

# Quest

March 2011

## President's Message in the *Quest* Newsletter, 1<sup>st</sup> Quarter 2011

Dear Colleagues:

As this edition of the *Quest* goes to print, the various committees of ILMCT are in full swing. In the midst of the current legislative session, our Legislative Committee is busy monitoring numerous initiatives of the General Assembly, developing position statements and testifying on a variety of issues that will impact municipalities one way or another. ILMCT and the Indiana Association of Cities and Towns are marching in lockstep to support legislation essential for the economic vitality of our communities.



During 2010, about thirty new Clerk-Treasurers took office throughout the state. Our Mentor Committee is doing its best to provide solid information to these new officeholders and any others desiring a helpful hand.

Members of our Education & Development Committee are actively planning a full schedule that includes our 75th Annual Conference in Merrillville, June 5-9, and the IIMC Region V Conference in Indianapolis, September 15-17. This committee is also evaluating proposals for our education program. Just as municipalities periodically seek competitive action before renewing a contract, so, too, should the League review our educational program and other services to ensure that we are providing the best service we can to our members.

Tricia Abbott (Accounting Supervisor, Munster) and Janice Malinowski (Clerk-Treasurer, Schererville) are fully involved now with other committee members master planning our 75th Annual Conference. That is one event you do not want to miss. Please join us on Indiana's North Shore as we celebrate "Education, Experience, Expertise – 75 Years of Making a Difference."

In addition, all are invited to attend the 65<sup>th</sup> IIMC Annual Conference to be held May 8-12 in nearby Nashville, Tennessee. Attending an IIMC conference is a great way to network with your peers from around the world, to sharpen your skills and to continue your progress toward accreditation. I hope you all take advantage of this worthwhile conference.

I haven't mentioned all of the committees, but you can see that our League is very busy offering opportunities to improve our knowledge base, elevate our level of professionalism and add to the success of our municipalities. Thanks to all who are active, and I encourage all to become engaged in our organization which is dedicated to high achievement. Together, we WILL make a difference.

Dave Shafer  
ILMCT President  
2010-2011

"Education, Experience, Expertise - 75 Years of Making a Difference"



From the  
Office of  
**Richard E.  
Mourdock**  
State Treasurer

We are all eagerly looking forward to spring! The first, and we hope the coldest, months of the year are about over. But the coming of spring will certainly not slow down the pace of life for any of us!

Here in the State Treasurer's office, TrustINDiana is growing! TrustINDiana is our local government investment pool, dedicated to the service of local government units. Your funds in TrustINDiana are 100% liquid, with online access and no fees. TrustINDiana also has no minimum balances, no minimum or maximum transactions and you are able to choose between ACH or wire, to transfer your funds. You will receive a daily email informing you of the rate your funds earned the day before. You will also receive a monthly statement by the second business day of every month that summarizes all of your transactions and interest earned for the past month. All of that information is also available to you every day through our website.

The question has arisen, "How will the new collateralization law affect TrustINDiana"? And the short answer is, we won't see much of an effect. One reason is that TrustINDiana has always had to keep funds in A1/P1 rated banks or higher (per its investment policy), and those banks will not be required to collateralize, although some may do so voluntarily. From another angle, occasionally a local government unit may temporarily choose to put funds they must transfer out of a bank into TrustINDiana, but keep in mind TrustINDiana is not a bank and cannot replace your need for a bank.

Again this year, we will be holding our popular Public Funds Seminars around the state, in May, July, September, and November. You will receive an invitation to the seminar closest to you. Please make time in your schedule to attend these free seminars. All of our presentations are revised and updated and we will provide you with the newest economic and legislative information.

If our office can be of assistance to you in any way this coming year, please don't hesitate to contact us. For TrustINDiana, you may reach Kelly Mitchell at [kemitchell@tos.in.gov](mailto:kemitchell@tos.in.gov). For Indiana Bond Bank questions, contact Cindy Burres at [cburres@indianabondbank.com](mailto:cburres@indianabondbank.com). And for general office questions, you may reach our office at 317-232-6386.

Thank you for being willing to serve your community in what can be a very challenging capacity. We appreciate your service and stand ready to help if needed.

