ILMCT

INSTITUTE AND ACADEMY

BALL STATE UNIVERSITY

31st Annual ILMCT Institute & Academy

March 8-12, 2026 | Plainfield, IN

31ST ANNUAL ILMCT INSTITUTE & ACADEMY

Join us in Plainfield for the 31st Annual ILMCT Institute & Academy where you will spend the week diving into topics focused specifically on the role of the municipal clerk and clerk-treasurer. Attend an abundant lineup of classes for both the novice and advanced municipal official, targeting the subjects necessary for you to grow in your profession. Network with your colleagues and learn from their experiences, while gathering the tools you need to be a powerful part of your local government team.

Sunday, March 8

2:30 p.m. – 6:00 p.m.	Registration
3:30 p.m. – 5:30 p.m.	Managing Municipal Utilities and Delinquencies
5:30 p.m. – 7:00 p.m.	Breaking the Ice – Trivia

Monday, March 9

7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 9:00 a.m.	Welcome & Opening Session
8:00 a.m. – 4:00 p.m.	State Board of Accounts Resource Center
9:00 a.m. – 11:00 a.m.	Finance & Governance Fundamentals with the State Board of Accounts
11:00 a.m. – 12:15 p.m.	Lunch
12:30 p.m. – 1:30 p.m.	Interactive Guidance from the State Board of Accounts
2:00 p.m. – 4:00 p.m.	De-Escalation in Action Though Effective Communication
4:00 p.m. – 5:30 p.m.	Strategic Budgeting for Municipal Clerks and Treasurers
7:00 p.m. – 9:00 p.m.	Networking Reception *Sponsored by BS&A Software / Boyce Systems Embassy Suites by Hilton Plainfield Lobby Bar*

Tuesday, March 10

7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 9:30 a.m.	2026 Legislative Update from the Aim Team
9:30 a.m. – 11:30 a.m.	Rethinking the Clerk-Treasurer's Office: Tools, Processes, and Participation
11:30 a.m. – 12:45 p.m.	Lunch with Educational Topics

Tuesday, March 10 (continued)

1:00 p.m. – 2:30 p.m.	Defend Your Municipality Like a Pro
3:00 p.m. – 4:00 p.m.	Building a Strong Municipal Employee Handbook
4:00 p.m. – 6:30 p.m.	From Vision to Venue: How Plainfield Leveraged Tax Increment Finance and Collaboration to Create Hendricks Live!

Wednesday, March 11

7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 9:00 a.m.	Municipal Jeopardy
8:00 a.m. – 4:00 p.m.	Aim Field Services Help Desk
9:00 a.m. – 10:30 a.m.	Ethics in Action
10:30 a.m. – 11:30 a.m.	Engage, Inform, Empower
11:30 a.m. – 12:45 p.m.	ILMCT Executive Committee Meeting
11:30 a.m. – 12:45 p.m..	Lunch
1:00 p.m. – 2:30 p.m.	Cybersecurity Checklist for Municipalities
3:00 p.m. – 5:00 p.m.	BodyWorking: Listening with Your Eyes

Thursday, March 12

7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 9:30 a.m.	Managing the Impact of Employee Loss in the Workplace
9:30 a.m. – 11:30 a.m.	All Things Insurance: Essential Coverage & Risk Management for Municipalities
11:30 a.m. – 12:00 p.m.	Wrap-Up Closing Session Q&A

Institute & Academy

ILMCT and Ball State University have been partners for decades. Our collaboration to provide Hoosier clerks and clerk-treasurers with quality continuing education through the ILMCT Institute & Academy is going strong. This partnership, when coupled with the educational guidance of the International Institute for Municipal Clerks, ILMCT Institute & Academy, is better than ever!

BALL STATE
UNIVERSITY

What is the difference between the Institute & Academy?

Certified Municipal Clerk (CMC)/Institute – The CMC program is designed to enhance the job performance of the clerk, clerk-treasurer, controller, and deputy clerk. To earn the CMC designation, attendance in an extensive education program is required. Institute classes are designed to equip attendees with the basic skills needed to perform the duties of their office, based on the International Institute of Municipal Clerks (IIMC) core curriculum.

Master Municipal Clerk (MMC)/Academy – The MMC program is an advanced continuing education program that prepares participants to perform complex municipal duties. The program has an extensive and rigorous educational component and a professional and social contribution component. The MMC applicant must demonstrate that they have actively pursued education and professional activities. Academy classes are deemed appropriate for those working towards their MMC designation. More information on the IIMC programs can be found at www.iimc.com.

These classes are also designed for those pursuing their Indiana Accredited Municipal Clerk (IAMC) or Indiana Accredited Municipal Clerk Advanced (IAMCA) designation through ILMCT.

