

**THE ILCMA
BOARD AGENDA**
Wednesday, Aug. 28, 2013 @ 9:30 a.m.
Call in Number: 815-753-0019

I. CALL TO ORDER

II. CONSENT AGENDA

- A. Approval of the Minutes** of the May 22, 2013 Pages 3-7
- B. Approval of Treasurer's Report** Pages 8-13

Recommended Action: Approve the Consent Agenda as presented

- III. Midwest Region VP Report** – Bob Kiely Pages 14-15
ICMA VP Process – Email from ICMA President Svrcek

IV. COMMITTEE REPORTS

- A. Professional Development & Education Committee**
 - 1. Report Separate email
- B. Nominating Committee**
- C. Scholarship & Awards Committee**
- D. Conference Committee**
 - 1. Winter Conference Pages 16-18
 - 2. Summer Conference
 - a. 2013 Summer Conference Financial Report Pages 19-20
 - b. Eagle Ridge Response to Eval Pages 21-22
 - c. Interest in Normal for 2016 (switch out winter for summer)
- E. Professional Conduct Committee**
 - 1. Report
- G. IML Managers Committee**
 - 1. Report Pages 23
- H. Membership Services**
 - 1. Report Page 24
 - 2. Article by MIT Sub-committee Pages 25 - 27
- I. Promote the Profession Committee**
 - 1. Goals Page 28
 - 2. Report Pages 29-30
 - 3. PTP Public Relations Recommendation Pages 31-33
- J. AD HOC COMMITTEES**
 - 1. Web Redesign Ad Hoc Committee

REPORTS OF OFFICERS

- A. Comments by President**
 - 1. Strategic Plan Update Pages 34-44

2. Interest in 2022 ICMA Conference

Pages 45-60

B. Comments by President-Elect

C. Comments by Vice-President

D. Comments by Secretary/Treasurer

1. Five Year Plan

Pages 61-66

E. Comments by Past President

V. EXECUTIVE DIRECTOR'S REPORT

A. Membership Update

Page 67

B. Corporate Partner Program Update

Pages 68

C. MIT List

Pages 69-70

D. ICMA Travel Scholarships – Student and 1 ICMA Members

Page 78-79

Tara Erikson Semenchuk

Nick Santoro

Raffle - ICMA Travel Scholarship

Grant Litteken – MPA Intern at SIU - Edwardsville

E. Retirements: Randy Balk, Fulton, retiring the end of October

Ken Fritz, Schaumburg, retiring Aug. 31

Paul Harlow, Glencoe, retiring Nov. 30

Robin Weaver, Normal, end of Oct./early Nov.

AFFILIATE REPORTS

A. Downstate

B. IAMMA

C. Metro

D. IACA

E. SWICMA

F. Legacy Project (soon to be affiliate)

VI. RANGE RIDER REPORT –

VII. OLD BUSINESS

A. ICMA Cal-Coaching Program Update

VIII. ADDITIONAL ITEMS FOR BOARD DISCUSSION

NEXT MEETING DATE - ILCMA Board and Corporate Partner Appreciation Lunch

Date: November 20, 2013 @ 9:30 a.m. Location: Harry Caray's, Lombard

ADJOURNMENT

Please RSVP to Dawn by Nov. 14 at dpeters@niu.edu.

**THE ILCMA
BOARD Minutes**
Wednesday, May 22, 2013 @ 9:00 a.m.
Call in Number: 815-753-0019

BOARD MEMBERS PRESENT:

David Nord*
Sue McLaughlin - phone
Mark Franz - phone *
Kelly Amidei- phone *
Pam Funk - phone *
Peter Austin – phone*
Mike Baker *
Bob Barber *
Phil Kiraly *
Barry Burton*
Joe Breinig *
Jim Arndt - phone
Scott Smith *

OTHERS PRESENT:

Dawn S. Peters*
Julia Cedillo *
Dave Niemeyer
Kevin Barr *
Bob Kiely - phone*
Glenn Spachman*
Dave LImardi*
Guests:
Nick Santoro – Fellow in Downers Grove
Cary Evans – Intern for Charleston; political science undergrad student at Eastern IL Univ.

I. CALL TO ORDER 9:04 a.m.

II. CONSENT AGENDA

A. Approval of the Minutes of the February 20, 2013

B. Approval of Treasurer's Report:

Motion made by Mike Baker to approve consent agenda; seconded by Bob Barber. Motion approved.

