



# Better. Stronger. **TOGETHER.**

84th ILMCT ANNUAL CONFERENCE & STATE BOARD OF ACCOUNTS SCHOOL



# BETTER. STRONGER. TOGETHER.

The ILMCT 84th Annual Conference & State Board of Accounts School will be held November 7-10 at the Old National Events Plaza in Evansville, Indiana. Hear vital information from a number of state agencies, including the State Board of Accounts. Tuesday will highlight educational classes that will provide important information on Roberts Rules, body cameras, year-end tax forms including 1099s, and the American Rescue Plan Act.

We are excited to be back in person for the remainder of this year's Annual Conference. You may recall, in August, Session 1 of the ILMCT 84th Annual Conference was held during the League's District Meetings. This allowed for the election of ILMCT officers, something that hadn't occurred in more than two years. Thank you to those who participated. We look forward to celebrating with you and our new team of officers in-person in November!

## 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 only.

### EDUCATIONAL CLASSES

#### ROBERTS RULES OF ORDER

When you are wearing both hats of fiscal officer and human resources Running an effective municipal public meeting, in part, requires sound guidelines for conducting the business of the governing body. In the United States, one of the most widely used manuals on parliamentary procedure is Robert's Rules of Order, written originally by Gen. Henry M. Robert. Following Robert's Rules of Order, commonly referred to Robert's Rules, deters straying from the topic at hand, leads to more accurate minutes, helps with the flow of the decision-making process, and much more. This workshop will review the adoption of Robert's Rules as the body's rules for governing conduct, the core uses of Robert's Rules in a municipal setting, and any common misconceptions or misuses of Robert's Rules. This deep dive into Robert's Rules will result in more effective public meetings and boost your community's confidence in how its local government operates.

#### ROBERTS RULES OF ORDER INTERACTIVE SCENARIOS

It's one thing to talk about what's written in Robert's Rules, but it's another thing to put Mr. Robert's rules for parliamentary conduct into practice. This scenario filled, interactive session will help you take the written rules regarding meeting procedures and teach you how to address some of the most common or complex aspects of running effective public meetings.

### EDUCATIONAL CLASSES continued

#### BODY CAMERAS – COSTS, FUNDING, BENEFITS AND MORE

In 2021, the Indiana General Assembly approved \$10 Million in funding for body-worn cameras for police officers. While the state is still developing the grant program for these funds, there is a lot to understand regarding body cameras. How much do they cost? What are the insurance implications for having them versus not having them? What are the storage requirements, the costs associated with the same, and how long must these records be kept by the municipality? Once the basics are covered, our panel will discuss some of the best practices associated with body cameras to help you make the best decisions for your municipality and your citizens.

#### YEAR-END TAX FORMS INCLUDING 1099S

It may only be November, but now is the time to start planning for those end of year reporting items. Gathering information, purchasing forms, updating software. This session will explore the various year-end income tax reporting items (W-2s, 941s, and 1099s) including obtaining the forms; how to complete, who is included/excluded and how and by when to file. This is definitely a matter where early planning can eliminate last minute headaches and stress.

#### THE AMERICAN RESCUE PLAN ACT

All municipalities in Indiana were allocated funds from the American Rescue Plan Act. While some did not draw down these vital funds, the vast majority of available dollars has been distributed. What happens next? Next comes the proper expenditure of the funds and the required timely, accurate reporting to the federal government. This workshop will walk through all of the steps you need to take to ensure your ARPA monies are being spent properly – from qualified expenditures to the proper procedures through your government body. Also on tap, all of the reporting requirements and necessary documentation you'll need to ensure complete compliance for your municipality.

# TENTATIVE AGENDA

Subject to change.  
All times in Central Daylight Time.

## SUNDAY, NOVEMBER 7

12:00 p.m. – Conference Registration  
5:00 p.m.

1:00 p.m. – Executive Committee Meeting  
2:30 p.m.

3:00 p.m. – Opening Business Session  
5:00 p.m. Featuring Keynote Speaker: Major MJ Hegar

5:30 p.m. – Executive Committee Dinner  
8:00 p.m.

## MONDAY, NOVEMBER 8

7:00 a.m. – Conference Registration  
9:00 a.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  
11:30 a.m.

9:00 a.m. – State Board of Accounts Resource Center  
3:30 p.m.

11:30 a.m. – State Board of Accounts School Luncheon  
1:00 p.m.

1:00 p.m. – State Board of Accounts School  
5:00 p.m.

6:00 p.m. – Welcome Party  
8:30 p.m.

## TUESDAY, NOVEMBER 9

7:00 a.m. – Conference Registration  
9:00 a.m.

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

7:30 a.m. – Exhibit Hall Open  
5:00 p.m.

## TUESDAY, NOVEMBER 9 CONTINUED

8:00 a.m. – Institute/Academy Class: Roberts Rules of Order  
10:00 a.m.

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

10:30 a.m. – Institute/Academy Class: Roberts Rules of Order  
11:30 a.m. Interactive Scenarios

11:30 a.m. – Lunch with Exhibitors  
12:30 p.m.

12:30 p.m. – Institute/Academy Class: Body Cameras – Costs,  
1:30 p.m. Funding, Benefits and More

1:30 p.m. – Institute/Academy Class:  
2:30 p.m. Year-End Tax Forms and 1099s

2:30 p.m. – Institute/Academy Class:  
4:30 p.m. The American Rescue Plan Act

4:30 p.m. – Break with Exhibitors  
5:00 p.m.

