

# Annual Educational Conference Highlights!

The Township Officials of Illinois' Annual Educational Conference will be held in Springfield, Nov. 11-13. Events are scheduled at the Prairie Capital Convention Center, the President Abraham Lincoln Hotel, the Hilton Hotel, and the Abraham Lincoln Presidential Museum. Check out the Conference agenda on the following pages for all activities and locations.

All Conference attendees are encouraged to register Sunday afternoon between 2:30 and 6:00. Take advantage of this time to explore the many exhibits and get reacquainted with your fellow township officials. Refreshments, snacks, and televised football are available in the exhibit hall from 2:30-6 p.m.

Sunday evening, we have a special 100<sup>th</sup> Anniversary Reception planned at the Abraham Lincoln Presidential Museum. Wine and cheese will be served while attendees take advantage of this extraordinary venue depicting the life of our 16<sup>th</sup> President.

Since we are celebrating with a special reception on Sunday night, we will not be holding our traditional Silent Auction to benefit TOIPAC. However, there will be a modified version with Auction packages displayed during the Conference in the registration area. Attendees may bid on items during the conference (credit card payments will be accepted). Winners will be posted Tuesday evening. Two raffles will also be held for the 2008 Conference packages as well as a 50/50 drawing. Proceeds from each of these events will benefit TOIPAC. Excellent educational programs have been planned by TOI and the various Divisions, so come prepared to spend Monday and Tuesday in educational sessions where you will learn ways to better perform your duties as a township official. We are offering 44 educational opportunities. Session descriptions are included in the "Daily Schedule" section of this article. Subject to enrollment, computer classes are being offered to increase skills in computer basics, Microsoft Word, Excel and Outlook.

An exciting lunch and tour have been arranged for the Spouse Program. Please see the following pages for all of the information and activities that will take place during the Spouse Program on Monday.

After enjoying dinner with your fellow township officials on Monday, we hope you will return to the President Abraham Lincoln Hotel for line dancing and karaoke, sponsored by TOIRMA. This was such a big hit last year we decided to bring it back. So dust off those dancing shoes and warm up those vocal chords! TOIRMA will be providing complimentary beer, wine, and soda!

Tuesday morning will again play host to the Awards Breakfast, so plan to attend and support the various award winners as well as the graduates of the 2007 TOI Leadership Program. If you do not wish to attend the breakfast, there is an educational session being offered while the Awards Breakfast is being held.

Since the Conference will mark the culmination of the celebration of the 100<sup>th</sup> anniversary of Township Officials of Illinois, we are planning special activities for the Banquet. First of all, we are making this a Black Tie Optional event. Arrangements have been made for a group rate for anyone interested in renting a tuxedo. Hampton Equipment is sponsoring complimentary photos for all attending the Banquet.

Following the Banquet, you can dance the night away to the sounds of the Don Smith Orchestra. Some faces from the past have been invited to return, so we hope many of you will take advantage of this event to reminisce about times gone by with the Township Officials of Illinois.

Some changes have been made to registrations this year. In addition to a full conference registration as in the past, single-day registrations for Monday and Tuesday are offered at reduced fees. See the Advance Registration Form for more information on pre-registration, on-site registration, and non-member registration fees.

The full Conference registration fee includes admittance to the Anniversary Reception at the Abraham

Lincoln Presidential Museum on Sunday, Fun Evening activities on Monday night, handout material, admission to all general workshop sessions, and lunch in the exhibit hall on Monday. Single-day registration includes admittance to non-ticketed activities occurring on that day, handout material, and admission to all general workshop sessions occurring on that day.

To speed up the check-in process, and ensure your packet will be ready for you when you arrive at the Conference, please use the Advance Registration form. All pre-registration forms must be postmarked no later than **Thursday, Nov. 1**. To ensure your pre-registration is received prior to the Conference, please mail early.

The Advance Registration form may also be used for the purchase of banquet, spouse program, and awards breakfast tickets. Due to facility guarantees, advance orders and pre-payment are **REQUIRED** for all special tickets. Please order them now, so you won't miss out.

This year, hotel reservations are not being made through a housing bureau. A Housing Form is included in this magazine and should be completed and mailed directly to the hotel.

As of Aug. 31, our room blocks at the President Abraham Lincoln Hotel, the Hilton Hotel, and the State House Inn have sold out. This would indicate that attendance at this year's Conference is going to be tremendous. Arrangements have been made for additional rooms at other hotels in Springfield. Shuttle service to and from the Prairie Capital Convention Center from these additional hotels will be provided. The Housing Form will indicate the location of each hotel and how far it is from the Convention Center. Parking information is also available for those individuals who do not want to use the shuttle service.

Register now to attend the 100<sup>th</sup> Annual Educational Conference and order your tickets for the Banquet, Spouse Program, and Awards Breakfast and you'll be all set when November rolls around. We're looking forward to welcoming all of you to Springfield!

**TOWNSHIP OFFICIALS OF ILLINOIS**  
**Annual Educational Conference**  
**November 11 – 13, 2007**  
**SCHEDULE AT-A-GLANCE**

**Sunday, November 11**

2:30 – 6:00 p.m. Registration Desk Open – Prairie Capital Convention Center(PCCC)  
2:30 – 6:00 p.m. Exhibit Hall Open w/ refreshments, snacks and broadcast football (PCCC)  
6:00 – 10:00 p.m. 100<sup>th</sup> Anniversary Reception – Abraham Lincoln Presidential Museum  
(shuttle provided) (check your ticket you receive at registration to see which time you will be at  
the museum, 6 p.m. or 8 p.m.)

**Monday, November 12**

7:30 – 8:30 a.m.	Exhibit Hall Open with complimentary coffee & rolls - PCCC
7:30 a.m. – 5:15 p.m.	Registration Desk Open - PCCC
7:30 a.m.	Opening Session Doors Open - PCCC
9:00 – 10:15 a.m.	Opening Session – PCCC
10:30 a.m. – 3:30 p.m.	Exhibit Hall Open - PCCC
10:30 a.m. – Noon	Educational Sessions - PCCC
11:00 a.m. – 3:30 p.m. provided)	Spouse Program/Lunch and Historic Homes Tour (shuttle provided)
Noon – 1:30 p.m.	Complimentary Box Lunch in Exhibit Hall - PCCC
1:30 – 3:00 p.m.	Educational Sessions - PCCC
1:30 – 5:00 p.m. provided)	Computer Classes – LLCC Capital City Center (shuttle provided)
3:00 – 3:30 p.m.	Break in Exhibit Hall/Prize Drawings - PCCC
3:30 p.m.	Exhibit Hall Closes
3:45 – 5:15 p.m.	Educational Sessions – PCCC
8:00 – 11:00 p.m. Hotel (shuttle provided)	Fun Night – Dancing & Karaoke – President Abraham Lincoln Hotel (shuttle provided)

**Tuesday, November 13**

8:00 – 9:30 a.m.	Awards Breakfast – President Abraham Lincoln Hotel
8:00 – 11:00 a.m.	General Education Session - PCCC
8:00 a.m. – 3:00 p.m.	Registration Desk Open - PCCC
9:45 – 11:15 a.m.	Educational Sessions – PCCC
11:30 a.m. – 1:00 p.m.	Lunch on own
1:00 p.m.	Division Meetings - PCCC
3:30 – 4:30 p.m.	Closing Session & Business Meeting – PCCC
6:00 – 7:00 p.m.	Reception (Cash Bar) – Hilton
7:00 – 11:00 p.m.	Centennial Gala, Banquet & Dancing – Hilton

