



# from your Associate Director

By Jerry B. Crabtree

TOI Associate Director / Education Coordinator

**I**T MY FIRST HOPE that you and your families are staying safe and healthy during this very unusual time we are all facing. The impact of social distancing and staying home have impacted so many parts of your daily lives. However, we have work to do, Townships to provide services to constituents, and day to day responsibilities to manage. Therefore, together we can embrace the new normal, refocus our plans to meet our original goals and objectives and make the best of what we can provide with every aspect of our day to day activities.

On behalf of the entire TOI Board of Directors and staff, I am excited to provide a brief schedule below for the first ever **VIRTUAL ANNUAL EDUCATIONAL TOI CONFERENCE 2020**. The Board decided to cancel the face-to-face gathering of the 113th conference because of the pandemic. Nothing will replace the face-to-face experience of the annual conference. Nothing will substitute the networking experience and opportunity provided by the in-person event. The reality is we are in front of a challenge and therefore we make the best of what we have.

The Association staff and the Board understand that there are technology issues, as well as various other issues, surrounding adaptability, and access to our members. Technology is a component that so much of our daily lives, both personal and professional, as well as, even the duties as an elected official that require access at a minimum. This was the force behind the decision to host this virtual event. The conference committee is making every effort to accommodate all

questions and assist everyone with questions in gaining access to the event. The use of the Zoom platform is easy and very accommodating to what we have planned, and we are here for you with assistance if needed.

Remember that we *are* here for you. We are available to help you navigate access to the daily events. Remember, in order to get something out of the event, you must put in the work!

It is our hope that we reach a new demographic of members that perhaps have not attended the event previously held in Springfield. With the removal of travel requirements, as well as a lower registration fee, we are opening the pathway to affordable educational opportunities for everyone. Register your entire township today!

Some frequently asked questions thus far:

### **Do I need a computer with a camera and a microphone?**

NO. You can view the Zoom Webinar on your computer and listen to through the built-in speakers, or through your phone using the dial in option. Using a camera is an option.

### **What if I have technical difficulties logging on the day of the event?**

We plan to have a hotline established for assistance daily throughout the event. Although we cannot help you with modem or connectivity issues, we may be able to help with log in and general navigational questions.

### **When will I get my password?**

After your registration is processed, we will email out the log in credentials and passwords the week prior to the event. Each registration requires a valid email address.

### **How can I log on for multiple days if I want to see content for another day?**

The password you receive works for each day of the event. We will open the event daily at 9:00 a.m.

**We are offering a test day on Thursday, November 12, 2020 to help members log on for the first time if needed.**

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## 2020 TOI Virtual Conference November 16-20, & 23, 2020

**All registrations received by October 15th are placed into a drawing for a \$100 VISA Gift Card**



**Virtual Conference Objective:** The Education Committee, in conjunction with the Conference Committee, have created a virtual experience utilizing individual division member participation to promote individual elected position outcomes, as well as, cross training to other positions on a township board.

- Are you ready to participate in a virtual event?
- Do you want to be part of TOI history?
- Do you like learning new innovative ways to improve your township?
- The choice to participate is NOW!! VIRTUALLY!

### SAVE THE DATES AND REGISTER TODAY!!

In an effort to provide a sense of community, the individual Division Presidents provided the following statements in support of the move to a virtual event for 2020. Together, each individual division and their membership plan to participate and promote this new conference experience.



*The decision to move our conference from (face to face) to a virtual experience was not easy. We took some time to weigh out the choices, as well as, pros and cons related to hosting a virtual event. The final decision was a board decision, and the objective was simple: "Provide our members with education and opportunity to come together and learn something that will benefit townships across the state." It is my hope as your Association President that you will embrace this new innovative technology and sample a new frontier to participate and receive educational programming and networking in Township Government. I encourage everyone to help us promote and generate registrations from all townships in Illinois.*

**Danny Hanning, TOI President, Schuyler County, Huntsville Township**



*Everything has changed due to COVID-19, some permanently, some not. However, there are still so many unknowns out there that the TOI Board determined in late July to cancel the 2020 in-person Annual Educational Conference. It was not an easy decision, but one made with the safety of everyone involved in mind. The Board accepted a recommendation to try a new format of a "Virtual Conference" the same week we would have had the in-person one. It is a major step, one that I am sure will involve a lot of learning, not only on TOI's staff part, but our members as well. We want to continue to show we are there to support and educate you in your roles as township officials. It might be challenging for those who have not participated in "virtual" events before, but it is a new way of doing business. I hope everyone is up for the challenge.*

