Funds Transfer Act (Regulation E)
- Truth in Savings Act (Regulation DD)

#### **This year's program places special emphasis on:**

- ◆ The status of proposed changes to Regulation CC.
- ◆ Regulatory guidance regarding overdraft services.

### Thursday, May 17

7:30 a.m. Breakfast  
8:00 a.m. Seminar with Natalie Straus  
10:30 a.m. Break  
11:00 a.m. Federal Reserve Bank presentation  
12:00 p.m. Lunch – In Atrium  
1:00 p.m. Seminar with Natalie Straus  
2:15 p.m. Break  
4:00 p.m. Seminar with Natalie Straus  
5:00 p.m. Adjourn

#### **WHY?**

Operations personnel need a basic understanding of compliance requirements to:

- ◆ maintain "current" status on recent developments,
- ◆ avoid violations and
- ◆ establish the concept that "compliance" is a basic job responsibility, not an "add-on" to everyday responsibilities.

### Instructor

**K. Natalie Straus, CRCM**, is a Vice President and Senior Consultant at ProBank Austin. Ms. Straus provides consulting services in compliance with an emphasis on deposit operations and issues. Additionally, she performs consumer compliance and fair lending reviews as well as HMDA data integrity reviews for clients of varying degrees of size and complexity. She also presents seminars on various regulatory compliance topics for in-house and association sponsored programs and schools.

Ms. Straus is a graduate of Washington and Lee University in Lexington, Virginia and the American University, Washington College of Law in Washington, DC. She is a Certified Regulatory Compliance Manager.



**Reserve Your Spot Early  
Limited Availability!**

# Deposit Compliance

## May 16-17, 2018

**Best Western Plus Gran Tree**

**1325 N. 7th Ave.**

**Bozeman, MT**

**406/587-5261**

### Registration Form

**Yes, I want to attend the 2018 MBA Deposit Compliance Seminar**

May 16-17, 2018 • Best Western Plus Gran Tree, Bozeman

Bank/Firm Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

List Registrant(s) \_\_\_\_\_

Name, Title

E-mail

Name, Title

E-mail

**Registration Fee**

**Registration Fee**

- MBA Member .....\$375
- Non-Member .....\$750

*(Discounts available for sending more than 3 attendees)*

**Payment**

- Check, Payable to BANCERVE, Inc.
- Bill me

**MasterCard/Visa/Discover ~**

Available only with your online registration

**Three Ways to Register:**

**FAX:** Complete form and fax to 406.443.7850

**MAIL:** Complete form and mail to Montana Bankers Association,  
1 N Last Chance Gulch, Ste. 4, Helena, MT 59601

**ONLINE:** Visit [www.montanabankers.com](http://www.montanabankers.com) (Education)

**Hotel Reservations**

Call 406/587-5261 to make your hotel reservations at the Best Western Plus Gran Tree, 1325 N. 7th Ave., Bozeman, MT. Mention the Montana Bankers Association and get our special discounted rate based on group availability.

**Cancellation Deadlines**

Cancellations before May 2, 2018 will receive a full refund. A \$50 processing fee will be charged for any cancellations after May 2, 2018.

**THE MBA GUARANTEE**

MBA guarantees the MBA Deposit Compliance Seminar will meet or exceed your expectations. If it doesn't, simply let us know and we'll refund your full registration fee – no questions asked!

For questions or additional information, please contact:

Pam O'Reilly, Association Services Director, at 800/541-5126 or [pam@montanabankers.com](mailto:pam@montanabankers.com)





# HSAs & IRA: The Basics

March 27-18, 2018 • Hilton Garden Inn, Billings  
Presented By: Patrice Konarik, Sunwest Training Corp.

## The Crazy World Of IRA Rules and Regulations

The agenda for each day is as follows:

### Day 1: IRA Basic Issues

IRA Terminology – Top 20 Terms

Explanation of IRA Forms (Not Forms Specific – **Please bring your own forms including Application, Contribution form, Distribution, Rollover Review or Certification and any other commonly used forms**)

Beneficiary Designations including Primary and Contingent, Trusts and Estates  
Qualifications, 2018 Contribution Limits and other new regulations for a:

Traditional IRA

Roth and Conversion Roth

SEP IRAs contributions and IRS reporting

### Day 2: IRA Intermediate/Advanced Issues

Updated information on IRAs as the result of the **Tax Reform Act** if passed and enacted.

Health Savings Accounts

Qualified Plan Rollovers to a Traditional or Roth IRA – 6 Red Flags

Direct vs. Indirect

IRA to IRA Indirect Rollovers and Direct Transfers – **Once-per-12-month rule clarifications and NEW RULES on 60 day exceptions and reporting**

Distributions

Federal Income Tax Withholding

Before age 59 ½

At age 70½ including mandatory notices

9 Biggest Mistakes of IRA Beneficiary Payouts

Overview and Explanation of IRS Reporting Requirements

**Each day can be attended independently but for the most comprehensive learning, attending both days is recommended. The same book will be used for both days.**

### Who Should Attend?

New Account Representatives, Certificate of Deposit Personnel, Savings Counselors, Accountholder Service Representatives, Investment and Trust Personnel who are involved in the opening, selling, marketing, or administration of HSAs. Any officer/manager who "oversees" the New Account department and may be responsible for answering HSA accountholders questions or concerns but does not actually open HSA accounts.

# March 27-28, 2018

Hilton Garden Inn  
2465 Grant Rd.  
Billings, MT

## Seminar Instructor

Patrice M. Konarik is president and founder of Sunwest Training Corp. located near Galveston, Texas. With over 25 years experience in the financial industry, Patrice has focused her expertise on the retirement and new account areas and is currently providing training in 22 states. She has a BS from New York's Binghamton University and earned her Certified Financial Planner™ designation in 1990. Patrice brings the information to life with her humorous teaching style, in-depth knowledge and an unlimited supply of "true life" examples.

## Registration Form

### Yes, I want to attend IRA: The Basics and/or HSAs

March 27, 8:30 - 4:00 p.m. - **IRA: The Basics and All Plan Types including H.S.A.s**

March 28, 8:30 - 12:00 p.m. - **Rollovers, Transfers and Distributions**

Bank/Firm Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

List Registrant(s) \_\_\_\_\_

Name, Title

E-mail

Name, Title

E-mail

### Registration Fee

- Day One Only MBA Member .....\$275
- Day Two Only MBA Member .....\$175
- Both Days MBA Member .....\$375

- Day One Only Non- Member .....\$550
- Day Two Only Non-Member .....\$350
- Both Non- Member \$750

### Payment

- Check, Payable to MONTANA BANKERS ASSOCIATION (MBA)
- Bill me

### MasterCard/Visa/Discover ~

Available only with your online registration

### Three Ways to Register:

**FAX:** Complete form and fax to 406.443.7850

**MAIL:** Complete form and mail to Montana Bankers Association  
1 N Last Chance Gulch, Ste. 4, Helena, MT 59601

**ONLINE:** Visit [www.montanabankers.com](http://www.montanabankers.com) (Education)

### Cancellation Deadlines

March 1, 2018 is the deadline for full registration refund. If cancellation is after March 1, 2018 a \$50 fee will be charged.

### THE MBA GUARANTEE

MBA guarantees the MBA IRA Seminar will meet or exceed your expectations. If it doesn't, simply let us know and we'll refund your full registration fee – no questions asked!

For questions or additional information, please contact:

Pam O'Reilly, Association Services Director, at [pam@montanabankers.com](mailto:pam@montanabankers.com) or 800/541-5126