Recommended Action: Approve the Consent Agenda as presented

III. Midwest Region VP Report – Bob Kiely reported on a number of items up for discussion for the ILCMA Board:

1. Interviews for selection of 2013-14 ICMA President Elect. Two candidates are being interviewed.
2. 2014 Budget is being discussed. Task Force on Financing will be giving a report at the board meeting.
3. Bob encouraged all Board members to go on the ICMA website and participate on Tenet 7 on political neutrality. It is important to get feedback.
4. Bob asked Dave Nord to provide thoughts on ICMA VP nomination process. There was a lack of diversity in nominees.
5. Bob will be sending an email out about Life, Well Run. They are ready to ramp up the public campaign. Local communities can start to run in on local tv access. They are looking for stories about collective effort to accomplish projects.

6. Just one thing initiative by Bonnie Strauss – Bob asked if you had to pay for ICMA out of your own pocket, would you be a member and what one thing does ICMA do that gives value to you to make you a member; if not a member – what is one thing ICMA can do to make you a member of ICMA?

IV. COMMITTEE REPORTS

A. Professional Development & Education Committee

1. Kevin reported that the Committee had a successful year with good attendance at meetings. Blaine Wing helped the Association move into video streaming. This was a successful venture.

B. Nominating Committee

C. Scholarship & Awards Committee

1. Final Report – the report was in the packet. Awards will be given at the Summer Conference.

D. Conference Committee

1. Winter Conference - Expense Report was in the packet.
2. Summer Conference – 175 registrations as of today

E. Professional Conduct Committee

1. Final Report – final report was in the packet.

G. IML Managers Committee

1. Report – final report was in the packet.

H. Membership Services

1. Final Reports
2. ICMA/ILCMA State Affiliation Membership Strategy – Dave N. brought this to the committee a few months ago. The committee proposes a number of strategies to implement over the next few years. What is missing is a final implementation plan. Dave N. is looking for approval from the Board. If approve and implement the strategy, ILCMA would be the first Midwest state to do so.
 - a. Retain existing full and affiliate members – ILCMA responsibility would be for members of Membership Services Committee to make phone calls to ICMA members who have not renewed twice per year.
 - b. Recruit full members – ILCMA send targeted information to new managers in IL.
 - c. Recruit affiliate members – ILCMA responsibility – is there a benefit to reaching beyond the manager position and look to department heads.
 - d. ICMA presence at ILCMA events –
 - e. Increase student chapters – recruit MPA programs to join student chapters.
 - f. Retain encore retired members – RR contact retiring members and encourage to stay involved.

David Limardi will be the point person to be sure the strategy is coordinated and implemented successfully.

The Ombudsman program is another strategy that ILCMA can implement as part of this strategy. This contact can enforce the benefit of membership in both Associations and shows the new member that they are valued.

Bob Barber asked “How do we define “eligible” member?” The gap analysis is based on ICMA recognized communities and those are the communities that are targeted.

Mike Baker noted that we have a unique opportunity and it is critical that we get it right and emphasize the value of both associations.

A motion to approve the strategy with takeout traditional vs nontraditional and add ombudsman program was made by Mike Baker; seconded by Joe Breinig. Motion approved.

Dave N. said that we are going to do an evaluation of the mentoring program. Bob Barber also noted that we should do an evaluation of the MIT program. Art Osten is MIT Chair and one of the issues he's tried to address is working with recruiters to get better feedback on interview process. He has surveyed recruiters and is getting additional feedback from them.

I. Promote the Profession Committee

1. Final Report – an article on Lake County is almost complete. Dawn and Marty are working on an article based on city of Princeton called “Making the Case for City Management.”

2. Serafin Proposal – Julia went through the two phase proposal by Serafin. The Committee recommends the Phase One approach; but was not in favor of keeping Serafin on retainer. They did like the flexibility of being able to utilize Serafin services if needed. The Phase One assessment is \$20,000. The timing of the SWOT on communication is ideal given that ILCMA is also looking at a website redesign. Does it include how we market to current and prospective members? Julia noted that the assessment it does address all communication in a general sense and will clarify if this includes membership marketing. Mike Baker noted that we also need to coordinate this with the ILCMA/ICMA membership strategy coordination. Dave Limardi stated that ICMA is willing to provide resources through the Life, Well Run campaign. Branding for both associations is important. Dave cautioned to move slowly so that the Life, Well Run campaign can play out. Dave mentioned that we may want to put the Serafin proposal into the ICMA/ILCMA membership strategy. ICMA has PR resources. Would ICMA be willing to provide the same service as Serafin? It was recommended that the Board see what ICMA can bring before we enter into any type of agreement with Serafin. Next steps: How do we bring ICMA into fold? Dawn will send to Dave L. a copy of the Serafin proposal and he will take it to ICMA to see how the two plans can be coordinated. The PTP committee will try to meet prior to the July 18 board and committee orientation meeting with a recommendation.