## DAILY SCHEDULE

**ONLY REGISTERED DELEGATES WITH OFFICIAL NAME BADGES WILL BE ADMITTED TO THE EXHIBIT HALL, EDUCATIONAL SESSIONS, AND DIVISIONAL MEETINGS!**

**SUNDAY, NOVEMBER 11**

### REGISTRATION

**2:30 – 6:00 p.m.**

**Prairie Capital Convention Center  
Main Hall**

### EXHIBIT HALL

**2:30 – 6:00 p.m.**

**Prairie Capital Convention Center  
Main Hall**

Take advantage of this time to browse the exhibit hall when there are no other TOI activities vying for your attention. Visit the many vendors that provide your township with the products and services you require. In addition **enjoy refreshments, snacks and televised football.** Stop by the TOI booth in the exhibit hall on Sunday and Monday and make certain to include your name for the prize drawings to be held Monday at 3:25 p.m. in the Exhibit Hall.

These downtown Springfield restaurants are normally open Sunday evenings:

Saputo's (reservations recommended)  
801 East Monroe 544-2523

Capisce?/Hilton Hotel  
700 E. Adams 789-1530  
6:00am – 10:00pm

Lindsay's Gallery/Pres. A. Lincoln Hotel  
701 East Adams 544-8800  
5:00pm – 10:00pm Dinner

Sammy's Sports Bar & Grill  
217 S. 5<sup>th</sup> St. 789-9803  
Serving food until 9:00pm Sunday

Globe Tavern/Pres. A. Lincoln Hotel  
Limited menu from noon – midnight

Boone's Uptown Grille  
301 W. Edwards 544-2748  
Serving food until 9:00pm Sunday

Gallina's Pizza/Pasta  
432 E. Monroe St. 522-5271

These downtown restaurants are normally closed on Sunday. However, with a sufficient number of patrons, they will be able to open Sunday evening. **Advance reservations** must be made by Nov. 2:

Augie's Front Burner  
109 S. 5th St. (across from Old State Capitol)  
217-544-6979  
Serving food from 4:00 pm - 9:30 pm

Cafe Brio

524 E. Monroe St. (6th & Monroe)

217-544-0574

Sunday Brunch is served from 11:00am - 3:00 pm; Sunday Dinner will be 5:00 pm - 9:00 pm

Maldaner's

222 So. Sixth Street

217-522-4313

Serving from 5:00 pm – 9:00 pm

### **100<sup>TH</sup> ANNIVERSARY RECEPTION**

**6:00 – 8:00 p.m. or 8:00 - 10:00 p.m.** (complimentary advance ticket required)

**Abraham Lincoln Presidential Museum, Sixth & Jefferson**

*Shuttle service will run to and from the Abraham Lincoln Presidential Museum from 5:45-10:30 p.m. from the Crowne Plaza, Hilton, Holiday Inn Express, President Abraham Lincoln Hotel and State House Inn*

*Sponsored by the Springfield Hotel & Lodging Association  
and the Springfield Convention and Visitors Bureau*

Enjoy wine and cheese in the Plaza area of the Abraham Lincoln Presidential Museum in celebration of the 100<sup>th</sup> anniversary of Township Officials of Illinois. Then experience *The Great American Story as Never Told Before*. From a rustic Indiana cabin to the Executive Mansion in the nation's capital, follow the fate of America's 16<sup>th</sup> president and share the joys and sorrows of a family – and a nation. In a stunning combination of scholarship and showmanship, the Abraham Lincoln Presidential Museum immerses you in Lincoln's world and time.

UNION THEATER – LINCOLN'S EYES become a window to Civil War America in this vibrant, multi-screen presentation. Hold on to your seats! Unexpected special effects will put you in the center of dramatic moments in history.

GHOSTS OF THE LIBRARY is a magical presentation in which a Lincoln historian tackles the question: "Why save all this stuff?" He muses over artifacts and documents, and is joined by ghosts of Civil War soldiers and even Abraham Lincoln himself to reveal why history matters.

You will not want to miss this unique opportunity to experience the life and death of our 16<sup>th</sup> president through 21st century technology. For more information about what the Abraham Lincoln Presidential Museum has to offer, visit [www.alplm.org](http://www.alplm.org).

There is no fee to attend the reception and tour at the Museum. However, due to the limited capacity of the Museum and the large number of anticipated Conference attendees, it is necessary to conduct two tours of the Museum. **Be certain to indicate which tour you prefer to attend** on your Advance Registration form. Tickets will be issued on a first come, first served basis and **must be presented for admittance** to the Museum.

## **MONDAY, NOVEMBER 12**

### **REGISTRATION**

**7:30 a.m. – 5:15 p.m.**

**Prairie Capital Convention Center  
Main Hall**

**EXHIBIT HALL**

**7:30 a.m. – 3:30 p.m.**

**Prairie Capital Convention Center  
Main Hall**

Coffee & rolls compliments of *Township Officials of Cook County (7:30 – 8:30 a.m.)*

**The Exhibit Hall will be closed during the Opening Session from 8:30 – 10:15 a.m.**

**ATTORNEYS DIVISION**

**BUSINESS MEETING**

8:00 a.m. - Noon

*President Abraham Lincoln Hotel, Governor Cabinet room*

**OPENING SESSION**

**7:30 a.m. Doors Open**

**9:00– 10:15 a.m. Opening Session**

**Prairie Capital Convention Center  
Main Hall**

7:30 a.m. Video pictorial of the 100-Year History of TOI

8:00 a.m. “Looking Back, and Looking Ahead with TOI’s Board of Directors” video presentation

8:30 a.m. Springfield Municipal Band

9:00 a.m. Call to Order  
*Olen Kibler, TOI President*

Presentation of Colors  
*Local 37 AFFI Honor Guard*

Pledge of Allegiance  
*Olen Kibler, TOI President*

Invocation  
*Rev. Percy L. Johnson*

Welcome  
President and Mrs. Abraham Lincoln

Welcome  
*Springfield Mayor Timothy J. Davlin*

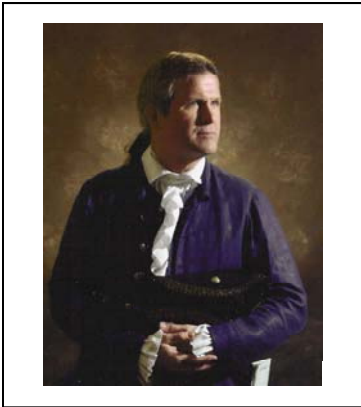
Response  
*Susan Carpentier, Conference Chair*

Remarks  
Legislative/TOIPAC Report

*William S. Foster, TOI Legislative Consultant*

Report – State of the Association

*Bryan E. Smith, TOI Executive Director*



Keynote Address

*Patrick Lee*

***Bringing President Thomas Jefferson to Life:  
His Reaction to Current Township Practices***

Patrick Lee brings 19<sup>th</sup> century adventure, wisdom and values to 21<sup>st</sup> century audiences with his portrayal of Thomas Jefferson. Opening session attendees will hear Mr. Jefferson's thoughts on leadership, service and vision.

