



# CLERK LIKE A CHAMPION

ILMCT 82nd ANNUAL CONFERENCE & STATE BOARD OF ACCOUNTS SCHOOL  
JUNE 10-14, 2018 | SOUTH BEND, INDIANA

# LEARN TO CLERK LIKE A CHAMPION AT THE ILMCT ANNUAL CONFERENCE

The ILMCT 82nd Annual Conference & State Board of Accounts School will be held June 10-14 at the Century Center in South Bend, Indiana. ILMCT President Terri Buckmaster, Clerk-Treasurer, Walkerton, 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 year end accounting, tax increment financing, and ethics.

## 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.

### EDUCATIONAL CLASSES

#### TIF: THE BEGINNING, MIDDLE, END AND MORE

**Matt Eckerle**, Principal, Umbaugh  
**Heather James**, Partner, Ice Miller LLP

Tax Increment Financing, TIF, is a crucial economic development tool. It can also be confusing and complicated! We'll start at the beginning and giving you the 411 on all things TIF. When should you create a TIF district? How is a TIF district created? How can TIF proceeds be spent? What are the reporting requirements? How do you dissolve a TIF district? Join us for this start-to-finish discussion on TIF!

#### STRATEGIES FOR “YEAR END” ACCOUNTING AND REPORTING

**Robyn Cook**, IAMC, CMC, Clerk-Treasurer, Atlanta  
**Jim Higgins**, Partner, LWG CPAs & Advisors

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.

#### ETHICS LAWS, PRACTICES AND RESPONSIBILITIES

**Karen Arland**, Of Counsel, Ice Miller LLP  
**Chip Taylor**, PhD., Bowen Institute, Ball State University  
**Lori Torres**, Indiana Inspector General

There are many laws and guidelines that govern behavior among municipal officials where little gray area exists. Likewise, there are many situations where ethical dilemmas require discretion and choices between right and right. Our presenters and panelists will take a deep dive into ethics and ensure Hoosier clerks and clerk-treasurers are equipped to make wise, informed decisions.

## HOTEL INFORMATION

#### DOUBLETREE BY HILTON HOTEL SOUTH BEND (HOST HOTEL)

123 N Dr. Martin Luther King Jr. Blvd  
South Bend, IN 46601  
(866) 893-5713

**CHECK IN:** 3:00 p.m.  
**CHECK OUT:** 12:00 p.m.

**RESERVATION DEADLINE**  
May 17, 2018

**ROOM RATES:**  
\$98 plus tax (currently 13%)

**GROUP CODE:** ILC

#### COURTYARD BY MARRIOTT SOUTH BEND DOWNTOWN

121 S Dr. Martin Luther King Jr. Blvd  
South Bend, IN 46601  
(888) 236-2427

**CHECK IN:** 3:00 p.m.  
**CHECK OUT:** 12:00 p.m.

**RESERVATION DEADLINE**  
May 17, 2018

**ROOM RATES:**  
\$98 plus tax (currently 13%)

**GROUP CODE:** ILMCT

#### Hotel Reservations

Hotel reservations should be made by contacting the hotel of your choice directly. Reservations must be made by May 17, 2018 to receive the special rate. ILMCT is not responsible for hotel reservations or cancellations.

#### 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 control; please wear layers of clothing for your comfort.

# KEYNOTE: CHARLIE ADAMS



Charlie Adams has been delivering rip roaring motivational messages in Indiana and throughout the Midwest for the past thirty years. He is the author of four books on the power of attitude, teamwork and peak performance. His motivational keynotes, seminars and books are based on 23 years of being in television news, including 16 at the CBS affiliate in South Bend, WSBT. He received the prestigious Golden Microphone for Broadcasting Excellence three times in his broadcasting career.

Charlie was known as a journalist who emphasized the positive, and brings that same upbeat style to his motivational messages. His keynote for our conference will be from his book “Stoke the Fire Within.” He also delivers programs from his most recent book, “How to Build a Positive Attitude and KEEP the Darn Thing!”

Charlie, whose oldest son Jack is in the United States Navy on the George Washington aircraft carrier, lives in Starke County with his wife Beth and their family. Besides helping groups stay as positive and on fire as possible, he also speaks on the 1980 Miracle on Ice from the Winter Olympics in Lake Placid, a subject he has researched extensively.



## TAKE ME OUT TO THE BALLGAME

South Bend Cubs vs. Dayton Dragons

Join us as we cheer on the South Bend Cubs Tuesday night at Four Winds Field as they take on the Dayton Dragons. Complimentary tickets are included with all Full Conference, Tuesday/Wednesday, Retiree, and Guest registrations. Your ticket includes entrance to the game, dinner, and a Cubs hat. Please order your tickets on the conference registration form.

## 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.



# TENTATIVE AGENDA

Subject to change.  
All times in Eastern Standard Time.

## SUNDAY, JUNE 10

2:30 p.m. – Conference Registration  
5:00 p.m.

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

5:00 p.m. – Executive Committee Notre Dame Tour  
6:30 p.m.

6:30 p.m. – Executive Committee Dinner  
8:00 p.m.

5:00 p.m. – Conference Networking Suite  
Midnight

## MONDAY, JUNE 11

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

9:00 a.m. – Institute/Academy Class:  
11:00 a.m. TIF – The Beginning, Middle, End and More

11:00 a.m. – Institute/Academy Class:  
12:00 p.m. Strategies for “Year End” Accounting and Reporting

12:00 p.m. – Luncheon  
1:00 p.m.

1:00 p.m. – Institute/Academy Class:  
5:00 p.m. Ethics Laws, Practices and Responsibilities

7:00 p.m. – DJ Entertainment  
10:00 p.m.