All the best in 2011!  
Sincerely,

Richard Mourdock  
Indiana Treasurer of State

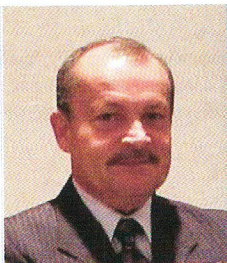
## EDUCATION NOTES BY by ILMCT Education Co-Chair, Janet Jaros, IAMC/MMC

As I am writing this article, we have just had one of the worst winter storms to hit Indiana. I hope as you read this, we are warmer and moving into spring. Early in February, I sent out a survey for our members to complete concerning our education program. Many of you responded. We appreciate that you took the time to respond when we are all so busy. After they are finalized I will be sending out an update in a future article. As was stated, RFPs were sent out in December of 2010 to receive bids for the education program. The RFPs were sent to three institutions of higher learning, as well as HR Unlimited Resources and IACT. The requirement by IIMC is that our Institute/Academy classes must have a certified university or college attached to our program in order to be approved by IIMC. In the beginning we were directly associated with Ball State University. Ball State had State grants in order to offset the costs of providing a cost effective education program. Those grants went away and Ball State said they could not provide our program. At that time the ILMCT education committee put out the RFPs to receive bids. There were two responses that met the requirements. IU Northwest submitted a bid that was out of reach as to what ILMCT could pay. The HR Unlimited bid was significantly lower and they were awarded the bid. HR Unlimited has an affiliation with Ball State. Ball State provides the evaluations that need to be done and attaches their name to our education program.



As we move forward, I would like to assure everyone that the education programs that are provided for ILMCT will be the very best we can offer. I would say the majority of the members are very satisfied with the education programs that have been presented. You are probably asking why are we doing this. The charge came from the ILMCT Executive Committee to look into other options for our education programs. I was given the charge and will be completing it. I will keep you informed as we move forward. The ILMCT Executive Committee will have the final say, as to who provides our education program.

We completed another Institute/Academy the week of March 6<sup>th</sup> at Ball State in Muncie. The classes were of great benefit. The days were full of information and ideas to take back to our communities. The networking is always invaluable. I would encourage everyone to either continue to attend the classes or start with our certification programs. Recently, I was speaking before a 5<sup>th</sup> grade class, telling them about the job I do. I told them that I, too, go to school every year, that we can never stop learning new things and better ways to perform our duties.



### Ask Charlie

cpride@sboa.in.gov

**Q** Do I need to send a list of the encumbrances I have at year-end to the DLGF?

**A** No. But you do need to retain a copy of the list for the State Board of Accounts' Examiners.

### Our Deepest Sympathy

*Ethel Burke Chasteen, mother of Karen Chasteen, City Clerk of Richmond, passed away on September 1, 2010*

*Kim Forker, former Clerk-Treasurer of City of Kendallville, past President of ILMCT and Deputy Clerk-Treasurer of the City of Garrett, passed away on September 10, 2010.*

*Verda Evans, mother-in-law of Rae Baker Gipson, Clerk-Treasurer of Rising Sun, passed away in September, 2010.*

*Don Stout, husband of Bev Stout, former Clerk-Treasurer of Waynetown and past ILMCT president, passed away in October of 2010.*

*Steven Paul Tabor, son-in-law of Judy Haines, Clerk-Treasurer of Knightston, passed away on October 12, 2010.*

*Dennis Kinnett, Clerk-Treasurer of Aurora, passed away on January 27, 2011*

*Edward Criswell, father of Deb Twitchell, Clerk-Treasurer of City of Angola, passed away on February 25, 2011.*

