



## From Your Associate Director

**T**HANKSGIVING WILL BE HERE SOON and again it is time to reflect and give thanks for all of the great things that townships accomplish across our great state. What are you thankful for?

### **NATaT Conference provides solid representation for townships across the United States**

Bryan and I assisted in hosting more than 70 Illinois delegates attending the 2010 NATaT conference in Washington, D.C. The economy really impacted the conference attendance this year, but we prevailed. Those who could make the trip helped convey the township (local government) message on Capitol Hill to members of Congress. This year, the congressional breakfast was a success with Senator Durbin, Congressman Schock and Congresswoman Biggert attending to address the attendees.

It was nice to see members of Congress attend the event in an effort to support the message being delivered by the Illinois delegation to their colleagues on the validity of issues before Congress that directly impact township government.

Many of the NATaT conference break-out sessions attended stressed the need to focus our local resources on the needs of township government. It is very important to reach out to your local government, state government and federal government representatives and ask them to assist in the fight to keep township government alive and flourishing. I am always amazed to discuss Illinois townships with NATaT delegates from other states. This year was not any different. I met some amazing delegates from all



### **Happy Thanksgiving to you all!**

“As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.”  
— *John F. Kennedy*



of the United States. What message I realized again is that we may feel that Illinois is out there with our political and government shortfalls. But that is simply not the case. Many states across our great nation operate under similar circumstances. Our crisis is the same and the need to sustain the government closest to the people—township government—is shared by many.

Together we can make a difference nationwide on the recognition and protection of resources and services provided by the government closest to the people—**Township Government!**  
Watch *Perspective* for NATaT updates.

As you return to your township office from the November Annual TOI Educational Conference in Springfield, I would like to offer again some follow-up guidelines. It is important to follow up with any and all leads or contacts that you make during the conference. Utilize these points to make your conference experience worthwhile.

1. If you have not completed the 2010 Conference survey, visit [www.toi.org](http://www.toi.org) and complete the survey on-line. Your feedback is vital to the success of future conferences.

The feedback that TOI staff review from your experience at the Conference is utilized to make changes and improvements as we continue our mission of providing valuable educational experiences for Illinois township officials.

2. Deliver on what you promised. Review any promises you made during the meeting. If you told someone you would e-mail them or provide contact information, follow through on what you promised. You may find yourself utilizing these contacts on a regular basis regarding questions on common challenges and issues.

If you established a contact with a vendor or a fellow township official, keep good on your conversations to follow up with them. Spend some time to reflect on your overall Conference experience. It is important that we further develop the information obtained while attending the Conference.

3. If several of your fellow board members or staff from the township attended the Conference, meet with them to discuss as a group your experiences. Consider providing your local newspaper with a briefing of the event. In your Conference materials, TOI provided you with a sample press release to submit. Talk to a reporter about your experience. This can improve the overall image of township government in your area. Additionally, promote the participation of elected township officials in education to better their local government.

It is important that you provide the taxpayers with feedback on your educational and networking experiences. You can provide a report on your experience at the Conference and how you plan to take what you learned or experienced and put it to work for the electors of your township.

4. Prepare a summary of your experiences at the Conference sessions you attended, outstanding speakers you heard, interesting township officials you met, vendors you talked to, and the ideas you picked up. Use your notes and handouts you received to prepare a summary. This will help you jog your memory of important details when discussing the aspects with fellow township officials and others who were unable to attend the Conference. Use the report to discuss the event at your next township meeting.
5. Take care of those business cards—file them. Scan them, file them, or transfer the information to your office contact listing. Do something with them right away. Those that you don't need, discard them to avoid confusion in the future.
6. Continue the learning experiences you liked. Search the web for additional sites on speakers you liked, or a product you are interested in from the exhibit hall. Remember this is a fast way to find a contact when you have misplaced their contact information.
7. Make a folder of the most important information

you collected at the Conference and file it for future reference. Remember that the course documents will be available at [www.toi.org](http://www.toi.org) for a short time.