## **EDUCATIONAL SESSIONS**

**Prairie Capital Convention Center**

**10:30 a.m. – Noon**

### **HOW TO SECURE FEDERAL FUNDING IN YOUR TOWNSHIP**

*The Ferguson Group/National Association of Towns and Townships*

*Sponsored by the Supervisors Division*

Securing funding to meet important local government needs can be challenging. This session helps township officials identify the types of federal resources available for transportation, water and wastewater infrastructure, economic development, law enforcement, and other important community projects. The session highlights tools designed to help local governments improve their competitive federal grant performance, as well as describes the annual congressional authorization and appropriations processes. Examples of successful federal funding strategies for townships are also showcased.

### **ILLINOIS TOWNSHIP CEMETERY LAW**

*LuAnn Johnson, Executive Director, Oak Ridge Cemetery, Springfield*

*Gregory M. Vogeles, Superintendent, Chippiannock Cemetery and Calvary Cemetery, Rock Island*

*Sponsored by the Township Clerks Division*

This session, presented by two recognized Illinois cemeterians, focuses on the governance of township cemeteries and the allowable taxation to operate them. It also concentrates on the necessity of written rules and regulations and provide examples of how well-written rules can eliminate conflicts or confusion. The session ends with a question & answer period where the presenters field questions from the audience.

### **SIGN REFLECTIVITY REGULATIONS EFFECTIVE IN 2007**

*Kevin Burke III, P.E., Local Policy & Technology Engineer*

*Illinois Department of Transportation, Bureau of Local Roads & Streets*

*Sponsored by the Highway Commissioners Division*

New federal regulations require local agencies to maintain sign retro reflectivity to minimum levels. This session discusses the federal requirements, detail recommended sign inspection and maintenance practices, and describes programs provided by the Illinois Department of Transportation.

### **SUPERVISORS AND THE LAW**

*Robert K. Bush*

*Keri-Lyn Krafthefer*

*Robert A. Porter*

*Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.*

*Sponsored by the Supervisors Division*

This session provides an opportunity for township supervisors to hear a wide variety of topics that impact the legal world around the duties of their job. The supervisor, the CEO of the township, is responsible to deal with a spectrum of issues that are based on laws, legal acts, and challenges of doing it right. You have an opportunity to ask questions of the attorneys who wrote the Laws & Duties Handbook for TOI. Some of the topics to be covered are: Open Meeting Act, Robert's Rules and Meeting Procedures/Conduct, Conflicts of Interest, Ordinances – Requirements & Compliance, Public Hearings, Employee/Labor Issues, and Freedom of Information.

### **GRANT WRITING FOR ILLINOIS TOWNSHIPS**

*Jeanne Kitchens, Statewide Coordinator, Illinois workNet™ Portal and Program.*

You can tap into the vast opportunities made possible by obtaining grant funding. Get the knowledge and skills you need to find and get grant funds. This workshop focuses on finding grant funding opportunities and completing the components of a long proposal. The experience is guided through using a workbook.

If you wish to have a copy of the workbook on your own computer, bring your laptop and the instructor will make a copy from her flash drive.

### **DESTINATION EXCELLENCE: FINE TUNING LIFE SKILLS FOR PERSONAL AND PROFESSIONAL SUCCESS**

*Lee Ann Piano*

*Sponsored by the Illinois Assessors Association and the Supervisors Division*

Gain the insight you need to identify and adjust your own behavior to get more success than failure with people, projects, and opportunities. Turn every encounter into a win/win by understanding the four basic personality styles. Learn specific ways to communicate with each to gain trust and cooperation instead of frustration and stress!

Do you know how to communicate effectively with a “thinker”?

How do you deal with a know-it-all “director”?

What do you do to maximize the creative power of a “socializer”?

What kind of environment works best for a “relator”?

Develop the interpersonal skills you need to win with all kinds of people both personally and professionally.

### **ANGER MANAGEMENT 101**

*Mark Stricklin, Waukegan Township Highway Commissioner*

*Sponsored by the Social Workers Division*

Anger management is a hot topic today. This session discusses the difficulty of how to, when to, and the appropriate responses to anger. This breakout session discusses more than how to manage anger, but how to manage emotions. We look at how emotions are created and five choices to respond to emotions. In addition, we look at how different personalities respond differently to anger. What is your personal social style? Come and find out. It will be fun.

### **HOW TO PREVENT FRAUD IN YOUR TOWNSHIP**

*Neil Gerber, CPA, CFE, Heinold-Banwart, Ltd.*

*Jennifer Goettler, CPA, CFE, Heinold-Banwart, Ltd.*

*Sponsored by TOIRMA*

The presentation provides an introduction to the Association of Certified Fraud Examiners (ACFE) as well as the role of Certified Fraud Examiners (CFEs) and focuses on how to prevent fraud for nonprofit and governmental organizations. The role of the board of directors and the importance of proper oversight from them and management is addressed. The presentation provides specific controls that can be implemented at various levels to prevent fraud and safeguard of organizations' assets. The controls provided are associated with the many aspects of running an organization, including the revenue and cash receipts cycle, purchasing, payroll and cash disbursements, fundraising, fraudulent financial reporting as well as other areas. The presentation covers the importance of a fraud policy and the effectiveness of a "tone at the top" environment. Information and fraud statistics are pulled from several resources, including the 2006 ACFE Report to the Nation on Occupational Fraud and Abuse.

### **IMMIGRATION AND GENERAL ASSISTANCE: NON-US CITIZENS APPLYING FOR GA**

*Melani Sepich, Canton Township Supervisor*

*Debra Burke, Coloma Township Supervisor*

*Sponsored by the Supervisors Division*

How do you tell if someone is a citizen or not? Which non-citizens are eligible for GA? This session explains non-citizen eligibility criteria and provide examples of sample documents. You will also learn how to verify the authenticity of documents that applicants provide.

Following this presentation there is a General Assistance question/answer session.

### **HOW TO OFFER A SUMMER WORK PROGRAM IN YOUR COMMUNITY**

*Eunice Bridges, Zion Township Emergency and Senior Services Manager*

*Cheri Ditzig, Zion Township Supervisor*

*Gail Gloudemans, Zion Township Assistant Supervisor*

*Sponsored by the Trustees Division*

This session gives a synopsis of the Summer Work Program that Zion Township facilitates for 14 and 15-year-old Zion Township residents for eight weeks each summer. This program has grown into a work mentoring program in which many community organizations are involved and help to support. We present obstacles we had to overcome and provide a detailed framework from which to create a similar program in other communities.

### **IS A COMMUNITY HEALTH NURSE RIGHT FOR YOUR TOWNSHIP?**

*Brian P. McGuire, Clerk, Hanover Township*

*Trish Simon, RN, BSN, Community Health Nurse, Hanover Township*

*Jennifer Busché, Social Service Liaison, Hanover Township Senior Services*  
*Cathy Reese, Social Service Liaison, Hanover Township Senior Services*  
*Sponsored by ITASCSC*

With the rising cost of healthcare and an increasing number of people without access to preventive care, can your township play a role in delivering services that lead to a healthier community? Come hear about Hanover Township's groundbreaking approach to facilitating access to care and preventive healthcare services. This program is open to all township residents regardless of income. The township nurse collaborates with social workers, medical professionals, EMS providers and law enforcement to serve township residents.

