Friends and Colleagues,

It is an honor to be able to serve you as the 2018-2019 president of ILMCT. The first thing I want to do is thank Terri Buckmaster, immediate past president, for leading us through a successful year. During her time, we completed navigation to an approved institute agreement with IIMC for CMC and MMC certification. President Buckmaster and her conference committee put on a terrific annual conference in South Bend and taught us to Clerk like a Champion. Thank you, Terri.

During the coming year I would like to promote not only education but also focus on taking care of ourselves as individuals. Each of us has a laundry list of things that pull us in different directions (including laundry!). It is vitally important for there to be balance in our priorities. There are daily, weekly, monthly and annual requirements we have to manage. In order to have the ability to attend to these requirements we need to have proper resources. Resources include time and energy and knowledge.

The ILMCT Education Committee is working hard on providing relevant education sessions. Education Committee co-chairs Vicki Kitchen and Diana Bossingham are gathering ideas for classes that we want and need. We are in the process of setting up meetings with SBOA and DLGF to make sure ILMCT is providing the current, relevant information. Please reach out to me or the education committee with ideas for classes or speakers. We have multiple educational opportunities throughout the year and we want to make each one successful.

Lastly, whether you are new to the position or more seasoned we all face changes and challenges. You are never alone. I strongly encourage you to reach out to another clerk, the mentor committee, or the appropriate state agency if you have questions or concerns. Keep in touch with clerks in your area and check up on each other. Make friends within the league and connect during educational meetings. You can always call me. Whatever you do, don’t suffer in silence. Take time to connect.

I look forward to seeing each of you in the coming months. My conference co-chairs, Deb Twitchell and Lynne Christiansen, are already working on a fabulous 2019 June conference in Fort Wayne. I hope you will all take time to be there and pause for education.

Sincerely,

Carrie Mugford, IAMC,CMC
ILMCT President 2018-2019
Meet ILMCT Secretary - Treasurer, Jane Jordan, Burns Harbor

Jane Jordan has proudly called Burns Harbor home since 1990. Jane serves as the Burns Harbor Clerk-Treasurer, Redevelopment Commission Treasurer and Scholarship Board Treasurer, having been elected to the positions in November 2003. Previously, she served as Sanitation Board Secretary and Vice-President on the Park Board and Board of Zoning Appeals. In addition to working for the Town, Jane has worked as an Adjunct Professor at Purdue Calumet, Ivy Tech State College, and Calumet College of St. Joseph for more than 20 years.

Jane has her master’s degree in Management Information Systems, bachelor’s degree in Organizational Management and associate degree in Applied Science. Jane earned her IAMC in 2006. She has obtained her CMC and MMC from the International Institute of Municipal Clerks and her CPFA and CPFIM from Association of Public Treasurers of the U.S. & Canada. She has served on several League committees including the Legislative Committee, Education Committee, and has chaired the Mentor Committee for several years.

“I am extremely honored for this opportunity the League has bestowed me” Jane said. “I am excited to work with my fellow colleagues and state officials throughout Indiana to enhance the work we do for the constituents we serve and make a difference in our communities. As Secretary-Treasurer, I hope to instill the importance of continued education from newly elected members to seasoned veterans. To quote Nelson Mandela, ‘Education is the most powerful weapon which you can use to change the World.’”

Jane has been married to her husband, Kurt, for 25 years, has five adult children, two of which are in-laws, and two grandsons. Her family is expecting grandbaby number three in December. Jane enjoys a great mystery novel, most of the Clint Eastwood movies, New York style cheesecake, a weekend away from politics and spending time with family. Mentoring is second nature to Jane so please continue to call or email if she can be of any assistance 219-787-9413 burnsharborclerk@comcast.net.

Departing words from Past President, Terri Buckmaster

Friends and Colleagues,
I thank you for the honor of serving as your ILMCT President this past year. Being an officer of the league as given me so much insight into what Indiana League of Municipal Clerks and Treasurers is about. I want to thank the 2018 conference co-chairs, Debbie Ladyga-Block, Vicki Kitchen and Kathy Parsons. Thank you to everyone that served on a committee. There are a tremendous amount of people that have made this experience a time I will never forget. I am so grateful for the ILMCT family, my staff, and the AIM staff. Thank you to the vendors that without we could not offer the opportunities we bring the members. To all of the league members and colleagues around the state for what you do every day for your communities and your support of the league. I know the future is in good hands with your newly installed officers, Jane Jordan, Karen McQueen and Carrie Mugford. They are busy working on continuing to make the best choices for our members in this ever changing world of local government. I encourage you to become involved with the league. It will be a very rewarding experience in so many ways.