Additionally, both Institute and Academy classes can be used toward the Certified Public Finance Administrator (CPFA) designation offered through the Association of Public Treasurers of the United States and Canada. More information can be found at www.aptusc.org.

EVENT INFORMATION

Meeting Materials
Please provide your email address on your registration form. Meeting materials will be emailed to attendees prior to the event via Dropbox. Printed copies will not be available onsite. Please print copies or save files to your device prior to your arrival. Wifi is complimentary. Power outlets may be limited. Bring your device fully charged to the event each day.

Meals
Included with your registration fee, continental breakfast will be provided Monday through Thursday and lunch will be provided Monday through Wednesday. Dinner will be served on Sunday. All other nights are open for conference attendees to explore Plainfield.

Conference Attire
Business casual attire is suggested. Event room temperature may vary beyond ILMCT control; please wear layers for comfort.

Time Change
Don't forget Daylight Saving Time begins in Indiana in March! On Sunday, March 8, clocks will spring forward one hour at 2:00 a.m., so be sure to set your clocks before you go to bed on Saturday.

Special Needs
We want to make all events accessible to you. If you require special arrangements or a special diet, please notify us on your registration form. We may not be able to accommodate such requests the day of the event.

Parking
Parking is complimentary.

Late Registrations
Registrations received after February 27, including onsite registrations, will be subject to a late fee of $25.

Cancellation Policy
Written cancellation received on or before March 7 will be refunded less a $50 administrative fee. Cancellations should be faxed to (317) 237-6206 or sent to bbystry@aimindiana.org. No refunds after March 7.

Sunday, March 8

Managing Municipal Utilities and Delinquencies
(Institute & Academy)

Receive practical guidance on handling municipal utility operations, including managing shut-offs, filing liens, and addressing delinquent accounts. Legal issues relevant for day-to-day and long-term strategic planning will also be addressed. The session will provide best practices for maintaining compliance, protecting revenue, and minimizing risk while effectively managing customer accounts. Attendees will leave with actionable strategies for navigating common challenges in utility administration.

Monday, March 9

Finance & Governance Fundamentals with the State Board of Accounts
(Institute & Academy)

Gain practical, plain-language guidance on common municipal finance and governance issues. Topics include cost allocation, pre-engagement expectations, and a "Forms for Dummies" overview of Form 7, Form 9, and Form 13. Participants will learn how to manage opioid settlement funds, handle responsibilities during staff vacancies, and navigate banking. The session also addresses SRF bonds, debt reserve funds, and BNY account considerations. It concludes with a discussion of council appropriation authority, including when purchases can be stopped and what actions require executive consent.

Interactive Guidance from the State Board of Accounts
(Institute & Academy)

This interactive workshop offers an open question-and-answer session with the SBOA on municipal finance and governance topics. Participants are asked to submit questions to ILMCT representatives prior to the workshop related to financial reporting, funding, operational responsibilities, and governance authority, as well as other issues they are currently facing. The discussion will be guided by participant needs rather than a fixed SBOA agenda. Attendees are encouraged to submit real-world scenarios for clarification and insight. The session will also allow time for additional topics as questions arise.

De-Escalation in Action Though Effective Communication
(Institute & Academy)

Learn practical communication techniques to effectively de-escalate tense situations. Participants will explore the five Universal Human Truths and learn how to distinguish between conflict and crisis mentalities in communication. The session introduces verbal control principles using Verbal Judo techniques to improve clarity, respect, and cooperation. Attendees will strengthen their conflict management skills by recognizing and responding appropriately to individuals who are verbally agitated, hostile, or threatening. Emphasis is placed on safety, professionalism, and achieving calmer outcomes through effective communication.

Monday, March 9 (continued)

Strategic Budgeting for Municipal Clerks and Treasurers
(Institute & Academy)

Join Dr. Chad Kinsella for a practical session on municipal budgeting, designed specifically for clerks and clerk-treasurers. This workshop will explore strategies for managing budget reductions, prioritizing expenditures, and optimizing resources using Activity Based Costing. Participants will also gain insights into navigating the impacts of SEA 1 and adapting budgets to evolving requirements. Attendees will leave with actionable tools and strategies to make informed, strategic decisions in their budgeting process.

Tuesday, March 10

2026 Legislative Update from the Aim Team
(Institute & Academy)

Join members from the Aim Legislative Team for a comprehensive update on the 2026 legislative session. This workshop will cover all key bills, policy changes, and legislative developments relevant to municipal operations. Participants will gain insights into the implications of new laws, learn how to navigate changes, and have the opportunity to ask questions directly to the legislative experts. Attendees will leave with a clear understanding of the 2026 session outcomes and practical guidance for applying these updates in their communities.