7:00 p.m. – Conference Networking Suite  
Midnight

## TUESDAY, JUNE 12

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

7:30 a.m. – State Board of Accounts School Continental Breakfast  
8:45 a.m.

9:00 a.m. – State Board of Accounts School  
12:00 p.m.

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

1:30 p.m. – Opening Business Session  
3:30 p.m.

4:00 p.m. – Conference Networking Suite  
5:00 p.m.

7:05 p.m. Welcome Party: South Bend Cubs vs Dayton Dragons

10:00 p.m. – Conference Networking Suite  
Midnight

## WEDNESDAY, JUNE 13

7:00 a.m. – Conference Registration  
8:45 a.m.

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

7:30 a.m. – Continental Breakfast with Exhibitors  
8:45 a.m.

9:00 a.m. – State Board of Accounts School  
10:00 a.m.

10:00 a.m. – Break with Exhibitors  
10:30 a.m.

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. – Break  
2:15 p.m.

2:15 p.m. – State Board of Accounts School  
3:30 p.m.

3:30 p.m. – Break with Exhibitors  
4:00 p.m.

4:00 p.m. Grand Prize Giveaway, Vendor Door Prizes & Exhibit Hall Closes

4:00 p.m. – Conference Networking Suite  
6:00 p.m.

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 14

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



# REGISTRATION FORM

**EARLY-BIRD REGISTRATION DEADLINE: Thursday, May 17, 2018**

Indiana League of Municipal Clerks and Treasurers 82<sup>nd</sup> Annual Conference and State Board of Accounts School  
 June 10-14, 2018 | Century Center, South Bend | 120 S Dr. Martin Luther King Jr. Blvd, South Bend, IN 46601

## YOUR INFORMATION

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

## Conference Events

Please check the events you plan to attend. This is for planning purposes only. No extra fees apply.

|   |
|---|
| <input type="checkbox"/> <b>Monday Lunch</b>                                |
| <input type="checkbox"/> <b>Tuesday Continental Breakfast</b>               |
| <input type="checkbox"/> <b>Tuesday Lunch</b>                               |
| <input type="checkbox"/> <b>Tuesday Ballgame</b>                            |
| <input type="checkbox"/> <b>Wednesday Continental Breakfast</b>             |
| <input type="checkbox"/> <b>Wednesday Lunch</b>                             |
| <input type="checkbox"/> <b>Wednesday President's Reception and Banquet</b> |
| <input type="checkbox"/> <b>Thursday Breakfast</b>                          |

## Method of Payment

|  |                          |            |
|--|--------------------------|------------|
| <b>Amount</b>  |                          |            |
| <b>Circle One:</b> Check    MC    Visa    Discover    AmEx |                          |            |
| <b>Check Number (Payable to ILMCT)</b>                     |                          |            |
| <b>Card Number</b>   |                          |            |
| <b>Expiration Date</b>                                     | <b>Verification Code</b> |            |
| <b>Name of Cardholder</b>                                  |                          |            |
| <b>Billing Address</b>                                     |                          |            |
| <b>City</b>  | <b>State</b>             | <b>Zip</b> |
| <b>Cardholder Signature</b>                                |                          |            |

## Cancellation Policy

Written cancellations received on or before Thursday, May 17 will be refunded less a \$50 administrative fee. Cancellations should be faxed to (317) 237-6206, or sent to [aspurgeon@aimindiana.org](mailto:aspurgeon@aimindiana.org). No refunds available after May 17.

## 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.

## REGISTRATION FEES

|  | On/<br>Before<br>May 17 | After<br>May<br>17 | Enter<br>Amount |
|--|-------------------------|--------------------|-----------------|
| <b>Full Registration ILMCT Members</b><br>Includes entry and meals to all conference events Monday through Thursday, including Monday classes, State Board of Accounts School, Ballgame (order tickets below), Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session.              | \$425                   | \$475              |                 |
| <b>Full Registration Nonmembers of ILMCT</b><br>Includes same as above.  | \$525                   | \$575              |                 |
| <b>State Board of Accounts School Only (Tuesday and Wednesday)</b><br>Includes entry and meals to all conference events Tuesday through Thursday, including State Board of Accounts School, Ballgame (order tickets below), Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session. | \$355                   | \$405              |                 |
| <b>State Board of Accounts School Only (Wednesday)</b><br>Includes entry and meals to all conference events on Wednesday through Thursday, including State Board of Accounts School, Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session.  | \$210                   | \$260              |                 |
| <b>Retiree</b><br>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/Annual Banquet Only</b>   | \$100                   | \$110              |                 |
| <b>Guest</b><br>The guest registration fee must accompany a full registration and is not 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              |                 |
| <b>Total Amount Due: \$</b>  |                         |                    |                 |

## BASEBALL TICKETS

|  | Comp    | Extra | Total<br>tickets |
|--|---------|-------|------------------|
| <b>South Bend Cubs Ballgame</b><br>Tickets are complimentary with Full Conference, Tuesday/Wednesday, Retiree, and Guest Registrations. Additional tickets can be purchased for \$30. Please include the total number of tickets needed, including both complimentary and additional. Ballgame tickets cannot be purchased after May 17. | (Max 2) | \$30  |                  |
| <b>Total Amount Due: \$</b>  |         |       |                  |

## MAIL OR FAX COMPLETED REGISTRATION FORM WITH PAYMENT INFORMATION TO ILMCT:

ILMCT  
 125 W Market Street, Suite 100  
 Indianapolis, IN 46204  
 Fax: (317) 237-6206



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

ILMCT 82nd ANNUAL CONFERENCE & STATE BOARD OF ACCOUNTS SCHOOL  
JUNE 10-14, 2018 | SOUTH BEND, INDIANA

# CLERK LIKE A CHAMPION