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



*As we all try to adapt to these trying times, I am asking all Supervisors across the State of Illinois to please attend the Virtual Conference in November. Adapting seems to be our new norm, but I know that as we move forward, we will all make it through. Yes, this will be something you may have never done, but I can assure you that everyone is doing their best to bring you the best conference that we can and hopefully we will be able to all meet in person soon. Education is especially important, so I am asking all Supervisors to just give it a try! Just sit back, log on and enjoy the 1st TOI Virtual Conference!!!*

**Sherrill Knorr, President,  
Township Supervisors of Illinois**



*This is the new norm for the time being. As Highway Commissioners, our responsibilities have not changed. Please join us as we experience continuing education virtually. We need to bring learning to the people instead of people to the learning.*

**Don Goad, President,  
Township Highway Commissioners of Illinois**



*“Unifying Clerks across Illinois with a solid base in knowledge by providing quality education to better serve our constituency.” This is our TOI Clerks Division Mission Statement recently adopted and it defines our Division’s vision.*

*Our Bylaws charge us to educate our members as our primary goal. With that being said: I personally invite all Township Officials to be part of the “Virtual Conference” this fall. Will it be different? Absolutely. Will it take us out of our comfort zone? Probably. Can we have some fun and learn a few things? You can count on it! I am sure many of us know someone more Tech Savvy than ourselves. Maybe our kids, or grandkids or other Township Officials that we can ask to help us “attend” the Virtual Conference. I hope that we are all up to experiencing this new format!*

**Lisa Hodge, President,  
Townships Clerks of Illinois**



*As your new Trustee Division President, I was looking forward to the 2020 Annual conference. Now with Covid-19 face to face meeting is out of the question. The move to virtual conference is a way we can still have the 2020 conference*

*and education for our township officials in safe way. There are a lot of hard decisions that had to be made by the TOI Executive committee and TOI Board of Directors to make this move to a virtual Conference. A lot of Planning has gone into this to make it a success. This may be a new experience for some of us and it has been for me. Since this time, I have done bible studies and other zoom meetings. I hope to see you virtually this year and face to face 2021.*

**Mike Reynolds, President,  
Township Trustees Division**



*The potential impact of COVID-19 on property values and assessments may be unprecedented. The value of continuing education, staying connected with our fellow township officials through TOI, and maintaining a strong professional*

*network through the Assessor’s Division has never been more important. New challenges are the norm for assess-*

*ing officials, and current events are no exception. One of those challenges this year will be having a successful conference while meeting virtually. While we would all prefer to have our annual conference as usual, we are going to do the next best thing. I look forward to “seeing” you at the conference.*

**John T. Dabrowski, President,  
Illinois Assessor’s Association**



*Every year AITCOY’s workshop at the Annual Education Conference has be a catalyst for*

*sharing youth related and timely topics to our participants. This year is no different but the process of how we do this will be different due to COVID-19. With that being said I would encourage everyone to take part in the “new normal” of using a virtual platform, one that many of us have had to become more comfortable with these last few months. I believe the content and energy will continue to be extraordinary regardless of this new platform. I am looking forward to seeing everyone in November.*

**Tina Houdek, MS, LCPC, Association of Illinois  
Townships Committee on Youth**



*The start of the pandemic has shown township services are needed more than ever. Unemployment reaching a historical high has dramatically increased the number of families facing financial hard-*

*ship. Residents are reaching out to townships for services in record numbers and caseworkers are working hard to assist during these difficult times. Township offices, to continue to assist residents needed to immediately find new processes and begin processing applications digitally. To continue educational workshops, the General Assistance Caseworkers Association Board Members moved to host workshops virtually. In June, the first workshops were held successfully, and a second online educational workshop was offered in late August with an even greater number of participants. Our members have told us they like participating virtually because more of their staff can attend. Thank you for your efforts, for making changes, being flexible, showing compassion and assisting residents. You make a difference every day in the work you do.*

**Mary Jo Imperato, Illinois Township Association  
of General Assistance Caseworkers**

**Requirements to participate:**

- You will need an internet connection
- You need an email address to verify registration and receive log in credentials.
- You will need a browser (Chrome is recommended)

- We recommend that you only have one program (ZOOM) open during the conference
- You may want to create an individual ZOOM account. Remember, it is important to remember your username and password.
- Your password is effective for the entire conference (each day)

**Daily HELP LINE:** *Should you have questions or need assistance with logging on we have established a daily hotline during the conference. Dial 217.744.2212 at any time during the daily events should you need assistance.*

**We have a chat board that is open during all presentations. Our room monitor will provide updates to the speaker on the question/comments that are posted in the chat window. Please wait to have your comment or question recognized.**

**We have scheduled a test zoom day for you to sample the event log on process and determine if you have any connection issues etc. To participate in the free test day please click on the link provided on our website at [www.toi.org](http://www.toi.org). The event is scheduled for Thursday, November 12, 2020 at 10 a.m.**

Each of the individual Divisions listed below are moderating and sponsoring a day in the conference line up for the week of November 16-20, 2020. You will receive email and / or mail information from them on their program details and the benefits of participating in the TOI Virtual Conference.

