



## Message from the President

Dear Colleagues:

I am very honored to serve as your President. I would like to express my thanks to Kimberly Forker for the excellent job she did for us this last year. My hope is to continue the excellent job done by all past presidents. I have the supportive help of very dedicated officers and directors. We are committed to giving you the best educational, professional and networking help available. Getting together and networking is one of the best things you can do.

My thanks go out to everyone who has and is volunteering to serve on various ILMCT committees. This is your association so please let me know any input you are willing to share.

The Education Committee Co-Chairs have been busy putting together classes. I believe they should be given a big thank you from all of us for all the hard work they do. They have an educational day planned for the June State Board of Accounts School. It will be held June 16th at Marriott in Indianapolis. Education classes will also be held in the fall at the district meetings in Middlebury and Nashville. Also classes will be held at Muncie in March of this year.

**Bev Stout**  
2004  
ILMCT President



I want to talk to you also about the ILMCT mentor program. I know many of you are new and would like someone to talk to about duties. First of all, our SBA manuals are very helpful. Rae Baker Gipson is our mentor chair and her number is 812/438-2475.

Rae's committee is made up of our district directors whose names are included in this **Quest**. Call Rae and she will get someone in your area to give you a call, e-mail or a visit. Also in April, IACT will be hiring an ambassador who will represent the League, who will also come and visit at your office.

Please feel free to call me with your ideas and/or questions. My number is 765/234-2154. My e-mail is wtown@wico.net. My fax is 765/234-1601. If I don't have an answer for you, I will try my best to get you an answer. I hope to see you in Ft. Wayne!

God Bless You,  
*Beverly Stout*  
ILMCT President

## President Names Sagamore Council

The League President selects a group of experienced advisors to offer counsel to the President and Executive Board. Ms. Stout has asked these past presidents to serve as her Sagamore Council:

Michael W. Griffin, Highland  
Immediate Past President, 2001-2002

Deborah S. Block, Mishawaka  
Past President, 2000-2001

Dennis Clouse  
Past President, 1999-2000

Jennie DePaolo, Garrett  
Past President, 1998-1999

Brenda Young, Nashville  
Past President, 1997-1998

Marilyn Chittick, Frankfort  
Past President, 1996-1997

Sandra Kennedy, Fort Wayne  
Past President, 1985-1986

*Thank you for your continued service!*

**INDIANA LEAGUE OF MUNICIPAL CLERKS  
AND TREASURERS**  
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## Upcoming Events

April 18-22, 2004

ILMCT Conference/Fort Wayne

May 4, 2004

Primary Election Day

May 23-27, 2004

IIMC Conference/Whistler,  
Canada

June 16, 2004

ILMCT Institute/Academy  
Class/Indianapolis

June 17-18, 2004

State Board of Accounts  
School

September 26-30, 2004

IACT Conference/Evansville

October, 2004

ILMCT District Meetings

November 2, 2004

General Election Day

November 30-December 4

**NLC Congress of Cities  
Indianapolis**

# ILMCT EXECUTIVE COMMITTEE

## And STANDING COMMITTEES NAMED

KEEP THIS!!!



