



I·L·M·C·T

85th Annual Conference &  
State Board of Accounts School

JUNE 12-16, 2022  
Blue Chip Casino, Hotel & Spa  
Michigan City, Indiana

# “HOW YOU DOIN?”

WITH YOUR FRIENDS AND COLLEAGUES AT THE ILMCT ANNUAL CONFERENCE

“They don’t know that we know they know we know” that the ILMCT 85th Annual Conference & State Board of Accounts School will be held June 12-16 at the Blue Chip Casino, Hotel & Spa in Michigan City, Indiana. ILMCT President Jane Jordan, Clerk-Treasurer, Burns Harbor, will preside over the Opening and Closing Business Sessions. Hear vital information from a number of state agencies, including the State Board of Accounts. Monday will highlight educational classes that will provide important information on utilities, handbooks, personnel policies, terminating an employee, First Amendment Audits, public bidding, and communicating with an attitude.

## LEARNING OPPORTUNITIES

### STATE BOARD OF ACCOUNTS SCHOOL

State Board of Accounts School is a “called meeting”. Indiana law (IC 5-11-14-1) allows for city and town officials who attend called meetings to pay for registration or be reimbursed for travel expenses from the General Fund from any money not otherwise appropriated. Further, the law specifies that a claim for registration and travel expenses incurred while attending a called meeting may not be denied by the body responsible for the approval of the claim if the claim complies with IC 5-11-10-1.6 and IC 5-11-14-1.

For officials who are unable to attend the full conference, State Board of Accounts School is an opportunity to focus on education by attending events on Tuesday and Wednesday or Wednesday only.

## “PIVOT! PIVOT! PIVOT!”

FOR EDUCATIONAL CLASSES

### STAYING IN STEP WITH PUBLIC BIDDING LAWS

Municipalities are required to follow strict public bidding procedures. These legal requirements have been meticulously put in place and following them is crucial for maintaining public confidence and transparency. While all clerks and clerk-treasurers must understand the basics of public bidding, even veteran municipal officials need to hear the latest information for keeping your municipality in compliance.

### DEVELOPING AND MAINTAINING SOUND PERSONNEL POLICIES AND HANDBOOKS

Whether your city or town has a full-time human resource professional or these functions lie within the clerk-treasurers’ office, understanding the necessity for creating and maintaining proper personnel policies is a must. Failing to pay attention to this important HR function can put your municipality at unnecessary risk for costly litigation and reduce employee confidence and satisfaction. This course is important for newer clerks and clerk-treasurers to gain introductory insights into this key employment tool. More seasoned leaders need this course to learn the most current best-practices for developing and maintaining municipal handbooks and personnel policies.

### THE NECESSARY AND UNFORTUNATE TASK OF EMPLOYEE TERMINATION

There is not a supervisor around, in the municipal or private sector, who relishes the most uncomfortable aspect of being an employer: employee termination. While conducting an employee termination is not entirely uncommon, it is entirely unpleasant. Because of this discomfort, even the longest-serving clerks and clerk-treasurers can stumble at anytime throughout the process. Being prepared, doing your homework, accepting and implementing sound advice, and maintaining proper record-keeping before, during, and after the termination can help give those in authority the confidence necessary to do what needs to be done. Whether advising someone else or conducting the termination yourself, this workshop will be invaluable.

### MAINTAINING PROTOCOLS AND SAFETY IN CITY OR TOWN HALL WHILE PROTECTING THE FIRST AMENDMENT

In recent months, many cities and towns across Indiana have been receiving challenges from independent groups under the pretext of “auditing” their approach to the first amendment. This panel will cover some of these real-life instances, while our legal experts will talk through how your community can and should respond to a similar incident. Further, there is some training you can do in advance to be prepared for similar challenges to your procedures. Attendees will leave feeling empowered to show support for the first amendment, while maintaining integrity and safety for themselves and those around them.

