



2024 ILMCT INSTITUTE & ACADEMY VIRTUAL SERIES AGENDA

OCTOBER 22-24, 2024

The 2024 ILMCT Institute & Academy Virtual Series is back – with the same great content and a brand-new name! Like last year, the meetings will take place over three dates: October 22, October 23 and October 24. October 22nd and 24th are ILMCT Education Days and will include presentations covering 1099s, tax increment financing, employee benefits, and much more. October 23rd is a called meeting by the State Board of Accounts (SBOA). The SBOA Meeting will include a welcome followed by presentations from the agency or their designees.

| OCTOBER 22 (I&A EDUCATION) | |
|----------------------------|---|
| 9:00 a.m. – 10:00 a.m. | <p>CMC WORKSHOP: You Don't Need 1099 Problems – Do Your Homework in Advance!</p> <p>Like bands with one-hit-wonders, years go by fast. That's why it's important to look ahead and do your fact-finding and information gathering early. This has never been more important than getting and staying informed about your responsibilities and requirements pertaining to the IRS 1099 process, starting with knowing when to request a form W-9. Federal requirements and sound fiscal management relative to 1099s make it a priority to know who should receive one, which variety of 1099 you should prepare, and the timing for completing these requirements.</p> |
| 10:15 a.m. – 11:15 p.m. | <p>CMC WORKSHOP: Year End Goals Close Out and Clean Up</p> <p>Closing out each year on behalf of a Hoosier city or town is not a quick, easy, or even painless process. But never fear, it doesn't have to be scary and all-consuming. In this workshop, expert clerk-treasurers will review a comprehensive year end checklist, as well as their own strategies for preparing and executing a successful conclusion for each year. Attendees can also expect to learn how to get your proverbial house in order and ready to tackle the next twelve months!</p> |
| 11:30 a.m. – 12:30 p.m. | <p>CMC WORKSHOP: Gateway, The State of Indiana's Transparency Portal for Hoosier Local Government Units</p> <p>Representatives from the Indiana Department of Local Government Finance (DLGF) will walk participants through some of the key elements of Gateway. Time will be spent explaining and clarifying information relative to Annual Financial Reports (AFR) and various monthly reporting requirements. The virtual nature of this presentation will not limit your ability to have your Gateway questions answered.</p> |
| 1:00 p.m. – 1:15 p.m. | <p>CMC AND MMC: Welcome from ILMCT President Nicole Bolden</p> |
| 1:15 p.m. – 2:15 p.m. | <p>CMC AND MMC WORKSHOP: Get to Know the Info Behind the Acronym and How You and thus Your Community can Benefit from IIMC</p> <p>The International Institute of Municipal Clerks represents municipal clerks around the globe and has done so for more than 75 years. A representative from IIMC will be on hand to talk about the Institute's many services, chiefly their robust continuing education and certification program. This session will offer all clerks and clerk-treasurers a thorough understanding of the professional benefits of IIMC.</p> |

| OCTOBER 23 (SBOA EDUCATION) | |
|-----------------------------|--------------------------------------|
| 9:30 a.m. – 9:35 a.m. | Welcome & Opening Remarks |
| 9:35 a.m. – 11:35 a.m. | State Board of Accounts |