### Officers



Bev Stout  
Waynetown  
President



Deborah S. Block  
Mishawaka  
Interim Vice President



Robin Riley  
Huntertown  
Treasurer

Kimberly Ingle  
Nappanee  
Secretary



Michael Griffin  
Highland  
Immediate Past President

### Executive Directors

#### First Class

Sue Beadle

Elkhart

#### Second Class Cities

Sandra Kennedy

Ft. Wayne

Cindy Murray

Lafayette

#### Third Class Cities

Barbara Ewing

Tell City

Rosie Coyle

Columbia City

Toni Hutchings

Plymouth

#### Towns

Cindy Gossard

Westfield

Tom Hoffman

Dyer

Brenda Young

Nashville

Jay Southwood

Shelburn

#### District Directors

District 1, Janice Malinowski

Schereville

District 2, Nancy Hewitt

Bluffton

District 3, Viki Powers

Ladoga

District 4, Gayle Allard

Bargersville

District 5, Jay Southwood

Shelburn

District 6, Donna Commer

Charlestown

### Standing Committee Chairpersons

#### Education and Development

Co-Chair Debra Twitchell

Angola

Co-Chair Kay Brown

Remington

#### Mentor

Rae Baker Gipson

Rising Sun

#### Legislative

Chair Marilyn Morrison

Warren

Co-Chair Dave Shafer

Munster

#### Nominating

Deborah Block

Mishawaka

Michael Griffin

Highland

Dennis Clouse

Montpelier

#### Membership

Deborah S. Block

Mishawaka

#### Auditing

Dennis Clouse

Montpelier

#### Budget

Robin Riley

Huntertown

Michael Griffin

Highland

Beverly Stout

Waynetown

#### Constitution & By-Laws

Deborah S. Block

Mishawaka

Michael Griffin

Highland

#### Annual Conference

##### Co-Chairs

Sandra Kennedy

Fort Wayne

Jennie DePaolo

Garrett

Rosie Coyle

Columbia City

#### Resolutions

Retha Hicks

Winona Lake

#### Quest

Deborah S. Block

Mishawaka

#### Parliamentarian

Michael Griffin

Highland

#### Historian

Joey Lynch

Greendale

#### IACF Conference

Deborah S. Block

Mishawaka

**ILMCT 68<sup>TH</sup> ANNUAL CONFERENCE**  
**GRAND WAYNE CENTER**  
**FORT WAYNE, INDIANA**  
**April 18<sup>th</sup> – April 22<sup>nd</sup>**

***Join us for fun, learning and entertainment!***  
***Meet old friends and make new friends!***  
***Enjoy time with our dedicated vendors!***  
***State Board meetings with our friend **Charlie Pride**...***  
***An afternoon of shopping and/or just looking in historic **Shipshewana**...***  
***A fantastic dinner at the **Blue Gate Restaurant**...***  
***Enjoy and relax in our newly renovated **Hilton Hotel**!***  
***We're looking forward to seeing all of you,***  
***This is **YOUR** Conference!!!***

**Jennie DePaolo**  
260-357-4151

**Sandy Kennedy**  
260-427-1221

**Rosie Coyle**  
260-248-5100



## SCHOLARSHIPS AVAILABLE

The Indiana League of Municipal Clerks and Treasurers sponsors an educational institute in the spring, as well as one day classes several times a year. The League also provides scholarships to clerks and clerk-treasurers whose communities cannot fully fund their professional education. This scholarship fund is supported by various vendors throughout the state and private donors. The criteria for scholarship selection is membership in ILMCT; intention to pursue a career as a municipal clerk; community activity other than as a clerk; and membership in or intent to apply for membership in the International Institute of Municipal Clerks. You may contact Retha Hicks, IAMC, CMC, at PO Box 338, Winona Lake, IN 46590; telephone her at 574/267-5783 or email her at [Winonaclerk@kconline.com](mailto:Winonaclerk@kconline.com).

*Another great reason to belong to ILMCT.*



Bob Harris, Dept of Local Gov't Finance, answers your most frequently asked questions.

## ASK BOB:

### Question:

**May I deposit a "special income tax distribution" in my general fund?**

**Answer:** NO! The law requires that the funds be deposited in a rainy day fund established under IC 36-1-8-5-1.

If you have a question for the Department of Local Government Finance you may contact Bob at [bharris@dlgf.in.gov](mailto:bharris@dlgf.in.gov). Those question most frequently asked just may be the next one to appear in the *Quest*.

## DO YOU NEED A MENTOR?



Are you a new clerk/clerk-treasurer that needs some direction and guidance? If you are rest assured, help is on the way. The Indiana League of Municipal Clerks and Treasurers has a mentor program to help you now and in the future. Contact: Mentor Chair Rae Baker Gipson Clerk Treasurer, City of Rising Sun, PO Box 172, Rising Sun, IN 47040 812-438-3340 (main line) 812-438-2475 (direct line) 812-438-3561 (fax) [rgipson@cityofrisingsun.com](mailto:rgipson@cityofrisingsun.com) (email) for an application.

You will be on your way to receiving help from a veteran clerk/clerk-treasurer as near to your city or town as Rae can find.