### MUNICIPAL UTILITIES CHALLENGES

Municipal utilities bring many advantages for ratepayers. As with all good things, challenges do exist. Shutting off services, filing liens, implementing or waiving late fees, and finding an efficient billing system, are just a few common and vexing problems local officials face. This workshop will walk through the simple and more complex municipal utility challenges and how clerks and clerk-treasurers can work within their offices to resolve them.

### COMMUNICATE WITH ATTITUDE

From the day you were born, you’ve depended on the ability to communicate. A soft touch, that warm gentle hug from your family and somewhere between that first cry for breath and yesterday’s long-winded lunch, the process has changed. You now live in a world full of clutter, confusion, and information overload. With each step forward in technology, you seem to take a step back from personal connection and then are forced to catch up. Success comes to people not because they are smarter or more talented than you, but because they can communicate their ideas clearly and thus gaining buy-in from staff and co-workers. Virtually every facet of your personal and professional life hangs on your ability to communicate.

# KEYNOTE ADDRESS: **MATT BOOTH**



When Matt speaks, you won't be listening to another talking head with a boring power point. The audience will be participating in an interactive experience that will engage, educate, and entertain while inspiring them to act! Matt's humor, quick wit, and ability to connect with people creates meaningful attitude changes. Matt has enjoyed getting to share his message throughout the United States and with international audiences around the world.

Matt grew up on a farm in Southwest Wisconsin in the heartland of America. He lives in Dubuque, Iowa on the banks of a small creek that feeds into the mighty Mississippi with his lovely wife Joie and their sons Carter and Graham. Matt enjoys hiking with his family, fishing with his boys, and taking his wife out for dinner.

Matt received his undergrad at University of Wisconsin and then graduated with his master's degree in Communication from University of Dubuque. Most recently Matt was awarded the highly esteemed CSP, Certified Speaking Professional. The CSP designation is conferred by the National Speakers Association (NSA) only on those speakers who have earned it by meeting strict qualifying criteria. The letters CSP following a speaker's name identify that speaker as a speaking professional with a proven track record for understanding and delivering value from the platform.

## WELCOME RECEPTION: NORTH POINTE PAVILION

Join us for a casual evening at the North Pointe Pavilion on the lakefront in Washington Park for the Welcome Reception on Monday at 5:00 p.m. Central.

## DOOR PRIZES

Please bring a door prize from your hometown! Attendee door prizes and \$200 cash door prizes will be distributed at the Opening and Closing Business Sessions.

Don't miss the Grand Prize Giveaway to be distributed at the closing of the Exhibit Hall. Additional prizes will be awarded at the Annual Banquet.

## ANNUAL BANQUET

Be sure to stick around for the President's Reception and Annual Banquet on Wednesday night, featuring the well-known and always enjoyed Endless Summer Band. Education awards will also be presented.



Sit back and relax,  
or get up and dance with  
Endless Summer Band  
during the Annual Banquet!

## HOTEL INFORMATION



### Hotel Reservations

Hotel reservations should be made by contacting the hotel directly. Reservations must be made by May 20, 2022, to receive the special rate. ILMCT is not responsible for hotel reservations or cancellations.

### BLUE CHIP CASINO HOTEL & SPA

777 Blue Chip Drive | Michigan City, IN 46360

#### ROOM RATES: \*

Blue Chip Tower \$89 plus tax

Spa Blue Tower \$119 plus tax

#### ONLINE BOOKING:

[www.bluechipcasino.com/groups](http://www.bluechipcasino.com/groups)

#### RESERVATIONS DEPARTMENT:

(888) 879-7711

**CHECK IN:** 4:00 p.m. CDT

**CHECK OUT:** 11:00 p.m. CDT

#### REQUEST GROUP CODE:

ILMCT22

#### RESERVATION DEADLINE:

May 20, 2022

\*One (1) night's room and tax will be required in the form of a valid credit card upon making a reservation.

# AGENDA

Subject to change. All times are Local (*Central Daylight Time*).