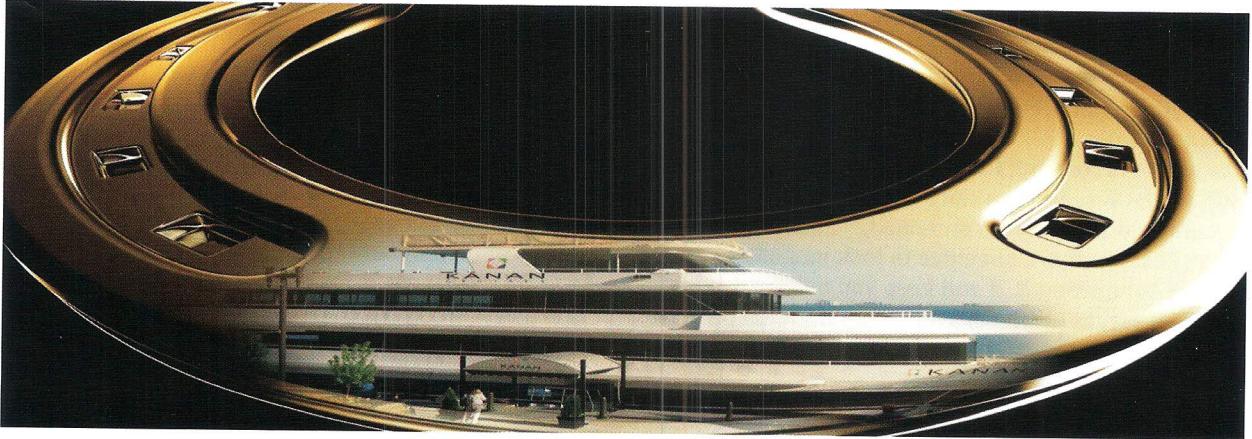


You are cordially invited to visit Indiana's North Shore for the 75<sup>th</sup> Annual ILMCT Conference to be held June 5-9, 2011 at the Radisson Hotel at Star Plaza located in Merrillville. We have five days of education, networking, and fun in store for you. See the enclosed schedule for a full listing of classes and activities. It's an event that's been 75 years in the making, so mark your calendar, make your reservation and send in your registration!

### Featured Events

#### Welcome Reception Cruise

We have reserved a multi-level cruise ship to welcome you to the Conference. We will be transported from the Radisson to the Horseshoe Casino where we will board the ship. This fun and relaxing time will feature the outstanding Chicago skyline, heavy hors d'oeuvres, and music. For those itching to increase the casino revenues for the municipalities, there will be time to enjoy the Casino before returning to the hotel. Dress is casual.



#### Education Opportunities

Deb Nelson Dunbar, a favorite presenter, will offer the following courses Monday, June 6.

Creativity Quotient - Creativity is a vital element for remaining successful. The world is advancing so rapidly, we need new ideas, fresh approaches, innovative outlooks, and a keen sense of creativity to remain competitive. Many of us believe that creative people are gifted. Actually, creativeness can be learned by simply uncovering our own creative abilities. Attend this seminar to learn:

- how and why creativity is an important occupational survival skill
- three key ingredients of a creative mind-set
- the eight facets of honing your creativity quotient
- how to develop your creativity skills

Emotional Intelligence - Emotional intelligence refers to the ability to perceive, evaluate, and manage emotions in ourselves and others to create productive relationships. In dealing with our colleagues, the public, and our families, emotional intelligence allows us to create positive relationships through improving personal and social competencies to manage emotions.

#### State Board of Accounts

The annual State Board of Accounts School will take place on Tuesday and Wednesday. Representatives from the IRS, DLGF, and Indiana University will be present to discuss changes in legislation, the new CTAR, and to answer questions.

#### Annual Banquet

The annual banquet will feature former Dyer Clerk-Treasurer Tom Hoffman as the Master of Ceremonies. After our meal, presentation of certifications to our colleagues, and awarding of the traditional Nappanee quilt, we will dance the night away with the Endless Summer Band. Preferred dress is black tie.



## Conference Registration

Full registration includes entry to all business sessions, ILMCT Institute/Academy classes, Welcome Cruise, State Board of Accounts School, Exhibit Hall, President's Reception, and Annual Banquet. Mail your completed registration form with check made payable to ILMCT to:

ILMCT  
c/o Marcy Wilsak  
1005 Ridge Road  
Munster, Indiana 46321

The registration deadline is Friday, May 20, 2011. For registrations postmarked after this date, add \$50.00. Late or onsite registrations are not guaranteed meals. Written cancellations received on or before May 27 will be refunded, less a \$50.00 administrative fee. Cancellations should be faxed to (219) 836-8350 or sent to [mwilsak@munster.org](mailto:mwilsak@munster.org). *No refunds will be granted after May 27.* ILMCT is not responsible for hotel reservations or cancellations.