Rethinking the Clerk-Treasurer's Office: Tools, Processes, and Participation
(Institute & Academy)

This session explores the core functions of the Clerk-Treasurer's office, offering valuable insights for both those new to the role and seasoned professionals. Participants will have the opportunity to learn new approaches, reflect on existing practices, and consider ways to improve efficiency and effectiveness. Through interactive discussion and participation, the session will address the evolving demands placed on Clerk-Treasurers and provide practical ideas that can be applied immediately in the office.

Defend Your Municipality Like a Pro
(Institute & Academy)

This workshop provides practical guidance for municipal staff on responding to records requests and First Amendment audits while protecting both the organization and themselves. Participants will learn what information must legally be provided, how to prepare and create required reports, and strategies for handling sensitive or challenging situations. The session will include real-world case studies to illustrate best practices and lessons learned. Attendees will leave with actionable tools to navigate audits and records requests confidently and professionally.

Building a Strong Municipal Employee Handbook
(Institute & Academy)

The session will cover conducting a handbook audit, including essential provisions, and review recent laws that may need to be added to create and maintain an effective employee handbook for municipal staff. Common pitfalls that can create legal or operational risks for municipalities will also be highlighted. Attendees will gain practical strategies to keep their handbook up to date, compliant, and a valuable tool for managing employees.

Tuesday, March 10 (continued)

From Vision to Venue: How Plainfield Leveraged Tax Increment Finance and Collaboration to Create Hendricks Live!
(Institute & Academy)

This session will explore how the Town of Plainfield transformed a community vision into the Hendricks Live! performing arts center through strategic planning, innovative use of Tax Increment Financing (TIF), and strong public-private collaboration. Attendees will learn about the key steps, partnerships, and decision-making processes that guided the project from concept to completion. The discussion will highlight lessons learned, challenges encountered, and practical takeaways for communities considering similar transformational investments. As part of the session, attendees may have the opportunity to tour the Hendricks Live! facility.

Wednesday, March 11

Municipal Jeopardy
(Institute & Academy)

Grab your mobile device and get ready to buzz in for Municipal Jeopardy! Test your wits against your peers on everything from public records and the First Amendment to project delivery methods. Bring your brain, your bravado, and your best game because only the sharpest minds will claim the crown and bragging rights as a Jeopardy legend!

Ethics in Action
(Institute & Academy)

Clerks and clerk-treasurers are the backbone of municipal transparency and accountability. This workshop will explore ethical challenges, from conflicts of interest to compliance with laws and professional standards. Participants will discuss practical strategies for making ethical decisions, fostering integrity in their offices, and maintaining public trust.

Engage, Inform, Empower
(Institute & Academy)

What'sUp 24/7 is Indiana's shared digital platform that helps municipalities improve communication, visibility, and access to accurate local information. By centralizing events, services, alerts, job opportunities, amenities, organizations, and business listings, the platform reduces duplication, strengthens collaboration, and makes information easy to find. This session introduces real quality of life as a practical framework for sharing information more effectively, improving community awareness, engagement, and accessibility. Participants will learn how digital tools enhance transparency, address common breakdowns in information sharing, and minimize staff workload. Practical examples from communities of all sizes will provide actional strategies that clerks, clerk-treasurers, and community leaders can implement immediately.

Wednesday, March 11 (continued)

Cybersecurity Checklist for Municipalities
(Institute & Academy)

Municipal governments are increasingly targeted by cyber threats due to the sensitive data they maintain and the essential public services they provide. This workshop explores why municipalities are prime cyber targets and outlines practical steps local governments can take to reduce risk and improve preparedness. Participants will be introduced to core prevention essentials, including best practices for safeguarding systems and data, as well as tools and strategies for detecting potential threats. The session will also cover response readiness, helping municipalities understand how to prepare for, respond to, and recover from cyber incidents. In addition, the workshop will address compliance requirements and risk management considerations to support informed decision-making and strengthen overall cybersecurity resilience.

BodyWorking: Listening with Your Eyes
(Institute & Academy)

Networking is a standard business experience, and while these events present a fantastic opportunity to make new connections, they can be overwhelming. Who do you talk to? What do you talk about? How do you move on from an awkward conversation? How do you know when someone is talking to you? You shouldn't have to figure these things out on your own. This workshop will explore the nonverbal side of networking. The presenter will teach you how to read subtle nonverbal cues which will give you an advantage in these challenging social situations. BodyWorking is the art of using your body, and reading others, to improve your networking experiences.