Again, thank you so much for the honor of serving as an officer and president of the Indiana League of Municipal Clerk and Treasures.

Sincerely,
Terri Buckmaster, IAMC, MMC
Town of Walkerton Clerk Treasurer
ILMCT Immediate Past President
Q: On the new upload application in Gateway, what items need to be uploaded monthly? Do I, as the Clerk-Treasurer, have to be the one to upload?

A: The items to be uploaded in Gateway under "Monthly and Annual Engagement Uploads" monthly are (1) your bank reconcilement(s) – just the reconcilement; not any supporting information like cancelled check images, etc.; (2) minutes of meetings of your various boards and commissions; and (3) a "funds report" – showing each individual fund, its beginning of the month balance, receipts in total for the month, disbursements in total for the month, and ending cash balance. This process starts with the July information being due September 15th. It is recommended, but not required, that you upload the first half of the year as you have time.

Anyone with "submit" or "edit" rights in Gateway can upload the documents, so it would not necessarily have to be the Clerk-Treasurer who physically does the uploading. A Deputy or other employee with "edit" rights could also upload the documents.
ILMCT 81st Annual Conference
2018-2019 ILMCT Officers, Committees and Appointments

ILMCT EXECUTIVE COMMITTEE REPRESENTATIVE STANDING COMMITTEES

Executive Committee Officers
President-Carrie Mugford, IAMC Clerk-Treasurer, North Manchester
Vice-president –Karen McQueen, IAMC, Clerk-Treasurer, City of Brazil
Secretary – Treasurer - Jane Jordan, IAMC,MMC,CPFA,CPFIM, Clerk-Treasurer, Burns Harbor
Immediate Past President—Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton
First/Second Class City Representative
Vicki Conlon, IAMC, City Clerk-Jeffersonville
Kathleen “Kathy” Walton, IAMC, CMC, City Clerk, Lawrence

Third Class Cities:
Lynne Christian, IAMC Clerk-Treasurer, Warsaw
Jim Mann, Clerk-Treasurer, Monticello
Terri Gadd, IAMC, Clerk-Treasurer, Crawfordsville

Towns:
Janet M Anglemyer, IAMC, Clerk-Treasurer, Bremen
Sandra Hash, IAMC, MMC, Clerk-Treasurer, Ellettsville
Madalyn, Sade-Bartl, IAMC, MSM Clerk-Treasurer, Charubusco
Karen Heim, IAMC Clerk-Treasurer, Culver
Cynthia Morrison, Clerk-Treasurer, Dale

At large member:
Sue Beadle, IAMC, CMC, City Clerk, Elkhart

Past Presidents of the League who are also active members
Tami Runyon, IAMC,MMC,CPFA, Clerk-Treasurer, City of Bluffton, 2016–2017
Vicki Kitchen, IAMC, MMC, Clerk-Treasurer, North Liberty, 2015–2016
Kathy Parsons, IAMC, MMC,CPFA, CPFIM Clerk-Treasurer, Fremont, 2013–2014
Debra Twitchell, IAMC, MMC, CPFA, Angola, 2012–2013
Dave Shafer, IAMC, MMC Clerk-Treasurer, Munster, 2010–2011
Laura Baker, IAMC MMC Clerk-Treasurer, Etna Green, 2009–2010
Michael Griffin, IAMC, MMC,CPFA,CPFIM, Clerk-Treasurer, Highland, 2001–2002
Deborah Block, IAMC, MMC City Clerk, Mishawaka, 2000–2001
Brenda Young, IAMC,MMC, Clerk-Treasurer, Nashville, 1997–1998
Frank Zerr, IAMC Clerk-Treasurer Shelbysville

District Directors

District 1 (by Counties):
Benton, Carroll, Cass, Fulton, Howard, Jasper, Laporte, Lake, Marshall, Newton, Porter, Pulaski, St Joseph, Starke and White

Janice Malinowski, IAMC,MMC, Clerk-Treasurer, Schererville

District 2. (by Counties)
Adam, Allen, Blackford, Dekalb, Elkhart, Grant, Huntington, Jay, Kosciusko, Lagrange, Miami, Noble, Steuben, Wabash, Wells and Whitley

Michelle Sexton, IAMC, MMC, Clerk-Treasurer, Van Buren

District 3. (by Counties): Boone, Clay, Clinton, Fountain, Hendricks, Montgomery, Morgan, Owen, Parke, Putnam, Tippecanoe, Vermillion, Vigo and Warren

Ann Hathaway, Clerk-Treasurer, Brownsburg

District 4 (by Counties): Delaware, Fayette, Hamilton, Hancock, Henry, Johnson, Madison, Marion, Randolph, Rush, Shelby, Tipton, Union and Wayne.

