



**BALL STATE
UNIVERSITY**

23rd Annual ILMCT Institute & Academy

March 11 - 15, 2018 | Muncie, IN

Join us in Muncie for the 23rd Annual ILMCT Institute & Academy where you will spend the week delving into topics focused specifically on the role of the municipal clerk and clerk-treasurer. Attend an unprecedented number of classes for both the novice and advanced municipal official targeting the subjects necessary for you to grow in your profession. Network with your colleagues and learn from their experiences, while gathering the tools you need to be a powerful part of your local government team.

Institute & Academy Update



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ILMCT is pleased that Ball State University has agreed to continue their decades-long relationship as the university provider of the ILMCT Institute & Academy. The solidification of this arrangement and the certification process with IIMC is reaching the final phase. Your ILMCT Education and Executive Committee members continue to work aggressively to bring this process to a close and hope to inform you during the March Institute & Academy that IIMC has approved our re-certification.



What is the difference between the Institute & Academy?

Certified Municipal Clerk (CMC)/Institute – The CMC program is designed to enhance the job performance of the clerk, clerk-treasurer, controller and deputy clerk. To earn the CMC designation, attendance in an extensive education program is required. Institute classes are designed to equip attendees with the basic skills needed to carry out the duties of their office, based on the International Institute of Municipal Clerks (IIMC) core curriculum. These classes are also designed for those pursuing their **Indiana Accredited Municipal Clerk (IAMC)** designation through ILMCT.

Master Municipal Clerk (MMC)/Academy – The MMC program is an advanced continuing education program that prepares participants to perform complex municipal duties. The program has an extensive and rigorous educational component and a professional and social contribution component. The MMC applicant must demonstrate that they have actively pursued education and professional activities. Academy classes are deemed appropriate for those working towards their MMC designation. More information on the IIMC programs can be found at www.iimc.com.

Additionally, both Institute and Academy classes can be used toward the Certified Public Finance Administrator (CPFA) designation offered through the Association of Public Treasurers of the United States and Canada. More information can be found at www.aptusc.org.

Attend the Opening Session on Sunday for more information on how to earn the various certifications offered through ILMCT, IIMC, and APT-USC.

Agenda

Sunday, March 11		12:00 p.m. – 1:00 p.m.	Luncheon
12:30 p.m. – 5:00 p.m.	Registration	1:15 p.m. – 2:05 p.m.	Institute Class – Communicating Effectively with your Lawmakers Academy Class – Results Oriented Writing
1:30 p.m. – 2:00 p.m.	Opening Session – Earning Certifications	2:20 p.m. – 4:10 p.m.	Institute & Academy Class – Quality of Place as an Economic Development Tool
2:30 p.m. – 4:30 p.m.	Institute & Academy Class – Powerful Presentations: A Hands-on Course <i>Bus departs from Horizon Convention Center at 2:10 p.m. and returns from the Ball State campus at 4:50 p.m.</i>	6:00 p.m. – 8:00 p.m.	Dinner / Institute & Academy Class – Best Practices for Writing and Implementing Internal Controls <i>Sponsored by London Witte Group LLC</i>
5:00 p.m. – 6:00 p.m.	Institute & Academy Class – Fiscal Management for Your Redevelopment Commission	Wednesday, March 14	
6:30 p.m.	Pizza at Courtyard	7:30 a.m. – 8:00 a.m.	Registration & Continental Breakfast
Monday, March 12		8:10 a.m. – 10:00 a.m.	Institute & Academy Class – Managing Difficult Interactions and Conversations
7:30 a.m. – 8:00 a.m.	Registration & Continental Breakfast	10:15 a.m. – 12:05 p.m.	Institute Class – How to Retain IT Assistance and Identify and Respond to Cyber Landmines Academy Class – Safety for Local Government Employees and Officials
8:00 a.m. – 12:00 p.m.	Institute Class – Local Public Elections from Candidate Filing to Swearing in Ceremonies Academy Class – Municipal Resolutions, Ordinances and Codifications	12:05 p.m. – 1:15 p.m.	Luncheon
12:00 p.m. – 1:00 p.m.	Luncheon	1:15 p.m. – 2:15 p.m.	Institute & Academy Class – Compliance with State Electronic Reporting Requirements
1:15 p.m. – 2:05 p.m.	Institute Class – Strategies for Successful "Year End" Accounting and Reporting Academy Class – Tact and Professionalism in the Public Sector Workplace	2:30 p.m. – 4:20 p.m.	Institute Class – Taxable Benefits and Wage Garnishments Academy Class – Structural Analysis of Municipal Utilities
2:20 p.m. – 4:10 p.m.	Institute & Academy Class – Community Surveys and Identifying Other Useful Data Sources	4:20 p.m.	Wednesday Night Optional Activity – Details Available Onsite <i>Not Included in Registration Fee</i>
6:00 p.m.	Monday Night Optional Activity – Details Available Onsite <i>Not Included in Registration Fee</i>	Thursday, March 15	
Tuesday, March 13		7:30 a.m. – 8:00 a.m.	Registration
7:30 a.m. – 8:00 a.m.	Registration & Continental Breakfast	7:30 a.m. – 10:00 a.m.	Breakfast / Institute & Academy Class – Employee Files and Other HR Record Keeping
8:00 a.m. – 12:00 p.m.	Institute Class – Technical Differences between Cities and Towns and Identifying Common Ground Academy Class – Take your Media Savvy to the Next Level	10:10 a.m. – 12:00 p.m.	Institute & Academy Class – Complexities and Misunderstandings of Fixed Asset Accounting for Local Government