### **TEEN DRIVING: THE GRADUATED DRIVERS LICENSE LEGISLATION**

*Beth Mosher, Director of Public Affairs, AAA Chicago*  
*Sponsored by AITCOY*

This presentation takes a *new* look at the teen driving problem and gives some context to Illinois' (new) laws as compared to the rest of the country. It also gives some better insight into the reasons behind the teen driving problem, including answers from teens themselves as to their driving behaviors. Finally, the presentation addresses some solutions and what Illinois can focus on now that new laws are in place.

### **SPOUSE PROGRAM**

**11:00 a.m. – 3:30 p.m.**

**Departs from the Prairie Capital Convention Center (Adams Street side) promptly at 11 a.m.**

*Hostess: Jayne Kibler*

This year's Spouse Program begins with a tour, historic video, and soup and sandwich luncheon at the refurbished, historic, Georgian-style Pasfield House. From there, participants take a short shuttle ride to the restored, historic home of Elijah Iles for a tour of the oldest surviving home in Springfield. Following this tour, participants may either walk or take the shuttle a few blocks to tour the only home owned by Abraham Lincoln. At the conclusion of the Lincoln Home tour, participants may take the shuttle back to the PCCC. All three homes are ADA accessible to the main floor. Upper floors are not ADA accessible; however, printed or video information on these floors will be available to participants. The fee for the Lunch and Historic Homes Tour is \$45 and tickets are required. Be sure to order your tickets by November 1<sup>st</sup> in order to ensure participation in the program.

### **COMPLIMENTARY BOX LUNCH**

**Noon – 1:30 p.m.**

**Prairie Capital Convention Center  
Exhibit Hall**

A complimentary box lunch is provided to each paid Conference delegate. Use this time to visit the many vendors to learn about products and services they have to offer townships. These vendors help to support the Conference, and this is an opportune time to meet with the exhibitors.

### **EDUCATIONAL SESSIONS**

**Prairie Capital Convention Center**

**1:30 – 3:00 p.m.**

**SEAL COATING ON TOWNSHIP ROADS**

*Terrence Fountain, Local Roads & Streets Engineer, Illinois Department of Transportation  
Sponsored by the Highway Commissioners Division*

Learn ways to select the best type of bituminous material and aggregate for prime, seal, and cover coats for your township roads. Have a better understanding of proper construction methods in preparation of the surface, placement of the bituminous materials and aggregates, and how to recognize typical problems.

**HOW TO SECURE FEDERAL FUNDING IN YOUR TOWNSHIP**

*The Ferguson Group/NATaT  
Sponsored by the Supervisors Division*

***This is a repeat of the 10:30 a.m. session***

Securing funding to meet important local government needs can be challenging. This session helps township officials identify the types of federal resources available for transportation, water and wastewater infrastructure, economic development, law enforcement, and other important community projects. The session highlights tools designed to help local governments improve their competitive federal grant performance, as well as describes the annual congressional authorization and appropriations processes. Examples of successful federal funding strategies for townships are showcased.

**TOWNSHIP BUDGET AND LEVY PROCESS**

*Rich Burd, Consultant (formerly the Manager of the Office of Local Government in the Illinois Department of Commerce and Community Affairs)  
Sponsored by the Trustees Division*

This presentation looks at some of the financial problems that townships and road districts often struggle with in preparing the budget and then must deal with after the budget is adopted. These problems may include: (1) How to pay bills using the proper transfer procedures when the matching budget line-items are exhausted. (2) How to avoid overestimating the amount of property taxes a government can receive, resulting in budget deficits. The opposite problem of underestimating the amount of available tax dollars can also prevent the replacement of old equipment and maintenance of public infrastructure. Other topics to be covered: (3) How to use simple graphic techniques to make the proposed budget more presentable and understandable to the public. (4) A quick checklist to help gauge a township's financial integrity.

**KNOWING YOURSELF: PEOPLE TYPES AND TIGER STRIPES**

*Paul Craig, Senior Fellow and Director, Office of Public Leadership, University of Illinois-Springfield  
Sponsored by the Township Clerks Division*

The argument has been made for nearly 60 years that our personality is a reflection of how we perceive the world, how we organize our space in the world and how we make decisions. We can become more aware of our preferences and our predilections but it is to be seriously doubted that we can do anything lasting about our personality. Many people, quite normal people, by conscious design act outside their personality norms but it is demanding in terms of energy. There is always the possibility of this

becoming a problem when we act outside our preferences and pretend to be someone we are not; that is to say when we wear a mask for the outside world. This session explores some of the instances when we are well advised to act outside our norm and when it can become problematic and cause us embarrassment.

### **HOW TO KEEP YOUR \$25K CAPITAL PROJECT FROM BECOMING \$100K**

*Rob Bush, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, PC.*

*Sponsored by the Trustees Division*

This session is intended for those townships interested in controlling their capital projects for both acquisition and or construction of new assets and property. Some of the topics included are bidding, contract documents, and construction issues. Come learn the insights of avoiding costly add-ons to your capital project.

### **DESTINATION EXCELLENCE: FINE TUNING LIFE SKILLS FOR PERSONAL AND PROFESSIONAL SUCCESS**

*Lee Ann Piano*

*Sponsored by the Illinois Assessors Association and the Supervisors Division*

***This is a repeat of the 10:30 a.m. session.***

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Do you know how to communicate effectively with a “thinker”?

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Develop the interpersonal skills you need to win with all kinds of people both personally and professionally.

### **ETHICS IN AND AMONG TOWNSHIP GOVERNMENT**

*Gary Davis, Ph.D., Principal, Board Solutions*

*Sponsored by the Clerks Division*

Dr. Gary Davis explains how ethical obligations differ from legal ones. He helps audiences understand the importance of ethics and demonstrates how public officials can make and defend sound ethical decisions. You learn how to spot ethical issues before they trip up you or your township government. Participants who complete this session will always be able to answer the question, "What were you thinking when you decided to do that?"

### **LEGAL QUESTIONS AND ANSWERS**

*Rich Burton, Hupp, Lanuti, Irion, & Burton*

*Richard Cowen, Stahl, Cowen, Crowley LLC*

*John Foltz, Glasgow & Foltz*

*James Grant, James Grant Law Office*

*Charles Levy, Charles Levy & Associates*

*Tim Bertschy, Heyl, Royster, Voelker & Allen*

*John Redlingshafer, Heyl, Royster, Voelker & Allen*

*John Nelson, Nelson & Associates  
Dwight O'Keefe, Brown, Hay, & Stephens, LLP  
Robert Russell, Russell, English, Scoma & Beneke, PC  
John Spina, Spina, McGuire & Okal  
Honorable Michael Chmiel, Circuit Judge in McHenry County*

*Sponsored by the Attorneys Division*

The Illinois Township Attorneys Association is hosting its annual question and answer session in its traditional open forum dedicated to questions pertaining to township and township road district law in Illinois.