| OCTOBER 24 (I&A EDUCATION DAY) | |
|--------------------------------|---|
| 9:00 a.m. – 10:00 a.m. | <p>MMC WORKSHOP: The Reporting Side of Redevelopment Projects and Tax Increment Financing</p> <p>Investing in redevelopment projects and using tax increment financing to spark growth are vital components of most quality of place strategies. But these tools must be used wisely and properly to be effective. A large part of this is following all reporting and transparency requirements tied to TIF. In addition to annual budgets and reports required in recent years, this workshop will cover recent legislative changes that added a TIF spending plan to the list. For communities who don't have TIF, reviewing these Gateway reporting processes could help answer some of your questions relative to the comprehensive portal and the many upload requirements.</p> |
| 10:15 a.m. – 11:15 a.m. | <p>MMC WORKSHOP: These aren't your Father's Employee Benefits</p> <p>As a child, sharing is hard. As a municipality it's downright costly. This class isn't a deep dive into the psychology of sharing, it's a review of creating concepts you can employ to stem the loss of sworn and non-sworn employees to your municipal neighbors. There are steps you can take to retain employees, especially those who received special training and are attracted to public service and recruit new hires to your town or city. With a little creativity and sometimes minimal investment you can make great progress in reducing employee losses and increasing new hires. While providing a strong healthcare plan is critical, the days of using this singular approach just might be in the rearview mirror.</p> |
| 11:30 a.m. – 12:30 p.m. | <p>MMC WORKSHOP: Opioid Settlement and Distribution Updates</p> <p>In addition to the recent round of opioid settlement dollars distributed to cities and towns, this workshop will discuss opioid settlement reporting requirements, as well as the form and manual available from Indiana's Family and Social Services Administration to assist you along the way. Don't let misreporting cast a shadow on your important work relative to settlement fund allocation.</p> |
| 1:00 p.m. – 2:00 p.m. | <p>CMC AND MMC WORKSHOP: A Gentle Reminder – Year End Tasks Challenge Even the Veterans Among You</p> <p>Just like the friend who reminds you of an important deadline, this workshop and its speaker have your back! Whether you have one year under your belt or eight, there is always room to master new techniques and grow in your position. This course will review some of the core requirements for wrapping up your year, including your salary ordinance, critical state filings, and much more. And, participants will take away advanced best practices to help close out the year and waltz into the new year confident and prepared.</p> |
| 2:15 p.m. – 3:15 p.m. | <p>CMC AND MMC WORKSHOP: To Meet or Not to Meet, That is the Question</p> <p>In public service, there are rules around when, where, and how a local legislative body can meet. Even emergency meetings have a process to be followed. And, the General Assembly has clarified that concurrence on an action cannot be developed by a series of meetings with members of the governing body. Attendees of this course will receive a review of public meeting statutory requirements and learn how quickly things can go downhill when these transparency laws aren't followed.</p> |



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CMC and MMC credits will be offered on October 22 and October 24. Please be sure to review the agenda contained within this brochure for specific dates and times for each workshop. A full CMC registration will provide you access to all CMC workshops being presented. A MMC full registration will provide you access to all MMC workshops on both days. If you are interested in attending CMC and MMC workshops, please be sure to select the add on option in the registration portion of the brochure.

| HOW TO REGISTER | |
|--|--|
| Mail: ILMCT 125 W Market Street, Suite 100 Indianapolis, IN 46204 | Fax: (317) 237-6206 Email: bbystry@aimindiana.org |

| YOUR INFORMATION | |
|----------------------|-----|
| Name | |
| Title | |
| Municipality/Company | |
| Address | |
| City/Town | |
| State | ZIP |
| Phone | |
| Email (Required!) | |

SBOA CALLED MEETING

The SBOA District Meeting is a called meeting of the State Board of Accounts. 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.

CANCELLATION & REFUND POLICY

Cancellation received in writing on or prior to the registration deadline will be refunded minus a \$25 processing fee. Registration cancelled after the registration deadline will not be refunded. Cancellations should be faxed to (317) 237-6206 or emailed to bbystry@aimindiana.org.

| REGISTRATION | | DEADLINE: October 11 |
|--|--------------------|----------------------|
| Registration (Please Select) <input type="checkbox"/> \$125 - Full CMC Only Registration (all days includes SBOA) <input type="checkbox"/> \$125 - Full MMC Only Registration (all days includes SBOA) <input type="checkbox"/> \$25 - District Meeting Only <input type="checkbox"/> \$50 - Recordings Only (all days)* <small>*CMC or MMC Credits will not be given to those that purchase the recording. You must participate in the virtual event to earn credits.</small> | | |
| Additional Options (Please Select) <input type="checkbox"/> + \$25 - Add MMC to the CMC Full Registration <input type="checkbox"/> + \$25 - Add CMC to the MMC Full Registration | | |
| Registration Amount | Additional Options | Total |
| \$ | \$ | \$ |
| Payment Method (Circle One) Check Visa MasterCard Discover AmEx | | |
| Check Number (Payable to ILMCT) | | |
| Credit Card Number | | |
| Expiration Date | Verification Code | |
| Cardholder Name | | |
| Billing Address | | |
| City/Town | | |
| State | ZIP | |
| Authorized Signature | | |