ILMCT will make all conference events accessible to you. If you require special arrangements or a special diet, please notify ILMCT by sending requests to Tricia Abbott at [pabbott@munster.org](mailto:pabbott@munster.org). ILMCT may not be able to accommodate such requests made on the day of the event.

Business casual attire is suggested for most conference events. Formal or cocktail attire is requested for the President's Reception and Annual Banquet. Please note that room temperatures may vary beyond ILMCT's control; please wear layers of clothing for your comfort.

Door prizes may be dropped off at the conference registration area in the hotel. Please plan to bring a door prize for each person attending. Drawings are held during various events. A \$200.00 cash prize will be given away at both the Opening and Closing Business sessions. Jones & Henry Engineers will be giving away a laptop computer at the Exhibit Hall on Wednesday at 3:45 p.m. In addition, the traditional quilt give-away will take place at the Annual Banquet Wednesday. This quilt has been handmade by the Nappanee Senior Center and sponsored by Commonwealth Engineers.

## Hotel Reservations

The Radisson Hotel at Star Plaza, 800 East 81<sup>st</sup> Avenue, Merrillville, Indiana 46410, is the host hotel. Except for the Executive Committee events, all conference events will be held at or depart from the host hotel. Please make hotel reservations directly with the hotel using the information below. ILMCT is not responsible for hotel reservations or cancellations. Only registered conference attendees and exhibitors may occupy a room in the conference hotel block. Exhibitors are asked to limit the number of reservations in the host hotel to one room, in order to conserve space for conference delegates. ILMCT reserves the right to modify all hotel reservations. The conference rate is \$125.00/night plus taxes

Reservations are accepted March 1, 2011 through May 5, 2011. To make reservations online, visit [www.starplaza.com/groups/CLRK/](http://www.starplaza.com/groups/CLRK/). The password is CLRK and it is case sensitive. Reservations can be made over the phone by calling (800) 333-3333 or (219) 769-6311 ext. 1234. Please make sure to ask for the ILMCT room block. Check-in time is 4:00 p.m. and check-out time is 12:00 p.m.

Registration Form  
 ILMCT 75th Annual Conference & State Board of Accounts School  
 Conference Dates: June 6-9, 2011  
 Registration Deadline: Friday, May 20, 2011  
 (All events are on Central Time)

Full Name: \_\_\_\_\_

Please check applicable designations:

IAMC (Indiana Accredited Municipal Clerk)	MMC (Master Municipal Clerk)
CMC (Certified Municipal Clerk)	CPFA (Certified Public Finance Administrator)

Title: \_\_\_\_\_ Preferred Name for Badge: \_\_\_\_\_

Municipality/Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name of Guest Registering for the Conference: \_\_\_\_\_

If applicable, please check one:  Guest  First Time Attendee  Past President

Registration Fee	Received By May 20	After May 20
<input type="checkbox"/> Full Registration ILMCT Members.....	\$400	\$450
<input type="checkbox"/> Full Registration Nonmembers of ILMCT..... <i>Includes entry &amp; meals to all conference events Monday - Thursday. Includes Institute/Academy class, Welcome Cruise, State Board of Accounts School, Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet &amp; Closing Business Session.</i>	\$500	\$550
<input type="checkbox"/> State Board of Accounts School (Tuesday & Wednesday)..... <i>Includes entry &amp; meals to State Board of Accounts School, Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet and Closing Business Session.</i>	\$355	\$405
<input type="checkbox"/> State Board of Accounts School (Wednesday Only)..... <i>Includes entry &amp; meals to State Board of Accounts School, Exhibit Hall, President's Reception, Annual Banquet and Closing Business Session.</i>	\$210	\$260
<input type="checkbox"/> President's Reception/Annual Banquet (Wednesday).....	\$75	\$100
<input type="checkbox"/> Guest ..... <i>The guest 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.</i>	\$250	\$300