## Information for You to Use:

Many have requested a Working Memorandum sample form. This form is for a Council Study or Work Session only and should be completed and filed in the clerk's office.

### Working Memorandum of Meeting Any City or Town Council

#### Study Session:

Please fill out this memorandum as indicated. Then file it with me; I will convert it if necessary and file it accordingly.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Officials:	Present	Absent
Joe Jones, Pres.	_____	_____
Sally Smith	_____	_____
John Johnson	_____	_____
Mary Miller	_____	_____
Jan Davis	_____	_____
Others present:	_____	

Subject matters proposed or discussed during the Session:

There being no further business to discuss, the meeting concluded at: \_\_\_\_\_.

\_\_\_\_\_  
President or meeting leader

Attest:

\_\_\_\_\_  
Donna Doe, Clerk/Clerk-Treasurer

**Are You a Member of ILMCT?**

Membership in ILMCT is based on the calendar year. If you have not yet mailed your dues, please do so quickly. Robin Riley, Clerk-Treasurer of Huntertown, PO Box 95, Huntertown, IN 46748 is watching her mailbox for your membership! If you need an information form/claim, contact Robin at 219/637-5058 or via email at [huntertown@skynet.net](mailto:huntertown@skynet.net).

2004 IACT Municipal Management Institute Courses		
Date	Workshop	Location
March 1	Intermediate Financial Management for the New Clerk Treas-	Bloomington
March 2	Intermediate Financial Management for the New Clerk Treas-	Plymouth
March 23	Municipal Bond Basics	Plymouth
March 25	Municipal Bond Basics	Bloomington
March 30	HIPAA	Indianapolis
April 6	Public Employees, Public Problems: Workforce Management	Plymouth
April 8	Public Employees, Public Problems: Workforce Management	Bloomington
April 13	Public Works Funding Survival Guide For Indiana Elected	Warsaw
April 20	Public Works Funding Survival Guide For Indiana Elected	Indianapolis
April 29	Public Works Funding Survival Guide For Indiana Elected	Scottsburg
May 4	GIS 101	Indianapolis
May 12-14 (?)	IACT Spring Leadership Conference	TBD
May 18	IACT Annual Budget Workshop	Plymouth
May 25	IACT Annual Budget Workshop	Indianapolis
May 27	IACT Annual Budget Workshop	Jasper
June 1	Municipal Utility Finance Principles and Processes	Plymouth
June 3	Municipal Utility Finance Principles and Processes	Bloomington
June 7	Beyond Basic Finance: A Look At Financial Policies and Pro-	Indianapolis
June 15	New Options for Governmental Employers in Offering Re-	Indianapolis
July 6	Can Your Community Compete in Today's Economic Envi-	Plymouth
July 8	Can Your Community Compete in Today's Economic Envi-	Bloomington
July 27	One Drop of Water... A Unified Approach to Tackling Qual-	Plymouth
July 29	One Drop of Water... A Unified Approach to Tackling Qual-	Bloomington
August 3	20 Steps to Creating a Best in Class Downtown Parking Sys-	Plymouth
August 5	20 Steps to Creating a Best in Class Downtown Parking Sys-	Bloomington
August 24	Brownfield Redevelopment: Turning Eyesores into Opportu-	Bloomington
August 26	Brownfield Redevelopment: Turning Eyesores into Opportu-	Merrillville
September 2	Hiring and Evaluating Employees while Encouraging Work-	Indianapolis
September 7	Financing and Negotiating Economic Development and Re-	Plymouth
September 9	Financing and Negotiating Economic Development and Re-	Bloomington
September 26-	IACT Annual Conference	Evansville
October 19	Strategic Planning	Indianapolis
October 26	Construction in the Public Environment	Bloomington
October 28	Construction in the Public Environment	Plymouth
November 4	Preparing Annexation Fiscal Plans and Utility Extension Poli-	Indianapolis
December 9	The Keys to Your Community's Growth: A multi-faceted	Indianapolis

The above workshops will be offered by IACT. Please check *Actionlines* magazine or the IACT web site, [www.citiesandtowns.org](http://www.citiesandtowns.org), for a detailed schedule.