Jan Unger, IAMC, CMC, Clerk-Treasurer, Cicero

District 5 (by Counties) Crawford, Daviess, Dubois, Gibson, Greene, Knox, Lawrence, Martin, Monroe, Orange, Perry, Pike, Posey Spencer, Sullivan, Vanderburgh and Warrick

Jenny Richter, Clerk-Treasurer, Tell City

District 6 (by Counties) Bartholomew, Brown, Clark, Dearborn, Decatur, Floyd, Franklin, Harrison, Jackson, Jennings, Ohio, Ripley, Scott, Switzerland and Washington

Rae Baker, IAMC,MMC, CPFA, Clerk-Treasurer, Rising Sun

Standing Committees:

Auditing Committee
Chair: Robert Ferguson Clerk-Treasurer– Roann

Budget Committee Chair Carrie Mugford, IAMC, CMC, Clerk-Treasurer, North Manchester
Karen McQueen, IAMC, Clerk-Treasurer, Brazil
Jane Jordon, IAMC,MMC,CPFA,CPFIM, Clerk-Treasurer, Burns Harbor

Terri Buckmaster , IAMC, MMC, Clerk-Treasurer, Walkerton

Constitution and By Laws
Chair: Debra A.Twitchell, IAMC, MMC, CPFA, Clerk-Treasurer, Angola
Kathy Parsons, IAMC, MMC, CPFA, CPFIM, CMO Clerk-Treasurer, Fremont
Angela Eck, IAMC, Clerk-Treasurer, Butler

2019 Conference Co-Chairs
Debra A Twitchell, IAMC,MMC,CPFA, Clerk-Treasurer, Angola
Lynn Christianson, IAMC,,Clerk-treasurer, Warsaw

2020 Conference Site Selection Committee Chairs
Karen McQueen, IAMC, Clerk-Treasurer, Brazil
Tami Runyon, IAMC, MMC, CPFA, ACPFA Clerk-Treasurer, Bluffton

Prepared by Angela Eck
ILMCT Officers, Committees and Appointments
2018-2019

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2018-2019 Officers, Committees and Appointments (continued)

Education and Development Committee Chairs
Co-chair: Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty
Co-chair: Diana Bossingham, IAMC, CMC, Clerk-Treasurer, Southport

Education and Development Committee Members
Judy Anderson, IAMC, CMC, Clerk-Treasurer, Darlington
Rae Baker, Clerk-Treasurer, IAMC, MMC., CPFA, Clerk-Treasurer
Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton
Robyn Cook, IAMC,CMC, Clerk-Treasurer, Atlanta
Lori Ferguson, Clerk-Treasurer, Town of Portland
Robert Ferguson, IAMC, Clerk-Treasurer, Town of Roan
Julie Flores, IAMC, Controller, City of Marion
Sandy Hash, IAMC, MMC, Clerk-Treasurer, Ellettsville
Karen Heim, Clerk-Treasurer, Culver
Barb Hawn, Clerk-Treasurer, Ligonier
Pat Hawrot, IAMC, MMC, Clerk-Treasurer, Dyer
Jane Jordan, IAMC, MMC, CPFA, CPFIM, Clerk-Treasurer, Town of Burns Harbor
Janice Malinowski, IAMC, MMC, Clerk-Treasurer, Schererville
Karen McQueen, IAMC, Clerk-Treasurer, Brazil
Carrie Mugford, IAMC,CMC, Clerk-Treasurer, North Manchester
Kathy Parsons, IAMC/MMC/CPFA, CPFIM Clerk-Treasurer, Fremont
Tina Paxson, Deputy Clerk-Treasurer, City of Portland
Jenny Richter, IAMC, Clerk-Treasurer, City of Tell City
Tami Runyon, IAMC, MMC, Clerk-Treasurer, Bluffton
Madalyn Sade-Bartil, IAMC,MSM, Clerk-Treasurer, Town of Churubusco
Jan Unger, IAMC, MMC, Clerk-Treasurer, Cicero
Liz Walden, IAMC, Clerk-Treasurer, Town of Van Buren
Kathleen “Kathy” Walton, IAMC,CMC, City Clerk, Lawrence
Todd Caldwell, State Board of Accounts

