



125 W Market Street, Suite 100, Indianapolis, IN 46204 Phone 317.237.6200 Fax 317.237.6206

January 6, 2020

Dear Colleagues,

Please find enclosed with this letter your city or town 2020 dues invoice for membership in the Indiana League of Municipal Clerks & Treasurers.

If you are not already a member, I would like take this opportunity to invite you to join ILMCT. The League was formed in the mid 1930's and consists of City or Town Clerk-Treasurers, Clerks, City Controllers, Deputy Clerk-Treasurers, other Clerk Staff, Affiliates and Honorary members.

By being an ILMCT member, you will have access to a world of information from other cities and towns throughout Indiana. ILMCT exists to provide a network for municipal Clerk-Treasurers and Clerks (such as yourself) to promote development through training and information sharing, to encourage sharing of resources and advice among peers, and to advance the profession of Municipal Clerk-Treasurers. We are excited about the momentum of 2019 and hope to see more individuals have access to these valuable resources.

Once you pay your membership dues, you will have joined one of the most professional, dedicated groups in the State of Indiana. The League provides opportunities to attain continuing education through the institute/academy classes. State Board of Accounts state called meetings are held during the annual conference and fall district meetings. At these events, various state and federal agencies are invited to present the latest information relative to our everyday responsibilities. Your league membership will prove to be cost effective as there are reduced registration fees for attending various events.

#### **MEMBERSHIP BENEFITS**

❖ **Notice of League Events (includes training and professional development opportunities)**

The League prides itself on the educational and professional development of our members.

Listed below are networking opportunities that will assist and guide you in performing your duties and enhance your professionalism.

*March 8-12 ILMCT Institute and Academy at the Horizon Convention Center in Muncie, Indiana.*

The Institute and Academy is five days of learning, networking with peers, and a little fun to make the week interesting. You can choose to attend one day or all week. The Education and Professional Development Committee is working with Aim to develop a program with informative instructors and state agencies as well as veteran city and town officials.

*June 7-11 ILMCT 84<sup>th</sup> Annual Conference and State Board of Accounts School*

Our annual conference will take place in Evansville, Indiana. The League will conduct its annual business meeting during the conference as well as the election and installment of officers. Aim will offer a day of education on Monday, June 8. The State Board of Accounts School is a two-day state called meeting on June 9 and 10. In addition to the State Board of Accounts, representatives from the Department of Local Government Finance, Indiana Department of Revenue, the Internal Revenue Service, the Indiana Public Retirement System and other agencies are invited to provide updates. There will be an exhibit hall for connecting with vendors as well.

*Regional Meetings*

October 21-22 in Middlebury, Indiana at the Das Essenhaus

October 28-29 in Lawrenceburg, Indiana at the Lawrenceburg Event Center

The League holds a two-day event in the northern and southern regions of Indiana. One day is dedicated to the ILMCT Institute and Academy and the second day is a State Board of Accounts state called meeting.

❖ **Quest subscription**

The official League newsletter is distributed digitally on the listserv and the website at least three times per year. The newsletter contains dates to remember, updates from across the state, and notes of encouragement from the officers.

❖ **Access to the League website ([www.ILMCT.org](http://www.ILMCT.org)) and listserv**

The website and listserv were developed to post useful and pertinent information or pose a question to the membership. Sample ordinances, resolutions and policies are available on the website for reference as well.

❖ **League membership roster**

The League membership roster, published every four years, lists contact information for all Indiana cities and towns. In addition, the roster includes the League's constitution, bylaws and history.

**ADDITIONAL INFORMATION**

❖ **Professional Certification Opportunities**

Through the League institute and academy programs there are certification opportunities available for educational attainment. For additional information, contact Education and Professional Development Co-Chairs:

Vicki Kitchen

Clerk-Treasurer, North Liberty

574-656-4447

[vkitchen@northliberty.in.gov](mailto:vkitchen@northliberty.in.gov)

Cindy Morrison

Clerk-Treasurer, Dale

812-937-2086

[daleclerktreas@psci.net](mailto:daleclerktreas@psci.net)

❖ **Mentoring Program**

Our responsibilities can sometimes be overwhelming. The League has developed a mentoring program for anyone in need of help. Contact a League officer for help in reaching out to a mentor.

❖ **Education and Professional Development Scholarships**

The League offers scholarships to those clerks and clerk-treasurers who wish to attend but do not have the resources to do so. For additional information contact an officer of the League.