5:00 p.m. – Grand Prize Giveaway, Vendor Door Prizes, &  
Exhibit Hall Closes

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  
11:30 p.m.

## WEDNESDAY, NOVEMBER 10

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

## HOTEL INFORMATION

Hotel reservations should be made by contacting the hotel of your choice directly. Reservations must be made by October 8, 2021 to receive the special rate. ILMCT is not responsible for hotel reservations or cancellations.

### DOUBLETREE BY HILTON EVANSVILLE

601 Walnut Street  
Evansville, IN 47708  
(812) 423-5002

**ROOM RATES:** \$132 plus tax

**CHECK IN:** 3:00 p.m. (Central)  
**CHECK OUT:** 12:00 p.m. (Central)

**REQUEST GROUP CODE:** ILMCT

### TROPICANA

421 NW Riverside Drive  
Evansville, IN 47708  
(800) 544-0120

**ROOM RATES:** \$119 plus tax

**CHECK IN:** 4:00 p.m. (Central)  
**CHECK OUT:** 11:00 a.m. (Central)

**REQUEST GROUP CODE:** GINSLMC

### LE MERIGOT

615 NW Riverside Drive  
Evansville, IN 47708  
(800) 544-0120

**ROOM RATES:** \$135 plus tax

**CHECK IN:** 4:00 p.m. (Central)  
**CHECK OUT:** 11:00 a.m. (Central)

**REQUEST GROUP CODE:** GINSLMC

# KEYNOTE: MAJOR MJ HEGAR



In 2018, Hegar ran for Congress in Texas, and struck a meaningful chord across the nation. Beautifully depicted in her moving and wildly-viral campaign video, “Doors”—which Lin-Manuel Miranda called “the best political ad anyone’s ever seen”—Hegar told her story “about opening, pushing, and sometimes kicking through every door in my way.” In electrifying keynotes, she discusses the importance of teamwork as well as individual advocacy, highlighting the doors that each of us have in our paths—and how to open, push, or kick your way through. Hegar’s bestselling memoir, *Shoot Like A Girl*, is currently being adapted to a major motion picture.

Hegar has worked as a medical consultant, mentored cadets, and serves on the Air Force Reserve Officer Training Corps Advisory Committee. She is on the Board of Directors at the Texas Advocacy Project, an organization that provides legal representation and advocacy for victims of domestic abuse. Hegar has taught at the University of Texas at Austin’s McCombs School of Business, as well as at UT in the ROTC and Women’s Studies Departments. In 2015, she was inducted into the Army Women’s Foundation Hall of Fame, and in 2013, was named a Leading Global Thinker by Foreign Policy.



## WELCOME PARTY: AMF ARC LANES

Get ready for Thanksgiving by bowling a turkey at the Welcome Party. A complimentary ticket is included with all Full Conference, Tuesday, Retiree, and Guest registrations. Please order your tickets on the conference registration form.

## DOOR PRIZES

Please bring a door prize from your hometown! Attendee 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 Tuesday night, featuring the Big Fun Band. Education awards will also be presented.



### 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.

### 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 FORM

EARLY-BIRD REGISTRATION DEADLINE: Friday, October 8, 2021  
Register online at: [aimindiana.org/ilmct](http://aimindiana.org/ilmct)

Indiana League of Municipal Clerks and Treasurers 84<sup>th</sup> Annual Conference and State Board of Accounts School

November 7-10, 2021

Old National Events Plaza

Evansville, Indiana

## YOUR INFORMATION

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

## METHOD OF PAYMENT

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		

## CONFERENCE EVENTS

Please check the events you plan to attend. This is for planning purposes only.

- Sunday Opening Session
- Monday Continental Breakfast
- Monday Lunch
- Monday Welcome Party — AMF Arc Lanes
- Tuesday Continental Breakfast
- Tuesday Lunch
- Tuesday President's Reception and Banquet
- Wednesday Continental Breakfast

## REGISTRATION FEES

	On/ Before Oct 8	After Oct 8	Enter Amount
<b>Full Registration ILMCT Members</b> Includes entry and meals to all conference events Sunday through Wednesday, including State Board of Accounts School, Tuesday classes, Welcome Party (order tickets below), Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session.	\$425	\$475	
<b>Full Registration Non-members of ILMCT</b> Includes same as above.	\$525	\$575	
<b>State Board of Accounts School Only (Monday)</b> Includes entry and meals to all conference events Sunday and Monday, including State Board of Accounts School, Welcome Party (order tickets below), and Opening Business Session.	\$210	\$260	
<b>Retiree</b> 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 and Annual Banquet Only</b>	\$100	\$110	
<b>Guest</b> The guest registration 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.	\$275	\$325	
		<b>Total Amount Due: \$</b>	

## AMF ARC LANES

	Comp	Extra	Total tickets
<b>Welcome Party</b> Tickets are complimentary with Full Conference, Monday, Retiree, and Guest Registrations. Additional tickets can be purchased for \$35. Please include the total number of tickets needed, including both complimentary and additional. Bowling tickets cannot be purchased after October 8.	\$0	\$35	
		<b>Total Amount Due: \$</b>	

### REGISTER ONLINE AT:

[aimindiana.org/ilmct](http://aimindiana.org/ilmct)

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

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

### Cancellation Policy

Written cancellations received on or before Friday, October 22 will be refunded less a \$50 administrative fee. Cancellations should be faxed to (317) 237-6206, or send to [bbystry@aimindiana.org](mailto:bbystry@aimindiana.org). No refunds available after October 22.



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

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