Monday, Nov. 16, 2020	Supervisors
Tuesday, Nov. 17, 2020	Township Clerks
Wednesday, Nov. 18, 2020	Trustees
Thursday, Nov. 19, 2020	Highway Commissioners
Friday, Nov. 20, 2020	Assessors
Monday, Nov. 23, 2020	Illinois Township Attorneys Association

**Registration Fee: The member rate is \$99, and the NON-MEMBER rate is \$150.** This is for the ENTIRE WEEK-LONG PROGRAM.

You log in each day with the same log in credentials that will be processed and emailed to you with each registration. Registrations will be processed at the TOI office and memberships will be verified upon receipt. Registrants will receive an email confirmation and materials prior to the schedule event.

### **Daily Schedule for Monday – Friday (November 16-20) and Monday (November 23):**

9:30 a.m.	Daily Opening Sessions Sponsoring Division Welcome
10 a.m. – 11 a.m.	Session A
11 a.m. – 11:15 a.m.	BREAK
11:15 a.m. – 12:15 p.m.	Session B
12:15 PM – 1:15 PM	Session C

*Afternoon program if Applicable*

**The same Username and Password allows entry each day of the program!**

A complete Program Agenda will be printed in the October 2020 *Perspective Magazine* and available online at [www.toi.org](http://www.toi.org).

The current list of courses being scheduled, include, but are not limited to the following:

- **Cyber Security in Township Government**
- **Transition of Township Officials after the Election**
- **2020 Township Officials of Illinois Legislative Update**
- **AITCOY**
- **Annual Town Meeting Review Summary**
- **Preparing for the Township Caucus and Election in 2021**
- **A review of the Clerks Duties and Responsibilities (Panel)**
- **AITCOY – Drug Free in 2020 Parenting Approaches during COVID**
- **Preparing the Township Levy a step by step guide**
- **Township Government and the Media – What can you do to make the relationship work!**
- **Role of the Trustee on the Township Board**
- **IDES Claim Benefits, Procedures and Additional Services (ITAGAC)**
- **Joint Purchasing for Road Districts**
- **Common issues impacting Township Highway Commissioners and Road Districts**
- **Size and Weight Updates for Road Districts**
- **Property Assessment in Illinois Townships – A discussion!**
- **A discussion with Township Attorneys on the upcoming election**





**113<sup>th</sup> Annual Educational Conference of  
the Township Officials of Illinois  
November 16 – November 20, & 23, 2020**

All registrations received by October 15<sup>th</sup> are placed into a drawing for a \$100 VISA Gift Card

*Registration for the entire week is \$99 per member, and \$150 for non-members. You will receive one password to use for the entire week. Sign up by October 30, to receive an exclusive swag bag with items from participating exhibitors. TOI reserves the right to cancel the swag bag giveaway due to lack of vendor participation.*

**Requirements to participate:**

- You will need an internet connection.
- You will need an email address to verify registration and receive log in credentials. One unique email account per registrant.
- You will need a web browser (Chrome is Recommended).

*Daily Help Line: Should you have questions or need assistance with logging on, we have established a daily hotline during the conference. Dial 217.744.2212 at any time during the daily events should you need assistance.*

County \_\_\_\_\_ Township \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Names & Email of those who will attend (please print clearly):

Supervisor: \_\_\_\_\_

Township Clerk: \_\_\_\_\_

Highway Comm.: \_\_\_\_\_

Assessor: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Collector: \_\_\_\_\_

Other/title: \_\_\_\_\_

\*Please make checks payable to the Township Officials of Illinois; mail to 3217 Northfield Drive., Springfield, IL 62702. Forms may also be emailed to [kayla@toi.org](mailto:kayla@toi.org), or faxed to 217.744.7419. If you are paying by credit card, only Visa and MasterCard are accepted:

Name, as it appears on card: \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp.: \_\_\_\_\_