Thank you for your support of the Indiana League of Municipal Clerks & Treasurers. With your involvement, our League grows stronger each year. As always, if you have any questions or concerns, feel free to contact me.

Respectfully,

*Carrie Mugford*

Carrie Mugford, IAMC, CMC  
Clerk-Treasurer  
Town of North Manchester  
ILMCT Immediate Past President

Enclosure



# 2020 ILMCT ANNUAL DUES NOTICE

## Claim and Invoice

**Due Date: 2020 Dues for all Classes of Membership due on or before March 1, 2020**

This invoice and claim for payment is made upon the Clerk, Controller or Clerk-Treasurer of the City or Town, for payment of membership dues for the **Indiana League of Municipal Clerks and Treasurers**. You may pay from this invoice for any classes of membership. Please check the appropriate box to indicate the class of membership and dues schedule which applies. **An individual (including staff) must be a member to received the discounted pricing for League sponsored events.**

**Active Members:** (Clerk-Treasurer, Clerk, Controller)

	<b>Fee Costs:</b>
Towns with population under 700	\$ 82.00 <input type="checkbox"/>
Towns or Cities with population of 701 to 5,000	\$107.00 <input type="checkbox"/>
Towns or Cities with population of 5,001 to 20,000	\$150.00 <input type="checkbox"/>
Towns or Cities with population over 20,001 to 35,000	\$200.00 <input type="checkbox"/>
Towns or Cities with population over 35,000	\$282.00 <input type="checkbox"/>

Please indicate your municipality population \_\_\_\_\_

Active Member Name: \_\_\_\_\_

Title:  Clerk-Treasurer       Clerk       Controller

Name of Municipality: \_\_\_\_\_ County \_\_\_\_\_

Office Address: \_\_\_\_\_

City/Town/Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Office e-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/Town/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Financial computer software used \_\_\_\_\_

(This question is being asked to assist the Mentor Committee in placing people with like software.)

**Complete information on back of form for the following:**

**Associate Members:** (Deputy or staff member) **\$82.00 each member**

**Associate Members:** (Retired or former active member) **\$82.00 each member**

**Affiliate Members:** (Any person in municipal government (elected or appointed) who does not already qualify for another membership class) **\$82.00 each member**

**PLEASE RETURN A COPY OF THIS INVOICE/CLAIM WITH YOUR REMITTANCE**

**Associate Members: (Staff of an active member of the league):**

- Associate Member Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Town/Zip: \_\_\_\_\_ \$82.00   
 Email address: \_\_\_\_\_
- Associate Member Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Town/Zip: \_\_\_\_\_ \$82.00   
 Email address: \_\_\_\_\_

**(Please copy form for additional Associate Members)**

**Associate Members: (Retired or former active member):**

- Associate Member Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Town/Zip: \_\_\_\_\_ \$82.00   
 Email address: \_\_\_\_\_
- Associate Member Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Town/Zip: \_\_\_\_\_ \$82.00   
 Email address: \_\_\_\_\_

**(Please copy form for additional Associate Members)**

**Affiliate Members: (Any person in municipal government (elected or appointed) who does not already qualify for another membership class)**

- Affiliate Member Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Town/Zip: \_\_\_\_\_ \$82.00   
 Email address: \_\_\_\_\_
- Affiliate Member Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Town/Zip: \_\_\_\_\_ \$82.00   
 Email address: \_\_\_\_\_

**(Please copy form for additional Affiliate Members)**

TOTAL ACTIVE MEMBER	\$ _____	<i>Checks to be made payable to:</i> <b>Indiana League of Municipal Clerks and Treasurers or ILMCT</b>
TOTAL ASSOCIATE MEMBER	\$ _____	
TOTAL AFFILIATE MEMBER	\$ _____	
<b>TOTAL AMOUNT ENCLOSED</b>	<b>\$ _____</b>	<i>Please remit payment to:</i> <b>ILMCT 125 W. Market Street, Suite 100 Indianapolis, Indiana 46204</b>

I hereby certify that the foregoing is just and correct, that the amount claimed is legally due after allowing for just credits and that no part of the same has been paid.

*Madalyn Sade-Bauml, Secretary-Treasurer*

**ILMCT Membership Benefits Include:**

- Notice of League events (includes training and professional development opportunities)
  - A subscription to the QUEST, the ILMCT official newsletter
    - In some cases, discounts for League sponsored events
      - Access to League Listserve
        - Membership Roster