### **IMMIGRATION AND GENERAL ASSISTANCE: NON-US CITIZENS APPLYING FOR GA**

*Melani Sepich, Canton Township Supervisor  
Debra Burke, Coloma Township Supervisor  
Sponsored by the Supervisors Division*

***This is a repeat of the 10:30 a.m. session.***

How do you tell if someone is a citizen or not? Which non-citizens are eligible for GA? This session explains non-citizen eligibility criteria and provide examples of sample documents. You will also learn how to verify the authenticity of documents that applicants provide.

Following this presentation there is a General Assistance question/answer session.

### **TEEN DRIVING: THE GRADUATED DRIVERS LICENSE LEGISLATION**

*Brenda Glahn, Assistant General Counsel for the Driver Services Department, Ill. Secretary of State  
Sponsored by AITCOY*

The following topics are covered in this session:

1) An abbreviated history of GDL in Illinois; 2) Recent changes to the GDL law, set to go into effect on 1-1-08 and how those changes came to be (through the creation of a Task Force); 3) Other laws relating to teen driving and/or driver's license suspensions: cell phone ban (and recent legislative changes), Zero Tolerance (ZT), illegal consumption/possession of alcohol by a minor, illegal transportation of alcohol and the corresponding administrative hearing process if the minor wishes to contest the suspension or to ask for a restricted driving permit. This presentation takes a *new* look at the teen driving problem and gives some context to Illinois' (new) laws as compared to the rest of the country. It gives better insight into the reasons behind the teen driving problem, including answers from teens themselves as to their driving behaviors. Finally, the presentation addresses some solutions and what Illinois can focus on now that new laws are in place.

### **GRANT WRITING FOR ILLINOIS TOWNSHIPS**

*Jeanne Kitchens, Statewide Coordinator, Illinois workNet <sup>TM</sup>Portal and Program.*

***This is a continuation of the 10:30 a.m. session. You need to have attended the morning session in order to attend this session.***

### **HOSPICE: FIVE WISHES - WHAT MATTERS MOST TO YOU?**

*Angela Colville, MSW Rainbow Hospice*

*Sponsored by ITASCSC*

Hospice care does occur at end of life, but it isn't just about death. It is about the life you are living and how you want to live until you die. It is about retaining control and creating meaning, defining and obtaining quality of life, and maintaining dignity and hope. Today, there are nearly 40 million seniors in the U.S. In the next 30 years, the number is expected to double as baby boomers reach age 65. Considering the discussions taking place in the media, online, and on other arenas, these boomers will place importance on dying well, just as they have emphasized living well. Educate yourself as to what hospice is and what it is not. Learn about the Five Wishes - The Living Will with Heart and Soul.

### **COMPUTER CLASSES**

**LLCC Capital City Center, 130 W. Mason** (shuttle departs Adams St. side of PCCC promptly at 1:30)  
**1:30 – 5:00 p.m.**

Microsoft: Excel, Outlook, and Word and General Computer  
Pre-registration required - \$75. (Class will be cancelled by Oct. 31 if insufficient pre-registrations are received.)

### **BREAK AND PRIZE DRAWINGS**

**Prairie Capital Convention Center**  
**Exhibit Hall**  
**3:00 – 3:30 p.m.**

One last chance to visit with vendors! The Exhibit Hall is not available on Tuesday. **Prize Drawings will occur at 3:25 p.m. You must be present to win** one of three cash prizes totaling \$400. To be eligible for the prize drawings, stop by the TOI booth in the Exhibit Hall on Sunday and Monday and include your name in the drawing.

### **EDUCATIONAL SESSIONS**

**Prairie Capital Convention Center**  
**3:45 – 5:15 p.m.**

### **TOWNSHIP BUDGET AND LEVY PROCESS**

*Rich Burd, Consultant (formerly the Manager of the Office of Local Government in the Illinois Department of Commerce and Community Affairs)*  
*Sponsored by the Trustees Division*

***This is a repeat of the 1:30 p.m. session.***

This presentation looks at some of the financial problems that townships and road districts often struggle with in preparing the budget and then must deal with after the budget is adopted. These problems may include: (1) How to pay bills using the proper transfer procedures when the matching budget line-items are exhausted. (2) How to avoid overestimating the amount of property taxes a government can receive, resulting in budget deficits. The opposite problem of underestimating the amount of available tax dollars can also prevent the replacement of old equipment and maintenance of public infrastructure. Other topics to be covered: (3) How to use simple graphic techniques to make the proposed budget more presentable and understandable to the public. (4) A quick checklist to help gauge a township's financial integrity.

## **SUPERVISORS AND THE LAW**

*Robert K. Bush*

*Keri-Lyn Krafthefer*

*Robert A. Porter*

*Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.*

*Sponsored by the Supervisors Division*

***This is a repeat of the 10:30 a.m. session.***

This session provides an opportunity for township supervisors to hear a wide variety of topics that impact the legal world around the duties of their job. The supervisor, the CEO of the township, is responsible to deal with a spectrum of issues that are based on laws, legal acts, and challenges of doing it right. You have an opportunity to ask questions of the attorneys who wrote the Laws & Duties Handbook for TOI. Some of the topics to be covered are: Open Meeting Act, Robert's Rules and Meeting Procedures/Conduct, Conflicts of Interest, Ordinances – Requirements & Compliance, Public Hearings, Employee/Labor Issues, and Freedom of Information.

## **KNOWING YOURSELF: PEOPLE TYPES AND TIGER STRIPES**

*Paul Craig, Senior Fellow and Director, Office of Public Leadership, University of Illinois-Springfield*

*Sponsored by the Township Clerks Division*

***This is a continuation of the 1:30 p.m. session. You need to have attended the 1:30 session to attend this session.***

## **UPDATE ON THE OPEN MEETINGS ACT AND FREEDOM OF INFORMATION ACT**

*John Spina, Spina, McGuire, Okal, P.C.*

*Sponsored by the Attorneys Division*

Is your township in compliance? In addition to a thorough review of the requirements of both the Open Meetings and Freedom of Information Acts, this session covers the procedures and pre-conditions for electronic attendance at town meetings; the new quorum requirement and its ramifications on the conduct of town business and communications between town officials; the rules for closed sessions; and recent court decisions interpreting the Acts.

## **ETHICS IN AND AMONG TOWNSHIP GOVERNMENT**

*Gary Davis, Ph.D., Principal, Board Solutions*

*Sponsored by the Township Clerks Division*

***This is a repeat of the 1:30 p.m. session.***

Dr. Gary Davis explains how ethical obligations differ from legal ones. He helps audiences understand the importance of ethics and demonstrates how public officials can make and defend sound ethical decisions. You learn how to spot ethical issues before they trip up you or your township government. Participants who complete this session will always be able to answer the question, "What were you thinking when you decided to do that?"

## **HOW TO DEAL WITH NEGATIVE PRESS IN TOWNSHIP GOVERNMENT**

*Dave Urbanek, Director of Communications, Hospital Sisters Health System*

*Sponsored by the Supervisors Division*

"How to Deal with Negative Press" is a seminar that helps elected or appointed public officials and government employees learn how to deal with the ins-and-outs of the news media, especially when the news is not very flattering to you, your office or your employer.

"How to Deal with Negative Press" is taught by a 25-year veteran of news reporting and media relations who has covered local, state and national government and politics and has served as a press secretary and communications director for statewide elected officials, higher education and a large healthcare corporation.