MENTOR COMMITTEE
Co-Chair: North  Jane Jordan, IAMC,MMC, Clerk-Treasurer, Burns Harbor
Co-Chair: South Cindy Morrison, Clerk-Treasurer, Dale
District Directors:
District 1 Janice Malinowski, IAMC,MMC, Clerk-Treasurer, Schererville
District 2 Michelle Sexton, IAMC, MMC, Clerk-Treasurer, Van Buren
District 3 Terri Gadd, Clerk-Treasurer, Crawfordsville
District 4 Jan Unger, IAMC, MMC, Clerk-Treasurer, Cicero
District 5 Jenny Richter, Clerk-Treasurer, Tell City
District 6 Rae Baker, IAMC, MMC, Clerk-Treasurer, Rising Sun
Tami Runyon, IAMC, MMC, CPFA Clerk-Treasurer, Bluffton
Terri Buckmaster, IAMC,MMC, Clerk- Treasurer, Walkerton
Karen McQueen, IAMC, Clerk-Treasurer, Brazil
Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty
Kathy Parsons, IAMC, MMC,CPFA, CPFIM, Clerk-Treasurer, Fremont.
Carrie Mugford, IAMC, CMC, Clerk-Treasurer, North Manchester

Nominating Committee Chair: Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty
Tami Runyon, IAMC,MMC,CPFA,CPFIM, Clerk-Treasurer, Bluffton
Terri Buckmaster, IAMC,MMC, Clerk-Treasurer, Walkerton

Legislative Committee:
Co-Chair Michael Griffin, IAMC,MMC,CPFA, CPFIM
Clerk-Treasurer, Highland
Co-Chair—Deborah Block, IAMC, MMC, Clerk, Mishawaka
Janet M Anglemyer, IMC, Clerk-Treasurer, Bremen
Rae Baker-Gipson, IAMC,MMC, Clerk-Treasurer, Rising Sun
Sue Beadle, IAMC, City Clerk-Elkhart
Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton
Vicki Conlon, Controller, Jeffersonville
Lynne Christiansen, Clerk-Treasurer, Warsaw
Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty
Karen McQueen, Clerk-Treasurer, Brazil
Tamara D. Runyon, IAMC,MMC, CPFA, Clerk-Treasurer, Bluffton
Kathy Parsons, IAMC,MMC,CPFA, CPFIM, Clerk-Treasurer, Fremont
Madalyn Sade-Bartil, IAMC, MSM, Clerk-Treasurer, Churubusco
Dave Shafer, IAMC/MMC, Clerk-Treasurer, Munster
Pam Smart, Clerk-Treasurer, City of Hartford
Debra “Deb” A. Twitchell, IAMC,MMC,CPFA, Clerk-Treasurer, Angola
Kathleen “Kathy” Walton, IAMC,CMC, City Clerk, Lawrence

Quest Editor
Kathy Parsons, IAMC, MMC, CPFA, CPFIM, Clerk-Treasurer, Fremont

Parliamentarian
Dave Shafer, IAMC,MMC, Clerk-Treasurer, Munster

Resolution Committee
Vicki Conlin, Controller, Jeffersonville

Historian
Vicki Hargis, IAMC, Clerk-Treasurer, Eaton
Marcy Wilsak, IAMC,CMC, Accounting Analyst, Munster

Webmaster Assistant
Kathy Parsons, IAMC, MMC, CPFA, CPFIM Clerk-Treasurer, Fremont

For contact information, please see the directory or list serv.

Carrie Mugford, IAMC,CMC President, cmugford@nmchamber.org

Karen McQueen, IAMC, Vice-President
karen@brazil.in.gov

Jane Jordan, Secretary-Treasurer
burnsharbor@comcast.net

Terri Buckmaster, Immediate Past President
terr@walkerton.org
2018 ILMCT DISTRICT MEETING & EDUCATION DAY

The ILMCT District Meetings & Education Days will take place in Middlebury and Lawrenceburg this fall. The meeting in Middlebury is scheduled for October 17-18 and the meeting in Lawrenceburg will take place October 23-24. Day 1 is Education Day and will include presentations covering allocation and reporting of MVH Dollars, sexual harassment in the workplace, credit card, technology and identity fraud, and internal controls policies. Day 2 will include a welcome from ILMCT President, Carrie Mugford, followed by presentations from the State Board of Accounts and Department of Local Government Finance. Day 2 is a State Board of Accounts called meeting. A continental breakfast and lunch will be provided at the district meeting (Day 2). Don’t forget to bring a door prize highlighting your city or town!