## SUNDAY, JUNE 12

3:30 p.m. – Conference Registration  
5:00 p.m.

4:00 p.m. – Executive Committee Meeting  
5:30 p.m.

6:00 p.m. – Executive Committee Dinner  
8:00 p.m.

## MONDAY, JUNE 13

7:30 a.m. – Conference Registration  
5:00 p.m.

7:30 a.m. – Continental Breakfast  
8:30 a.m.

8:45 a.m. – Institute/Academy Class:  
9:45 a.m. Staying in Step with Public Bidding Laws

9:45 a.m. – Institute/Academy Class:  
10:45 a.m. Developing and Maintaining Sound Personnel Policies and Handbooks

10:45 a.m. – Institute/Academy Class:  
11:45 a.m. The Necessary and Unfortunate Tasks of Employee Termination

11:45 a.m. – Institute/Academy Luncheon  
12:45 p.m.

1:00 p.m. – Institute/Academy Class:  
3:00 p.m. Maintaining Protocols and Safety in City or Town Hall while Protecting the First Amendment

3:00 p.m. – Institute/Academy Class:  
4:00 p.m. Municipal Utilities Challenges

5:00 p.m. – Welcome Reception – North Pointe Pavilion  
7:00 p.m.

## TUESDAY, JUNE 14

7:30 a.m. – Conference Registration  
5:00 p.m.

7:30 a.m. – State Board of Accounts School Continental Breakfast  
8:30 a.m.

8:30 a.m. – Opening Business Session  
12:00 p.m.

12:00 p.m. – State Board of Accounts School Luncheon  
1:15 p.m.

1:30 p.m. – Institute/Academy Class:  
2:30 p.m. Communicate with Attitude

1:30 p.m. – State Board of Accounts Resource Center  
5:30 p.m.

### Conference Attire

Except for the Annual Banquet, business casual attire is suggested for conference events. For the Annual Banquet, cocktail attire is suggested. Event room temperatures may vary beyond ILMCT's control; please wear layers of clothing for your comfort.

## TUESDAY, JUNE 14 (CONTINUED)

1:30 p.m. – State Board of Accounts Resource Center  
5:30 p.m.

2:30 p.m. – State Board of Accounts School  
5:30 p.m.

## WEDNESDAY, JUNE 15

7:30 a.m. – Conference Registration  
10:30 a.m.

7:30 a.m. – Exhibit Hall Open  
4:30 p.m.

7:30 a.m. – Continental Breakfast with Exhibitors  
8:30 a.m.

8:30 a.m. – State Board of Accounts School  
10:00 a.m.

8:30 a.m. – State Board of Accounts Resource Center  
3:30 p.m.

10:00 a.m. – **We are on a Break**  
10:30 a.m. *with Exhibitors*

10:30 a.m. – State Board of Accounts School  
11:30 a.m.

11:30 a.m. – Lunch with Exhibitors  
1:00 p.m.

1:00 p.m. – State Board of Accounts School  
2:00 p.m.

2:00 p.m. – **We are on a Break**  
2:30 p.m. *with Exhibitors*

2:45 p.m. – State Board of Accounts School  
4:00 p.m.

4:00 p.m. – **We are on a Break**  
4:30 p.m. *with Exhibitors*

4:30 p.m. – Grand Prize Giveaway, Vendor Door Prizes,  
& Exhibit Hall Closes

5:00 p.m. – Conference Registration  
6:00 p.m.

6:00 p.m. – President's Reception  
7:00 p.m.

7:00 p.m. – Annual Banquet  
11:00 p.m.

## THURSDAY, JUNE 16

8:00 a.m. – Closing Session & Breakfast  
10:00 a.m.