"How to Deal with Negative Press" helps you understand how reporters and editors think, what the "secret rules" are for "off-the-record" interviews and what to do when news stories concerning your service or employees turn negative or unflattering.

### **HOW TO PREVENT FRAUD IN YOUR TOWNSHIP**

*Neil Gerber, CPA, CFE, Heinold-Banwart, Ltd.*

*Jennifer Goettler, CPA, CFE, Heinold-Banwart, Ltd.*

*Sponsored by TOIRMA*

***This is a repeat of the 10:30 session.***

The presentation provides an introduction to the Association of Certified Fraud Examiners (ACFE) as well as the role of Certified Fraud Examiners (CFEs) and focuses on how to prevent fraud for nonprofit and governmental organizations. The role of the board of directors and the importance of proper oversight from them and management is addressed. The presentation provides specific controls that can be implemented at various levels to prevent fraud and safeguard of organizations' assets. The controls provided are associated with the many aspects of running an organization, including the revenue and cash receipts cycle, purchasing, payroll and cash disbursements, fundraising, fraudulent financial reporting as well as other areas. The presentation covers the importance of a fraud policy and the effectiveness of a "tone at the top" environment. Information and fraud statistics are pulled from several resources, including the 2006 ACFE Report to the Nation on Occupational Fraud and Abuse.

### **THE 100<sup>TH</sup> ANNIVERSARY BOOK: INTERESTING STORIES THAT DID NOT MAKE THE PUBLICATION**

*Gary Koch, author, A Centennial Celebration*

In compiling TOI's *A Centennial Celebration*, 100 years of association history was condensed down to a 192-page book. Many stories did not make the finished publication, but are too important to ignore. This session features people who have played an important role in TOI over the years who share their stories not included in the book.

### **MATURING OF TOWNSHIPS: PREPARING ELDER-FRIENDLY COMMUNITIES**

*Moderator: Jane Angelis, Center for Intergenerational Leadership and editor Continuance Magazine, SIUC,*

*Panel Members:*

*Michael O'Donnell, Executive Director, East Central Illinois Area Agency on Aging*

*Charlotte Kaufman, Division of Mental Health, Department of Human Services; Linda Podeschi, Executive Director, Service Systems Coordinator, Illinois Public Transportation Association*

Township administrators are challenged to address the aging of their communities and to begin planning for the future. This panel helps assess the preparedness of your township, describes elder-friendly

communities, and discusses livable communities friendly to children, families, those with disabilities, and all ages.

### **AITCOY ANNUAL BUSINESS MEETING**

4:00 – 6:00 p.m.

Sebastian's Hideout

221 S. Fifth St., Springfield

- I. Call to order
  - A. Roll call
  - B. Approve minutes of meeting on August 28, 2007
  - C. Additions to the agenda
- II. Officers' reports: President, Vice President, Secretary and Treasurer
- III. Committee reports:

Membership	CEUs
Program	Awards
Audit	TOI
Publicity	
- IV. Old and new business
  - A. Election of Officers
  - B. Planning for 2008
  - C. *Township Perspective* articles
  - D. Anything else?
- V. Agency announcements
- VI. Adjourn

### **FUN NIGHT**

**8:00 – 11:00 p.m.**

**President Abraham Lincoln Hotel (Presidential Ballroom) Shuttle provided**

*Sponsored by TOIRMA*

After you grab a bite to eat, return to the President Abraham Lincoln Hotel for a fun-filled night of karaoke and line dancing. Everyone had so much fun at this event last year we are bringing the DJ and line dancing instructor back again, so dust off those dancing shoes and warm up those vocal chords! Free beer, wine and soda provided by TOIRMA.

### **TUESDAY, NOVEMBER 13**

#### **AWARDS BREAKFAST**

**8:00 – 9:30 a.m.**

**President Abraham Lincoln Hotel (Presidential Ballroom)**

Voluntary Education awards will be presented, as well as Divisional awards, and winners of the 11<sup>th</sup> Annual TOI Mighty Message Contest. Graduates of the TOI Leadership Program will also be recognized.

Tickets for the Awards Breakfast are \$15 each and may be purchased when sending in advance Conference registrations. Tickets must be ordered by November 1<sup>st</sup> and are required to attend this event.

## **REGISTRATION**

**8:00 a.m. – 3:00 p.m.**

**Prairie Capital Convention Center**

**Lower Level (near elevators)**

## **KNOWING YOURSELF: PEOPLE TYPES AND TIGER STRIPES**

**8:00 – 11:00 a.m.**

*Paul Craig, Senior Fellow and Director, Office of Public Leadership, University of Illinois-Springfield  
Sponsored by the Township Clerks Division*

***This is a repeat of the Monday 1:30 p.m. session.***

The argument has been made for nearly 60 years that our personality is a reflection of how we perceive the world, how we organize our space in the world and how we make decisions. We can become more aware of our preferences and our predilections but it is to be seriously doubted that we can do anything lasting about our personality. Many people, quite normal people, by conscious design act outside their personality norms but it is demanding in terms of energy. There is always the possibility of this becoming a problem when we act outside our preferences and pretend to be someone we are not; that is to say when we wear a mask for the outside world. This session explores some of the instances when we are well advised to act outside our norm and when it can become problematic and cause us embarrassment.

## **EDUCATIONAL SESSIONS**

**Prairie Capital Convention Center**

**9:45 – 11:15 a.m.**

### **HOW TO HAVE A PRESIDENTIAL DECLARATION DECLARED:**

#### **AN OVERVIEW OF THE PUBLIC ASSISTANCE PROGRAM**

*Tammy Bennett, Clark Dietz*

*Curtis Caldwell, Manager Mitigation and Infrastructure Section, Illinois Emergency Management Agency Sponsored by the Highway Commissioners Division*

Utilities Helping Utilities - Illinois Public Works Mutual Aid System

The Illinois Section of AWWA (ISAWWA) and the Illinois Chapter of American Public Works Association members have taken the lead to develop a statewide mutual aid system which will include water, wastewater, public works systems, townships, and county highway systems. This system will model similar systems previously established by Florida and Texas. This presentation provides an update on the status of this program.

The Public Assistance Program provides federal disaster assistance to states and local units of government for debris removal, emergency protective measures and the permanent restoration of public facilities as a result of a presidentially-declared major disaster or emergency event. This presentation reviews the steps for getting a presidential major disaster or emergency declaration, and provides an overview of the Public Assistance Program.

## **LEGISLATIVE UPDATE/SUMMARY SESSION**

*William S. Foster, TOI Legislative Consultant*

TOI Legislative Consultant William S. Foster reviews recent legislation approved by the Governor. Learn more about new laws and the impact to your township and road district.

### **ANGER MANAGEMENT 101**

*Mark Stricklin, Waukegan Township Highway Commissioner  
Sponsored by the Social Workers Division*

***This is a repeat of the Monday, 10:30 a.m. session.***

Anger management is a hot topic today. We discuss the difficulty how to, when to and the appropriate responses to anger. This breakout session discusses more than how to manage anger, but how to manage emotions. We look at how emotions are created and five choices to respond to emotions. In addition, we look at how different personalities respond differently to anger. What is your personal social style? Come and find out. It will be fun.