Educational Sessions

Sunday, March 11

Powerful Presentations: A Hands-on Course (Institute & Academy)

Many of us have gone far too long without some time in the computer lab. These days, presentation software is fully embedded in the routine functioning of any professional setting. If you have found yourself asking for help with presentation programs, or would simply like to pick up some advanced tools and tricks for your computer, this is the workshop for you. Attendees will learn the basics, and some advanced mechanics, of several popular presentation programs, and will receive instruction on how best to utilize them in giving your next presentation.

Fiscal Management for Your Redevelopment Commission (Institute & Academy)

Municipal clerk-treasurers wear many hats. By law, one of these hats includes being the fiscal officer for the community's redevelopment commission. This responsibility can bring different accounting and reporting requirements unique to projects overseen by the commission. This workshop will offer a look into Indiana's redevelopment commissions, how they can be structured, important statutory and regulatory requirements to understand, and an advanced look at how fiscal officers can best manage this responsibility.

Monday, March 12

Local Public Elections from Candidate Filing to Swearing in Ceremonies (Institute)

Indiana's public election law is complex and getting it right is critical to maintaining public trust. This extended course will ensure clerks and clerk-treasurers have a thorough understanding of Indiana's election procedures, are in compliance as candidates and public officials, and can effectively communicate the electoral process to your citizenry. And, this class wouldn't be complete without a swearing in ceremony!

Municipal Resolutions, Ordinances and Codifications (Academy)

Are you composing your municipality's official rules and pronouncements effectively and in accordance with relevant legal guidelines? Do you know how to properly codify your books so they may be referenced at any time? As you likely know, the nuances between ordinances and codifications, and the procedures for proper codification, are subtle but crucial. Attendees will leave this workshop with a strong appreciation for advanced mechanics and procedures for writing resolutions and ordinances.

Strategies for Successful "Year End" Accounting and Reporting (Institute)

As with all long-term projects, there is a smart way to handle year-end accounting and reporting, and there is a hard way. The hard way, or course, is to save all the work until the eleventh hour and complete your year-end filing under serious time constraints. In this course, you will pick up tricks and techniques for completing your annual accounting and reporting responsibilities in stages throughout the year, so you can work smarter.

Tact and Professionalism in the Public Sector Workplace (Academy)

Municipal officials come from varying backgrounds with a wide array of professional experience. For those thrown into the deep end of the pool this introductory course on professionalism and business etiquette, even under difficult circumstances, will come in handy. The skills learned in this class will prepare you when answering tough questions or tackling sensitive matters, in person or in writing, with employees, peers, contractors, and more.

Monday Continued

Community Surveys and Identifying Other Useful Data Sources (Institute & Academy)

Data is helpful for making any number of decisions. Sometimes the challenge is how to find the right kind of information to aid you in your deliberations. This course will investigate community surveys, take you through the extensive process of completing a useful survey, and teach you where to find other data sets common to the functions of municipal government.

Tuesday, March 13

Technical Differences between Cities and Towns and Identifying Common Ground (Institute)

There are some structural differences between cities and towns and it's helpful to understand those differences when talking with citizens or other policy makers. In many respects, however, differences between administering a city and a town are simply a matter of scale. As such, many of the organizational innovations that arise in municipal projects could be applied to your own municipal projects despite differences in scale. Attend this workshop to expand your knowledge of the differences between the two units of government and learn how to apply other cities and towns' innovations to your own projects by scaling information up or down to suit your needs.

Take your Media Savvy to the Next Level (Academy)

No doubt your community has countless success stories to share! This workshop will cover best practices in media relations and storytelling. Come for tips on identifying newsworthy topics and ensuring those stories are told to the widest audience possible. We'll also cover strategies on building relationships with press, emerging trends in communications and have the opportunity to ask questions of media experts. You'll definitely walk away with new tools in expanding the coverage of your city or town.