# REGISTRATION FORM

EARLY-BIRD REGISTRATION DEADLINE: Friday, May 20, 2022

Indiana League of Municipal Clerks and Treasurers 85<sup>th</sup> Annual Conference and State Board of Accounts School  
June 12-16, 2022 | Blue Chip Casino Hotel & Spa | Michigan City, Indiana

## YOUR INFORMATION

Name		
Preferred Name for Badge		
Municipality/Company		
Title		
Address		
City	State	Zip
Phone		
Email (Required)		
If applicable, please check one: <input type="checkbox"/> First Time Attendee <input type="checkbox"/> Past President		
Name of Spouse/Guest (if attending)		
Special Needs and Dietary Restrictions		

CONFERENCE EVENTS		
Please check the events you plan to attend. This is for planning purposes only.		
<input type="checkbox"/> Monday Continental Breakfast		
<input type="checkbox"/> Monday Luncheon		
<input type="checkbox"/> Monday Welcome Reception		
<input type="checkbox"/> Tuesday State Board of Accounts School Continental Breakfast		
<input type="checkbox"/> Tuesday State Board of Accounts School Luncheon		
<input type="checkbox"/> Wednesday Continental Breakfast		
<input type="checkbox"/> Wednesday Lunch		
<input type="checkbox"/> Wednesday President's Reception and Banquet		
<input type="checkbox"/> Thursday Breakfast		

METHOD OF PAYMENT					
Amount					
Circle One:	Check	MC	Visa	Discover	AmEx
Check Number (Payable to ILMCT)					
Card Number					
Expiration Date			Verification Code		
Name of Cardholder					
Billing Address					
City		State		Zip	
Cardholder Signature					

**Cancellation Policy**  
Written cancellations received on or before Friday, May 20 will be refunded less a \$50 administrative fee. Cancellations should be faxed to (317) 237-6206 or sent to [bbysty@aimindiana.org](mailto:bbysty@aimindiana.org). No refunds available after May 20.

**Special Needs**  
ILMCT will make all conference events accessible to you. If you require special arrangements, or a special diet, please notify ILMCT on your registration form. ILMCT may not be able to accommodate such requests the day of the event. "Joey doesn't share food!"

## REGISTRATION FEES

	On/ Before May 20	After May 20	Enter Amount
<b>Full Registration ILMCT Members</b> Includes entry and meals to all conference events Monday through Thursday, including Monday classes, State Board of Accounts School, Welcome Reception, Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session.	\$450	500	
<b>Full Registration Non-members of ILMCT</b> Includes same as above.	\$550	\$600	
<b>State Board of Accounts School Only</b> (Tuesday and Wednesday) Includes entry and meals to all conference events Tuesday through Thursday, including State Board of Accounts School, Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session.	\$400	\$450	
<b>State Board of Accounts School Only</b> (Wednesday) Includes entry and meals to all conference events Wednesday through Thursday, including State Board of Accounts School, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session.	\$260	\$310	
<b>Retiree</b> The retiree registration is restricted to those that served as clerk or clerk-treasurer for a minimum of 8 years before their retirement. The fee includes all items listed under full registration.	\$275	\$325	
<b>President's Reception and Annual Banquet Only</b>	\$125	\$135	
<b>Guest</b> The guest registration fee must accompany a full registration and is restricted to those who are not municipal officials and who have no professional interest at the conference. The fee includes admission to all conference events and meals.	\$275	\$325	
Total Amount Due: \$			

## WELCOME RECEPTION

	Comp	Extra	Total tickets
<b>Welcome Reception</b> Tickets are complimentary with Full Conference, Retiree, and Guest Registrations. Additional tickets can be purchased for \$35. Please include the total number of tickets needed, including both complimentary and additional. Welcome Reception tickets cannot be purchased after May 20.	\$0	\$35	
Total Amount Due: \$			

MAIL OR FAX COMPLETED  
REGISTRATION FORM WITH  
PAYMENT INFORMATION TO:  
ILMCT  
125 W Market Street, Suite 100  
Indianapolis, IN 46204  
Fax: (317) 237-6206

“Well, maybe I don’t need your money. Wait, wait, I said maybe!”



**ILMCT**  
**125 W. Market St., Ste. 100**  
**Indianapolis, IN 46204**



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