8. Make recommendations to the association regarding what areas you would like to see for additional educational opportunities provided at future conferences.
9. Promote the value of attending the Conference to fellow board members and township staff. Convey the importance of knowing how to make your township prepared and updated on new local government trends.
10. Remember to utilize the skills you experienced to move your township into the future. Look toward new programs, services, enhancements to existing programs all for the betterment of the township.

### **2011 Education District Map/Dates available**

The 2011 Education District program line-up is finalized. The January *Perspective* magazine will highlight the dates, locations and scheduled agendas for the seven district events. We have some excellent speakers this year and I look forward to exceeding the attendance numbers from 2010.

In response to your review and participation, we have reduced the education districts from eight (8) to seven (7). This was done in an attempt to reduce costs and combine available resources in districts with lower registration numbers. The change is anticipated to increase the attendance in the districts that have had their districts expanded.

The keynote speaker is confirmed for the 2011 program—Eddy Weiss from the Whirlwind Foundation is confirmed to open each of the seven district events with a summary of his presentation on disaster preparedness for township government. An avid stormchaser, Mr. Weiss discusses how prepared or unprepared local government can be in a time of crisis. I attended this presentation and it blew me away. Mr. Weiss has a unique way of making you realize how important townships are to the community when a crisis occurs.

### **Question of the Month!**

**Question:** Is a township clerk obligated the day after a township board meeting to produce the minutes of the meeting upon request?

**Answer:** Public Act 96-1473, effective January 1, 2011 (Open Meetings Act) clarifies the following: Public bodies are required to approve minutes of all meetings within 30 days after the meeting, or at the public body's second subsequent regular meeting, whichever

is later. With respect to the Annual Town Meeting, the usual practice of approving annual town meeting minutes at the next annual town meeting meets this requirement. This applies to all units of local government. The new law also requires minutes to be open to the public for inspection for 10 days (not 7). Townships with full-time web developers are required to post their meeting minutes for 10 days.

Minutes of township board meetings are a sum-

mation of what occurred unless it is a designated "closed session". A verbatim transcript of a township board meeting is only required if it is a closed session. TOI recommends that if a township provides a copy of minutes not approved by the board, that they be clearly marked as DRAFT minutes. It is the discretion of the township clerk to determine the availability of minutes prior to the approval date (30 days or the next available township board meeting).

## Education Districts for 2011

Education District 1	Education District 2	Education District 3	Education District 4	Education District 5	Education District 6	Education District 7
Clay Crawford Effingham Franklin Gallatin Hamilton Jackson Jasper Jefferson Lawrence Marion Richland Saline Wayne White	Bond Clinton Fayette Greene Jersey Macoupin Madison Montgomery Pike St. Clair Washington	Adams Brown Cass Christian Clark Coles Cumberland Douglas Edgar Macon Mason Moultrie Piatt Sangamon Schuyler Shelby	Champaign DeWitt Ford Iroquois Livingston Logan McLean Tazewell Vermilion Woodford	Boone Cook DeKalb DuPage Grundy Kane Kankakee Kendall Lake LaSalle McHenry Will	Fulton Hancock Henderson Knox Marshall McDonough Mercer Peoria Putnam Stark Warren	Bureau Carroll Henry Jo Daviess Lee Ogle Rock Island Stephenson Whiteside Winnebago

## *Boynton Township cuts ribbon for new hall*

**B**OYNTON TOWNSHIP, Tazewell County, held an Open House Saturday, Aug. 28 to dedicate a new Town Hall. More than 200 people were in attendance to view the hall and attached maintenance garage. Historical items were also on display and enjoyed by those who had grown up in what was once the Town of Boynton.

State Rep. Bill Mitchell was present for the official ribbon cutting. Supervisor Keith Haning thanked the representative for his supportive role of township government. Rep. Mitchell complimented the voters of the township for their efforts to build a new town hall and thanked the board for their support. Tazewell County officials, including County Clerk Christie Webb, were also present.

From left: Road Commissioner Louis Anderson; Supervisor Keith Haning; State Rep. Bill Mitchell; Town Clerk Doris Klokkenka; Trustee Ken Klokkenka; Building Committee Member Bob Betzelberger.