Thursday, March 12

Managing the Impact of Employee Loss in the Workplace
(Institute & Academy)

The unexpected loss of an employee can be devastating to an organization. It can disrupt unit cohesion, decrease productivity, and cause many varied reactions in staff such as grief, anger, disbelief, and trauma. How managers and stakeholders respond to and manage the loss and support their employees can make a huge difference in the recovery trajectory of an organization. This workshop serves to educate managers on ways to notify affected employees about a loss, support employees through the loss, and help an organization cope with these unpredictable and difficult events.

All Things Insurance: Essential Coverage & Risk Management for Municipalities
(Institute & Academy)

Discover the essential insurance policies every municipality should have, including cyber insurance and malicious acts coverage. Learn what types of insurance are needed for dog parks, splash pads, public festivals, including transfer of risk best practices. This session will provide guidance for managing risk and protecting staff, assets and residents. Participants will gain tips for selecting the right coverage. Real-world examples will help municipal leaders make confident, informed decisions for their communities.

Hotel

Embassy Suites by Hilton Plainfield Indianapolis Airport
6089 Clarks Creek Road
Plainfield, IN 46168
(800) 362-2779
Room Rate: $180 per night (plus tax)
Group Code: ILM
Group Name: 2026 ILMCT Institute & Academy
Book Online: aimindiana.org/ilmct

The hotel is connected by indoor walkway to the Event Center. Please contact the Embassy directly to make your hotel reservation. Request Group Name 2026 ILMCT Institute & Academy to receive the special rate of $180 per night (plus tax). Reservations must be made by Friday, February 13 to receive the ILMCT rate.

Please note that the hotel block may sell out before the reservation deadline of February 13. It is highly recommended that you do not wait until February 13 to book your hotel room. ILMCT is not responsible for hotel reservations or cancellations.

Event Center

Embassy Suites Event Center
2353 Perry Road
Plainfield, IN 46168

THE REGISTRATION DEADLINE IS FEBRUARY 27

Mail completed registration form with check made payable to ILMCT or completed credit card information to:

ILMCT, 125 W. Market Street, Suite 100, Indianapolis, IN 46204

	Full Registration	Sunday	Monday	Tuesday	Wednesday	Thursday
ILMCT Member	$450	$60	$125	$125	$125	$70
Non-ILMCT Member	$500	$70	$135	$135	$135	$80
Late Fee (received after February 27) Add $25						

Your Information

Full Name
Preferred Name for Badge
Municipality
Title
Address
City/State/Zip
Phone
Email
First Time Attendee   ☐ YES   ☐ NO
Special Needs and Dietary Restrictions

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

Institute Sessions & Meals

Please check the events you plan to attend. Count towards CMC credit only.

Sunday, March 8
- ☐ Managing Municipal Utilities
- ☐ Breaking the Ice - Trivia

Monday, March 9
- ☐ Breakfast
- ☐ Welcome and Opening Session
- ☐ Finance and Gov Fundamentals
- ☐ Lunch
- ☐ Interactive Guidance from SBOA
- ☐ De-Escalation in Action
- ☐ Strategic Budgeting
- ☐ Networking Reception

Tuesday, March 10
- ☐ Breakfast
- ☐ 2026 Legislative Update
- ☐ Rethinking the CT's Office
- ☐ Lunch
- ☐ Defend Your Municipality
- ☐ Building a Strong Handbook
- ☐ From Vision to Venue

Wednesday, March 11
- ☐ Breakfast
- ☐ Municipal Jeopardy
- ☐ Ethics in Action
- ☐ Engage, Inform, Empower
- ☐ Lunch
- ☐ Cybersecurity Checklist
- ☐ Bodyworking: Eyes

Thursday, March 12
- ☐ Breakfast
- ☐ Managing Impact of Employ. Loss
- ☐ All Things Insurance
- ☐ Wrap-Up Closing Session Q&A

Academy Sessions & Meals

Please check the events you plan to attend. You may only earn MMC credit for these sessions if you already have received your CMC.

Sunday, March 8
- ☐ Managing Municipal Utilities
- ☐ Breaking the Ice - Trivia

Monday, March 9
- ☐ Breakfast
- ☐ Welcome and Opening Session
- ☐ Finance and Gov Fundamentals
- ☐ Lunch
- ☐ Interactive Guidance from SBOA
- ☐ De-Escalation in Action
- ☐ Strategic Budgeting
- ☐ Networking Reception

Tuesday, March 10
- ☐ Breakfast
- ☐ 2026 Legislative Update
- ☐ Rethinking the CT's Office
- ☐ Lunch
- ☐ Defend Your Municipality
- ☐ Building a Strong Handbook
- ☐ From Vision to Venue

Wednesday, March 11
- ☐ Breakfast
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- ☐ Bodyworking: Eyes

Thursday, March 12
- ☐ Breakfast
- ☐ Managing Impact of Employ. Loss
- ☐ All Things Insurance
- ☐ Wrap-Up Closing Session Q&A