Communicating Effectively with your Lawmakers (Institute)

Most municipal officials communicate with their legislators from time to time. However, is that communication producing the necessary results? Has a solid foundation been laid for a relationship that creates mutual understanding and a desire to help your community? Obtain the tools you need for being more confident in your interactions with lawmakers and your ability to effect change at the Statehouse.

Results Oriented Writing (Academy)

As a financial officer, one of your most important responsibilities, and a skill central to success in your role, is the writing and editing of reports, proposals, and other formal documents. When preparing large quantities of written documents, you need to be able to write clearly and quickly, and know how to edit and polish your words effectively. Attend this workshop to pick up tips and tricks on how to organize your thoughts effectively, catch sneaky mistakes quickly, and produce convincing pieces of written work.

Quality of Place as an Economic Development Tool (Institute & Academy)

Intentional focus on building quality places is integral to growing local economies through talent attraction, business attraction, or both. This course will cover the principles of place-based economic development, the numbers that back up a community's need to do more than create a shovel ready environment, how to communicate with citizens and others about place-based priorities, and the many resources available to Indiana's cities and towns.

Tuesday Continued

Best Practices for Writing and Implementing Internal Controls (Institute & Academy)

In recent years, much effort has been expended to ensure municipal officials and those in stewardship of public funds exercise good judgement and follow protocols preventing mismanagement and fraud. As a clerk or clerk-treasurer, you have likely had a role to play in improving internal controls practices across Indiana. Now it is time to learn some of the best practices that have arisen from Indiana's recent internal controls revival. If you are getting started on composing internal controls for your city or town, or if you would like to pick up some advanced tips and implementation strategies, you will find this workshop helpful.

Wednesday, March 14

Managing Difficult Interactions and Conversations (Institute & Academy)

Delivering bad news or being considered the source of constituent frustration is often synonymous with public service. There are many basic and advanced level skills you can learn to help you manage the negative interactions that will inevitably come your way at a council meeting, utility payment counter, or even the grocery store. Developing your communications skills to include varying degrees of difficulty will allow you to feel more prepared, relaxed, and confident to face whatever comes your way!

How to Retain IT Assistance and Identify and Respond to Cyber Landmines (Institute)

As the use of computing technologies grows ever more important in the world of municipal governance, we cannot allow IT services and network security to lag behind. However, many cities and towns have never retained permanent IT services, and may never have had to respond to serious breaches in network security. If this is the case, you may be considering a Request for Proposals (RFP). Attendees at this workshop will learn what language to use when completing an RFP, what questions to ask to ensure you are retaining the proper services for your municipality, how to go about hiring IT services, and what to expect as network security upgrades are implemented.

Safety for Local Government Officials (Academy)

Every minute in the US, 5 workers are injured on the job. Each day, 12 Americans die in the workplace. Protecting your people from accidents and injuries, and complying with OSHA's often-confusing regulations, is a complex job. But when you do it right, everybody wins and your municipality saves money. Attend this workshop for an update on the latest changes in OSHA regulations, a survey of the most frequently cited OSHA violations, and information on inexpensive (or free!) safety recourses. Forewarned is forearmed!

Compliance with State Electronic Reporting Requirements (Institute & Academy Class)

Indiana's mandatory budget and transparency portal has been in place since 2010. With the use of Gateway being expanded each year, understanding how to use the portal expertly is a vital skill for a masterful clerk-treasurer. This workshop will demonstrate how to access and utilize Gateway's advanced functions, how to troubleshoot problems, and how to teach constituents to access its database, saving you time and peace of mind.

Wednesday Continued

Taxable Benefits and Wage Garnishments (Institute)

Understanding how to handle taxable benefits for processing payroll and answering employee questions is critical for municipal clerks who wear many hats. There are many obvious taxable benefits, like municipally provided cell phones and uniforms. However, what about adoption assistance and even employer health insurance contributions? Enjoy the ins and outs of taxable benefits as your main course – with some additional vexing payroll issues like wage garnishments on the side!

Structural Analysis of Municipal Utilities (Academy)

Local utilities for water, wastewater, and electric can be complex municipal corporations with varying regulatory, licensing, rates, and accounting requirements. There can be serious consequences for not closely following rigorous state and federal utility regulations. This workshop will take a figurative tour of municipally owned utilities and offer an advanced look at each layer, with particular emphasis on structure, compliance and rate setting.

Thursday, March 15

Employee Files and Other HR Record Keeping (Institute & Academy)

Are you overwhelmed with an antiquated or inadequate filing system? Does your city or town have trouble keeping its HR or personnel files up-to-date and accessible? Attend this session to learn successful records management – how to create a filing system, update files in a timely manner, and ensure they remain accessible. Take your complicated HR and personnel files and turn them into an orderly management resource!

