



# 2019 ANNUAL CONFERENCE

## APRIL 24<sup>TH</sup> - 26<sup>TH</sup> | SYRACUSE, IN



### REGISTRATION FORM

**DEADLINE: APRIL 11<sup>TH</sup>**

<b>First Time Attendee?</b>		
<b>Name</b>		
<b>Title</b>		
<b>Preferred Name for Badge</b>		
<b>Municipality/Organization</b>		
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>ZIP</b>
<b>Phone</b>		
<b>Email</b>		
<b>Special Needs and Dietary Restrictions</b>		

<b>IMA Member</b> \$175	<b>IMA Non-Member</b> \$250	
<b>Method of Payment</b>		
Circle One:    Check    MC    Visa    Discover    AmEx		
<b>Check Number</b> (Payable to IMA)		
<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>		

**Please check the events you plan to attend.**

- ☐ Wednesday Evening Event
- ☐ Thursday Breakfast
- ☐ Thursday Lunch
- ☐ Thursday Dinner
- ☐ Friday Breakfast

### CONFERENCE ATTIRE

Attire for all conference events is whatever you're most comfortable wearing. Feel free to dress in casual, business or dress attire – whatever you prefer!

## HOTEL INFORMATION

Oakwood Resort  
702 E Lake Road  
Syracuse, IN 46567  
(574) 457-7100

Rate: \$79 + Tax  
Group Code: IMA Conference  
Cut-off Date: April 11<sup>th</sup>

## WAYS TO REGISTER

1. Email form to [asimison@aimindiana.org](mailto:asimison@aimindiana.org).
2. Fax form to (317) 237-6206.
3. Mail form with payment to  
IMA c/o Aim  
125 W. Market Street, Ste. 100  
Indianapolis, IN 46204

# 2019 IMA ANNUAL CONFERENCE

## APRIL 24<sup>TH</sup> - 26<sup>TH</sup> | SYRACUSE, IN

### AGENDA

WEDNESDAY, APRIL 24 <sup>TH</sup>		THURSDAY, APRIL 25 <sup>TH</sup> (CONTINUED)	
2:00 p.m. – 5:00 p.m.	<b>Registration</b>	3:15 p.m. – 4:30 p.m.	<b>Self-Care + Stress Management 101</b> You can't do your job if you don't take care of yourself! Some of the most frequently asked questions are about self-care and stress management. In this session, discover tricks and tools to set yourself apart in creating a higher level of impact for your life and your community. <i>Sandy Orsund, Health Coach</i>
5:30 p.m.	<b>Group Networking + Dinner</b> <i>The Library</i> This evening event, sponsored by Comcast, will include pizza and beverages while you create a personalized wood sign to take home.	4:45 p.m. – 6:45 p.m.	<b>Networking Suite</b> <i>Suite 225</i> <i>Sponsored by IARC and hosted by Brian Long</i>
THURSDAY, APRIL 25 <sup>TH</sup>		FRIDAY, APRIL 26 <sup>TH</sup>	
8:00 a.m. – 9:00 a.m.	<b>Registration + Breakfast</b> <i>The Pier</i>	7:00 p.m.	<b>Dinner + Music</b> <i>The Hilltop</i>
9:00 a.m. – 9:15 a.m.	<b>Welcome</b> <i>Conference Rooms</i> The conference will begin with a welcome from IMA President Laura Mann and an introduction of Aim's Audrie Simison.	8:00 a.m. – 9:00 a.m.	<b>Breakfast</b> <i>The Pier</i>
9:15 a.m. – 10:00 a.m.	<b>Introductions</b> An ice breaker activity will introduce you to assistants from across the state. Be prepared to pin your city on a map, say how long you have been in your position, and share a fun fact about your city.	9:00 a.m. – 9:30 a.m.	<b>IMA Business Meeting</b> <i>Conference Rooms</i> Elect the 2019-2020 IMA Officers and let us know how we are doing! Share your ideas about future training sessions, conference locations, and other ways IMA can be involved throughout the year.
10:00 a.m. – 11:00 a.m.	<b>Building Safety + Security</b> Do you know where to go if there's a tornado? How about a fire or bomb threat? Do you have up-to-date evacuation plans? This session will cover what you need to know to ensure building safety and security. <i>Andy Metsker, Gibson Insurance</i>	9:30 a.m. – 10:15 a.m.	<b>Election Year Dos &amp; Don'ts</b> There are many laws and regulations that need to be followed during an election year. This session will cover political affiliations, campaign support, and more.
11:00 a.m. – 11:15 a.m.	<b>Break</b>	10:15 a.m. – 11:15 a.m.	<b>Safe Haven Baby Boxes</b> The Safe Haven Law allows parents a safe way to surrender a newborn without fear of criminal prosecution. Fire stations, police stations, and hospitals are trained to be a Safe Haven for your newborn when you just don't know what else to do. Learn about the program from the founder during this session. <i>Monica Kelsey, Founder of SHBB and First Lady of Woodburn</i>
11:15 a.m. – 12:15 p.m.	<b>Can I Ever Retire?</b> Retirement might seem a lifetime away or right around the corner. Either way, it's never too early or too late to start planning. Learn the ins-and-outs of the Public Employee Retirement Fund during this workshop. <i>Jim Neddeff, PERF</i>	11:15 a.m. – 12:00 p.m.	<b>Door Prize Exchange + Closing Remarks</b>
12:15 p.m. – 1:30 p.m.	<b>Lunch</b>		
1:30 p.m. – 2:30 p.m.	<b>Indiana Public Access Counselor</b> Learn about the role of the Public Access Counselor and his involvement in providing advice and assistance concerning Indiana's public access laws. <i>Kris Cundiff, Public Access Counselor</i>		
2:30 p.m. – 3:15 p.m.	<b>Aim Update and Legislative Recap</b> As the legislative session comes to an end, Aim will break down what is happening and how it affects your community. An update about Aim's current initiatives will also be given. <i>Matt Greller, Aim</i>		

### DOOR PRIZES

If you wish to participate in our door prize drawing, please bring a gift (value of approx. \$20) for the exchange on Friday. Popular giveaways include themed baskets, hometown wares and gift cards. The door prize exchange is strictly voluntary, but has been a popular ending to the conference through the years.