**DAY 1: EDUCATION DAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m. – 9:00 a.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>9:00 a.m. – 10:00 a.m.</td>
<td>Road Map for Understanding the Allocation and Reporting of MVH Dollars</td>
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<tr>
<td>10:00 a.m. – 12:00 p.m.</td>
<td>Preventing Sexual Harassment in the Workplace and the Costs for Failing to Do So</td>
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<tr>
<td>12:00 p.m. – 1:15 p.m.</td>
<td>Lunch on your own</td>
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<tr>
<td>1:15 p.m. – 3:15 p.m.</td>
<td>Identifying Credit Card, Technology and Identity Fraud</td>
</tr>
<tr>
<td>3:15 p.m. – 4:15 p.m.</td>
<td>Writing Sound Internal Controls Policies</td>
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**CLASS DESCRIPTIONS**

**ROAD MAP FOR UNDERSTANDING THE ALLOCATION AND REPORTING OF MVH DOLLARS**

The additional infrastructure dollars coming into Indiana’s cities and towns in recent years have been welcomed, and the positive results are being seen all over the state. Learning to properly allocate these funds and address the tracking and reporting of the same can be a little more complex. Participants will learn how to appropriately define and allocate MVH road maintenance and preservation funds, and how to create and maintain a reporting system that provides a transparent accounting of these valuable dollars.

**PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE AND THE COSTS FOR FAILING TO DO SO**

Municipalities are public entities, tasked with providing various services and amenities. In order to perform your prescribed functions, it often means municipalities must become employers. As employers, preventing sexual harassment in the workplace and responding appropriately to such claims should be a top priority. You need to have the right prevention and response tools in place to not only be a first-class employer, but also to protect your community from the enormous financial liability that can result from these serious claims.

**IDENTIFYING CREDIT CARD, TECHNOLOGY AND IDENTITY FRAUD**

Do you know how to spot credit card fraud? Is your community susceptible to a hack that cripples your government functions? What can you or your employees do to prevent or spot identity fraud? Trying to keep track of how to protect yourself and those you serve is like drinking through a firehose. This session will help you grow more comfortable with the basic cyber security information you need to stay cool, calm and collected!

**WRITING SOUND INTERNAL CONTROLS POLICIES**

Following a brief refresher on why a community must have internal controls policies in place and what such policies generally cover, participants will get detailed guidance on how to write and implement a policy tailored to your community. There will be time for Q & A, so bring your most challenging scenarios and get advice from an expert!
2018 ILMCT DISTRICT MEETING & EDUCATION DAY

LOCATIONS

MIDDLEBURY
October 17-18
Das Dutchman Essenhaus
240 US 20
Middlebury, IN 46540
Registration Deadline: October 10
Standard Room Rate: $112 (Single/Double, Breakfast Included)
Please contact the Essenhaus directly at (800) 455-9471 for hotel reservations and request the ILMCT rate. Hotel reservations should be made no later than September 15. ILMCT is not responsible for hotel reservations or cancellations.

LAWRENCEBURG
October 23-24
DoubleTree by Hilton Lawrenceburg
51 Walnut Street
Lawrenceburg, IN 47025
Registration Deadline: October 16
Standard Room Rate: $119 (Single/Double, Breakfast Included)
Please contact the DoubleTree directly at (812) 539-8888 for hotel reservations and request the LMC rate. Hotel reservations should be made no later than September 21. ILMCT is not responsible for hotel reservations or cancellations.

2018 ILMCT DISTRICT MEETING & EDUCATION DAY REGISTRATION FORM

Online
aimindiana.org

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

Fax
(317) 237-6206

YOUR INFORMATION

Location Attending Circle One: Middlebury

Name

Preferred Name for Badge

Title

Municipality/Company

Title

Address

City/Town:  
State:  
ZIP:

Phone

Email

Special Needs and Dietary Restrictions

SBOA Called Meeting

The District Meeting (Day 2) 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.

REGISTRATION FEES

☐ $140 - Full Registration (Education Day & District Meeting)
☐ $90 - Education Day Only
☐ $50 - District Meeting Only
*Please add $25 to late or onsite registrations

Total $________

METHOD OF PAYMENT Circle One

Check   Visa   MasterCard   Discover   AmEx

Check Number (Payable to ILMCT)

Card Number

Expiration Date

Security Code

Cardholder Name

Billing Address

City

State  
ZIP

Phone

Authorized Signature

Cancellation & Refund Policy

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

Aim Ideas Summit -
October 2 - October 4, 2018
French Lick, Indiana

ILMCT North District Meeting -
October 17 & 18, Middlebury

ILMCT South District Meeting -
October 23 & 24, Lawrenceburg