Complexities and Misunderstandings of Fixed Asset Accounting for Local Government (Institute & Academy)

Not all municipal finance officers have a background in accounting. And, accounting in a government setting has many nuances that even seasoned accountants must understand. Among the more challenging of such nuances is fixed asset accounting. This workshop will provide the basic framework for tracking your fixed assets, as well as provide advanced understanding of how identify and navigate correctly around the many common myths of fixed asset accounting for government.



Hotel and Venue Information



Hotel

Courtyard Muncie
at Horizon Convention Center
601 S. High Street
Muncie, IN 47305
(765) 287-8550
Room Rate: \$91 per night (plus tax)

The Courtyard is connected by indoor walkway to the Horizon Convention Center. Please contact the Courtyard directly to make your reservation. Request the ILMCT block to receive the special rate of \$91 per night (plus tax). Reservations must be made by 5:00 p.m. (Eastern) on Friday, February 23 to receive the ILMCT rate. ILMCT is not responsible for hotel reservations or cancellations.

Venue

Horizon Convention Center
401 S. High Street
Muncie, IN 47305

**The "Powerful Presentations: A Hands-on Course" Session on Sunday will be offered at Ball State University. Bus transportation will be provided to and from the campus from the Convention Center.*

Mail completed registration form with check made payable to ILMCT or completed credit card information:

ILMCT
125 W. Market Street, Suite 100
Indianapolis, IN 46204

Meeting Materials

Please provide your email address on your registration form. Meeting materials will be emailed to attendees prior to the event via Dropbox. If you are using Internet Explorer 9 (IE9) to view the files, the files might have missing or garbled text. To fix the issue, uncheck the option "Rely on system fonts only; do not use document fonts" from the Adobe PDF Settings tab within the Adobe PDF printer preferences dialog box. Printed copies will not be available onsite. Please print copies or save files to your device prior to your arrival. Wifi access is complimentary at the Horizon Convention Center, however power outlets may be limited. Bring your device fully charged to the event each day.

Conference Attire

Business casual attire is suggested for this event. Event room temperature may vary beyond ILMCT control; please wear layers of clothing for your comfort.

Parking

Parking is complimentary for hotel guests in the hotel parking garage. Limited complimentary surface parking is available for commuters with additional paid parking available in the hotel garage.

Meals

Included with your registration fee, continental breakfast will be provided Monday through Thursday and lunch will be provided Monday through Wednesday. Dinner will be provided on Tuesday night at the Convention Center. Pizza will also be served in Conference Room AB at the Courtyard on Sunday evening following class. Monday and Wednesday nights are open for conference attendees to explore Muncie. ILMCT has coordinated events for both evenings, however these events are optional and are not included in your registration fee.

Special Needs

We want to make all events accessible to you. If you require special arrangements or a special diet, please notify us on your registration form. We may not be able to accommodate such requests the day of the event.

Late Registrations

Registrations received after February 23, including onsite registrations, will be subject to a late fee of \$25.

Cancellation Policy

Written cancellation received on or before February 23 will be refunded less a \$50 administrative fee. Cancellations should be faxed to (317) 237-6206, or sent to asurgeon@aimindiana.org. No refunds after February 23.

Registration Deadline: February 23

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					

Please check the events you plan to attend. Count towards CMC credit only.

Academy Sessions & Meals

Please check the events you plan to attend. Count towards CMC or MMC credit. You may only earn MMC credit for these sessions, if you already have received your CMC credit.

Sunday, March 11

- ☐ Powerful Presentations: A Hands-on Course
- ☐ Fiscal Management for Your Redevelopment Commission
- ☐ Pizza at Courtyard

Monday, March 12

- ☐ Municipal Resolutions, Ordinances and Codifications
- ☐ Luncheon
- ☐ Tact and Professionalism in the Public Sector Workplace
- ☐ Community Surveys and Identifying Other Useful Data Sources

Tuesday, March 13

- ☐ Take your Media Savvy to the Next Level
- ☐ Luncheon
- ☐ Results Oriented Writing
- ☐ Quality of Place as an Economic Development Tool
- ☐ Dinner Class – Best Practices for Writing and Implementing Internal Controls

Wednesday, March 14

- ☐ Managing Difficult Interactions and Conversations
- ☐ Safety for Local Government Employees and Officials
- ☐ Luncheon
- ☐ Compliance with State Electronic Reporting Requirements
- ☐ Structural Analysis of Municipal Utilities

Thursday, March 15

- ☐ Employee Files and Other HR Record Keeping
- ☐ Complexities and Misunderstandings of Fixed Asset Accounting for Local Government

	Full Registration	Sunday	Monday	Tuesday	Wednesday	Thursday
ILMCT Member	\$450	\$60	\$125	\$125	\$125	\$70
Non-Member	\$500	\$70	\$135	\$135	\$135	\$80
Late Fee (received after Feb 23) Add \$25						



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