To assist conference organizers with food and beverage tallies, please check conference events that you plan to attend. *These events are included in the registration fee.*

- |                   |   |
|-------------------|---|
| Monday, June 6    | <input type="checkbox"/> Continental Breakfast - Institute/Academy Class        |
|                   | <input type="checkbox"/> Lunch - Institute/Academy Class                        |
| Tuesday, June 7   | <input type="checkbox"/> Continental Breakfast - State Board of Accounts School |
|                   | <input type="checkbox"/> Lunch - State Board of Accounts School                 |
| Wednesday, June 8 | <input type="checkbox"/> Continental Breakfast - Exhibit Hall                   |
|                   | <input type="checkbox"/> Lunch - State Board of Accounts School & Exhibit Hall  |
|                   | <input type="checkbox"/> President's Reception & Banquet                        |
| Thursday, June 9  | <input type="checkbox"/> Breakfast Buffet - Closing Business Session            |

(Late or onsite registrations are not guaranteed meals)

Indiana League of Municipal Clerks and Treasurers  
75th Annual Conference  
June 5-9, 2011  
Merrillville, Indiana (CST)

Sunday, June 5

4:00 pm—6:00 pm  
Conference Registration

4:00 pm—8:00 pm  
Executive Committee Meeting & Dinner

8:00 pm—11:00 pm  
Conference Networking Suite

Monday, June 6

7:00 am—9:00 am  
2:00 pm—4:30 pm  
Conference Registration

8:00 am—9:00 am  
Institute/Academy Class Registration

9:00 am—4:00 pm  
Institute/Academy Class

Noon—1:00 pm  
Institute/Academy Class  
Lunch

5:00 pm—11:00 pm  
Welcome Reception Cruise  
(5:00 pm Board Buses; 9:45 pm first return bus)

Tuesday, June 7

7:00 am—8:45 am  
2:00 pm—5:00 pm  
Conference Registration

7:30 am—8:45 am  
Continental Breakfast

9:00 am—12:00 pm  
State Board of Accounts School

Noon—1:15 pm  
Lunch

1:30 pm—4:00 pm  
Opening Business Session  
(Door Prizes)

Tuesday, June 7 ... continued

4:00—8:00 pm  
Dinner on Your Own or with Vendors

8:00 pm—Midnight  
Conference Networking Suite

Wednesday, June 8

7:00 am—8:45 am  
Conference Registration

7:30 am—4:00 pm  
Exhibit Hall

7:30 am—8:45 am  
Continental Breakfast with Exhibitors

9:00 am—11:30 am  
State Board of Accounts School

10:15 am—10:45 am  
Break with Exhibitors

11:30 am—12:45 pm  
Lunch with Exhibitors

1:00 pm—3:00 pm  
State Board of Accounts School

3:00 pm—3:45 pm  
Break with Exhibitors  
Grand Prize and Prizes

4:00 pm—5:30 pm  
Conference Networking Suite

6:00 pm—7:00 pm  
President's Reception

7:00 pm to 12:00 am  
Annual Banquet

Thursday, June 9

8:00 am—10:00 am  
Closing Business Session  
Breakfast Buffet  
(Door Prizes)

**Indiana League of Municipal  
Clerks and Treasurers**

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# Quest

*QUEST* is published quarterly by the Indiana League of Municipal Clerks and Treasurers (ILMCT), for and about Indiana's Clerks, Clerk-Treasurers, Deputies and Controllers.

Send address corrections by email to  
[winonaclerk@kconline.com](mailto:winonaclerk@kconline.com), or via USPS to  
QUEST, c/o Retha Hicks

P.O. Box 338, Winona Lake, IN 46590.

Send articles and comments by email to  
Kathy Parsons at [fremontct@townoffremont.org](mailto:fremontct@townoffremont.org)

Or via USPS Town of Fremont, PO Box 602,  
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Fax 260-495-2446

The South Shore Convention  
and Visitors Authority looks  
forward to welcoming the 75th  
Annual Conference of the  
Indiana League of Municipal  
Clerks Treasurers Conference  
JUNE 5 - 9, 2011