### **RECYCLING MANAGEMENT FOR TOWNSHIPS/SECURING FUNDING**

*Wynne Coplea, Division of Waste and Recycling, City of Springfield  
John Druhot, Bureau of Energy and Recycling, Illinois Dept. of Commerce and Economic Opportunity  
Sponsored by the Township Clerks Division*

This presentation provides a brief background/history of recycling in Illinois; related Illinois laws; and nuts 'n bolts of local programs. Examples of existing programs will be covered, and many aspects of recycling program administration are examined. Session participants will learn: What makes local programs successful? How do I know what program is right for our township? And very importantly, what resources are available to assist in the process (think \$\$\$...)?

### **FINANCING OPTIONS FOR ILLINOIS TOWNSHIP OFFICIALS**

*Kristi Conrad, Funding Manager/Credit Analyst, Illinois Finance Authority  
Eric Reed, Senior Funding Manager, Illinois Finance Authority  
Glen Semple, Farm Credit Services of Illinois  
Sponsored by the Tax Collectors Division*

Financing options available to units of local government are discussed. IFA bond and loan programs offer low interest rates, double tax exemption, and in some cases, backing by the moral obligation of the state. If your community is seeking financing for capital projects such as water/sewer plants, roads, equipment, facility construction or renovation, or refinancing existing debt, you should attend this session.

This session focuses on various loan and guarantee programs offered to lenders across the state for agricultural projects. Livestock, land, equipment, value-added processing, debt consolidation—Illinois farmers, livestock producers and agribusiness owners can leverage their ability to begin, expand or improve operations, with assistance from the Illinois Finance Authority. In addition, hear from the Farm Credit Services of Illinois on how its Agriculture and Rural Community (ARC) Bonds program can enhance the economic development efforts in townships with population of less than 50,000 by providing funding for construction projects, acquisition of land, facilities, or equipment purchases, as well as refinancing existing debt.

### **GENERAL TOWNSHIP BOOKKEEPING PROCEDURES (QUICKBOOKS)**

*Kevin Beatty*

*Sponsored by the Supervisors Division*

How to keep your auditor from slapping your hand for an internal control weakness and what the local township can do to protect their assets and the integrity of financial information, using the built-in controls in QuickBooks. Learn how to find a certified QuickBooks Pro Advisor in your area. Questions from local townships and problems they are having with QuickBooks are welcome also.

**THE TOP TEN THINGS YOU CAN DO TO ENHANCE YOUR SENIORS' LIVES FOR MINIMAL COST**

*Eunice Bridges, Zion Township Emergency and Senior Services Manager*

*Cheri Ditzig, Zion Township Supervisor*

*Gail Gloudemans, Zion Township Assistant Supervisor*

*Sponsored by the Trustees Division*

This session provides you with a “Senior Toolbox” of information about numerous programs, resources and networking techniques to enhance the lives of seniors in your township. The session is broken into categories of programs and services provided directly by the township and those brought to your community through other agencies. You leave this seminar with the tools to build new, or enhance existing, senior programs.

**TALKING CIVIL ABOUT IMMIGRATION**

*Jorge Nieves, Cook County Educator, Immigration*

*Sponsored by ITASCSC*

This interactive workshop presents a panoramic history of immigration legislation from the 1700s to present. It provides research findings from Dr. Motumura’s latest book titled, *Americans in Waiting: The Lost Story of Immigration and Citizenship in the United States*.

**LUNCH**

11:30 a.m. – 1:00 p.m.

Lunch is not available at the Prairie Capital Convention Center on Tuesday. However, there are restaurants in both the President Abraham Lincoln Hotel and the Hilton Hotel as well as in the immediate downtown area. Sufficient time has been allotted for participants to go off premises for lunch and return in time for the Division Meetings.

**ITASCSC ANNUAL MEETING**

**11:45 a.m. – 1:30 p.m.**

**Hilton Hotel, Plaza III**

- I. Call to Order
- II. Introductions
- III. Approval of Minutes from August 10, 2007 meeting
- IV. Financial Report
- V. Election of Officers

- VI. 2008 Meeting Dates and Location
- VII. Old Business
  - 1. Current Membership Status
  - 2. Launching of ITASCSC on TOI Web site
- VIII. New Business
  - 1. *Township Perspective* Articles
  - 2. Legislative Update
  - 3. Other
- IX. Adjournment

**DIVISION MEETINGS**

1:00 p.m. Prairie Capital Convention Center

All delegates attending the Conference should make a special effort to attend their division meetings.

**ASSESSORS DIVISION**

1:00pm Call to Order – *Susan Carpentier, President, South Rock Island Township Assessor*

Invocation - *Jim Young, TOI Director, Murdock/Newman Township MTAD*

Pledge of Allegiance - *Carol Perschke, Vice-President, McHenry Township Assessor*

Keynote Speaker – *Mr. Ron Messina, Executive Director  
Illinois Property Tax Appeal Board*

Illinois Department of Revenue Report - *Kara L. Moretto,  
Manager Property Tax Division*

Illinois Property Assessment Institute - *Dean Michal, Executive Director*

Business Meeting:

Secretary’s Report - *Grace Vetter, Princeton Township Assessor*

Treasurer’s Report - *Karen Reese, Newell Township Assessor*

Committee Reports:

Nominating - *Fred Nieman, Arcola Township Assessor*

Public Relations - *Steve Stanger, West Deerfield Township Assessor*

Legislative - *Carol Perschke, TOI Director, McHenry Township*

Old Business: IAA Web site - *Deanna Wilkins, York Township*

New Business: Township Assessor Guide

Open Forum/Door Prizes - *Deb Lane, Meriden/Ophir/Troy Grove Township MTAD*

Adjournment

## **CLERKS DIVISION**

1:00 pm *Only Members may participate in the Business Meeting*

### Call to Order

Invocation

Pledge of Allegiance

Roll Call of Members Present

### Reports from Officers and Committees:

Secretary's Report and Approval of Prior Meeting's Minutes

Treasurer's Report and Approval of Expenses

Vice-President's Reports

Committee Reports

### Old Business:

#### President's Report:

2007 - Year in Review and Award Presentations

Other Old Business as presented

### New Business:

#### Election

2008-09 Officers

Zone Director Vacancies

#### Zone Directors:

2008 Zone Meeting Locations

Clerk's Continuing Education Program

#### Motions and Resolutions:

Review and Adoption of By-Laws as Amended

Adoption of any Resolutions

Additional new business as presented

Adjournment of Business Meeting

2:00 pm Door Prizes & TOIPAC 50/50 Drawing

## **HIGHWAY COMMISSIONERS DIVISION**

1:00 pm – Call to Order - *President Ron Johnson*

Pledge of Allegiance - *Vice President Les Hild*

Moment of Silence - *Vice President Les Hild*

Minutes of last meeting - *Secretary Michael Meyer*

Treasurer's Report - *Treasurer Robert Miller*

Business:

1:15 pm – Program:

*Bryan E. Smith, TOI Executive Director*

*Jerry B. Crabtree, TOI Associate Director*

*William Foster, TOI Legislative Consultant*

*Rod Beck, TOIRMA Executive Director*

*Kevin Burke, P.E.T2 – IDOT, Local Policy & Technology Engineer*

*Charles Ingersoll, Director, Local Road Issues, IDOT*

*Guest Speaker, to be announced*

2:00 pm – Panel Discussion – Questions and Answers - Legal and Otherwise

3:00 pm – Closing Comments

*President Ron Johnson*

Adjournment

## **SOCIAL WORKERS DIVISION**

*COOKIE JAR service provided:*

*Join us for freshly baked Cookies and Fudge Brownies*

*Milk, coffee and tea*

1:00 p.m. Call to order

*President Deborah C. Juzwiak*

Pledge of Allegiance

*1st Vice President Mark Mason*

Presentation by The Social Security Administration/Springfield  
SSI/SSDI (approximately 1 hour)

Approval of Minutes from November 14, 2006 Annual Meeting

*Secretary/Treasurer Julie Villarreal*

Presentation of Treasurer's Report

*Secretary/Treasurer Julie Villarreal*

Old Business

Introduction of Outstanding Social Worker of the Year

*2nd Vice President Marsha Warnick*

New Business  
Scholarship Donation

Other Business to come before the division

Adjournment

### **SUPERVISORS DIVISION**

1:00 Registration

1:30 p.m. Call to Order – *President Jerry Swanson*

Pledge of Allegiance – *1<sup>st</sup> Vice President Steve Martin*

Roll Call of Directors

Minutes of 2006 Division Meeting – *Secretary Debra Burke*

Treasurer's Report – *Treasurer Patricia LaVigne*

TOI: Status of Organization; Web site Program  
*Jerry B. Crabtree, TOI Associate Director*

Committee Reports

By-Laws – *Steve Martin*

GATI – *Melani Sepich*

Legislative – *Debra Burke*

Education Program – *Susan Curtiss*

Membership – *Dave Dobbels*

Nominating – *Gene Dawson*

Election of Directors

Old Business

New Business

Closing Remarks and Door Prizes – *President Jerry Swanson*

Adjournment

### **TAX COLLECTORS DIVISION**

1:00 p.m. Registration

Call to Order and Welcome

*Imelda Kelch, President*

Pledge of Allegiance  
Introductions and Announcements

Presentation by *Tom Cavanagh, Capital Township Tax Collector*

Secretary's Report

Financial Report

Old Business

New Business

Election of Officers

Adjournment

## **TRUSTEES DIVISION**

1:00 P.M.      Registration

1:30 P.M.      Call to Order and Welcome  
*Robert Wisniewski, President*

Pledge of Allegiance  
*Eugene Jacoby, 1<sup>st</sup> Vice President*

Invocation  
*Stephen Morris, Trustees' Division Director*

1:35 P.M.      State of the Association  
*Bryan E. Smith, Executive Director, TOI*

1:40 P.M.      Business Meeting  
Approval of Minutes of November 14, 2006 meeting  
Treasurer's Report  
Amendment of By-Laws  
Election of Officers and Directors

2:10 P.M.      Legislative Panel

2:40 P.M.      50/50 TOIPAC Raffle and Door Prizes

2:45 P.M.      Adjourn

*Special Commemorative Gift to first 300 Trustees' Division meeting attendees!*

## **CLOSING SESSION**

**3:30 – 4:30 p.m.**

### **Prairie Capital Convention Center**

Please note that we have made a change in this year's schedule and have moved the Closing Session and Business Meeting to Tuesday afternoon in an effort to allow Conference attendees to "hit the road" earlier on Wednesday morning. We feel we have allowed adequate time for participants to attend the Closing Session & Business Meeting and still "get all dressed up" for the reception and Banquet.

3:30 p.m.

Call to Order

*Olen Kibler, TOI President*

Invocation

*Rev. Percy L. Johnson, Waukegan Township Trustee*

Pledge of Allegiance

Introduction of Division Presidents and Division Meeting Reports

Association Report

*Bryan E. Smith, TOI Executive Director*

Report of By-Laws Committee

Report of Nominating Committee

Election of Directors

All Members Must Show 2007 – 2008 Paid Dues Card to Vote

Presentation of New Directors

Adjournment of 2007 Conference

### **NOMINATING COMMITTEE**

Larry Mowery, Chair (CL)

Robert Wisniewski, Vice Chair (TT)

Mickey Goral (SU)

Mike Foley (TT)

Karen Megan (COL)

Robert Miller (HC)

Jim Young (AS)

### **CREDENTIALS COMMITTEE**

George Grosso, Chair (CL)

Patricia Thompson, Vice Chair (CL)

Gene Jacoby (TT)

Leslie Hild (HC)

Karen Megan (COL)

### **BY-LAWS COMMITTEE**

R.C. Smith, Chair (CL)

Ann Dynako Kubiczky, Vice Chair (TT)

Bill Prather (HC)

George Grosso (CL)

Ronald Reeder (AS)

Steve Schrage (SU)

Imelda Kelch (COL)

**CENTENNIAL GALA**

**Hilton Hotel**

**Reception (Cash Bar)**

**6:00 – 7:00 p.m.**

**Grand Ballroom Prefunction Area (Mezzanine Level)**

***Complimentary Souvenir Photos sponsored by Hampton Equipment, available from 5:30-7 p.m.***

**Annual Banquet**

**7:00 – 11:00 p.m.**

**Grand Ballroom (Mezzanine Level)**

Doors open at 6:30 p.m.

Banquet tickets must be presented for admittance.

Master of Ceremonies-*James R. Donelan*

Welcome – *Bryan E. Smith, TOI Executive Director*

Invocation - *Rev. Percy L. Johnson, Waukegan Township Trustee*

Pledge of Allegiance/National Anthem sung by Minonk Township Supervisor Jim Meyer

Champagne Toast-*Bryan E. Smith, Executive Director*

*Dinner- Spinach Salad: baby spinach leaves with sliced mushrooms and red onions served with warm bacon dressing*

*Herb Pepper Filet Mignon: 8 oz. herb pepper-encrusted filet mignon served with Shiraz demi-glaze*

*Duchess Potatoes: whipped potatoes, piped and baked*

*Mixed Vegetables: carrots, green beans and red peppers with marinated asparagus*

*Rolls/butter, coffee, decaf and herbal tea*

*DuMonde Cake: Chocolate cake with white and chocolate mousse*

*Music by the Lincoln Land String Quartet*

Anniversary Cake Cutting Ceremony

Introduction of Honored Guests

President's Award

Entertainment

*Royce Elliott*

Dancing

*The Don Smith Orchestra*



Called America's funniest "clean" comedian, Royce Elliott has appeared with Barbara Mandrell, Natalie Cole, Tony Orlando, Chuck Berry, Jerry Lee Lewis, Crystal Gayle and many more. He performs in Las Vegas, Atlantic City, Myrtle Beach, Branson, as well as many other venues in the U.S. and Canada. Get your tickets now for Tuesday night's banquet, with plenty of laughs from Royce Elliott.

The Banquet will conclude the celebration of TOI's 100<sup>th</sup> anniversary. In recognition of this special milestone, the Banquet will be Black Tie Optional. See information for ordering tuxedos at a special group rate. Tickets are \$40 each and may be purchased when sending in advance Conference registrations. Tickets must be ordered by November 1<sup>st</sup> and must be presented at the Banquet to attend.

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