J. AD HOC COMMITTEES

1. Creation of Web Redesign Ad Hoc Committee approved
Promote the Profession Committee has input for website

V. REPORTS OF OFFICERS

A. Comments by President

1. **Strategic Plan Update – workshop will be July 18 at 9:30 a.m.**

2. **Executive Director Evaluation -**

3. **ILCMA/CGS Contract** – Motion to approve the contract was made by Bob Barber; seconded by Phil Kiraly. Mike Baker noted that Exhibit A is very specific and wondered if we need that level of specificity. Motion approved.

B. Comments by President-Elect

C. Comments by Vice-President

D. Comments by Secretary/Treasurer

1 2013-14 Budget Approval The \$3000 in the budget for NIU M PA 50th needs to be either educational offering or increasing the presence at ILCMA conferences. Amendment of \$25,000 was made to website redesign. **Joe Breinig made a motion; seconded by Barry Burton.**

E. Comments by Past President**VI. EXECUTIVE DIRECTOR'S REPORT****A. Membership Update****B. Corporate Partner Program Update**

C. MIT List The list is growing. Mike Baker will contact Jim Wise. There is no contact information for Marc Huber. Barry Burton will see if he can find information on Marc.

D. Bylaw Approval Update

E. Approval of complimentary membership list Motion to approve the list of complimentary members was made by Joe Breinig; seconded by Mike Baker. Motion approved.

F. Retirements: **Russell Mulnix**, Stephenson County Administrator, June 30, 2013 – David Nord
Mark Biernacki, City Manager, DeKalb, June 14, 2013 –

VII. AFFILIATE REPORTS

A. Downstate – The new president will be Randy Bukas, Dorothy David will be vice-president; Ben McCreedy will be secretary/treasurer. Decatur will be location of summer meeting Aug. 8 -9.

B. IAMMA – Scott Sorrel will be the incoming president for IAMMA. The nominating committee is in the process of election process. The conference was May 17 at NIU Naperville. The awards ceremony was held during the luncheon at the conference. They are seeking new committee chairs and will be working with ILCMA on website redesign.

C. Metro – Last event was golf outing on May 15. The incoming president will be Ray Rummel.

D. IACA – They will be meeting in Sept. in Sycamore. They are searching for a new IACA president.

E. SWICMA - Pam did not have a report; SWICMA meets the first Friday of every month.

F. Legacy Project (soon to be affiliate)

VIII. RANGE RIDER REPORT – Glenn Spachman reported that there are a number of additions to MIT list. There may be additions to the list in the near future.

IX. OLD BUSINESS

A. ICMA Cal-Coaching Program Update - ILCMA members have been engaging in the webinars. Joe Breinig noted that the first one was really good; but the second two were not as

good. Mike Baker would like to get feedback on program. As Dave N. is looking at the ILCMA mentoring program – look at the ICMA Cal Coaching program as well.

X. ADDITIONAL ITEMS FOR BOARD DISCUSSION

A. Request for sponsorship of NIU MPA 50th Anniversary – As part of the budget approval process, a sponsorship of the legacy event for \$3000 was approved, pending who the speaker is. ILCMA will also provide complimentary exhibit space at the ILCMA summer and winter conferences.

NEXT MEETING DATE - ILCMA Board and Committee Chair Orientation and Goal Setting

Date: July 18, 2013 @ 9:30 a.m.

Location: Downers Grove Public Works Building

ADJOURNMENT

Motion to adjourn at 11:15 a.m. by Barry Burton; seconded by Joe Breinig.

Motion approved.

ILCMA
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Castle Bank - Money Market	16,148.70
Castle Bank - NOW	39,657.14
123 · Castle Bank CD 70043209126	80,325.99
16 · Castle Bank CD 52wk@1.10% *0003	79,045.72
17 · Castle Bank CD 52wk 0.75% *0002	30,321.53
18 · Castle Bank CD 0.35% 52wk *0001	79,052.31
Total Checking/Savings	<u>324,551.39</u>
Total Current Assets	<u>324,551.39</u>
TOTAL ASSETS	<u>324,551.39</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Bal Equity	246,364.37
32000 · Unrestricted Net Assets	165,137.67
Net Income	<u>-86,950.65</u>
Total Equity	<u>324,551.39</u>
TOTAL LIABILITIES & EQUITY	<u>324,551.39</u>

1:31 PM

07/09/13

Cash Basis

ILCMA

Profit & Loss Budget vs. Actual

July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
Income				
47200 - Dues				
47205 - ILCMA Membership Dues	119,694.31	110,000.00	9,694.31	108.8%
47210 - IAMMA Membership Dues	9,675.00	8,600.00	1,075.00	112.5%
47215 - METRO Membership Dues	3,210.00	2,600.00	610.00	123.5%
47220 - IACA/NACA Membership Dues	1,275.00	1,350.00	-75.00	94.4%
47225 - SWICMA Membership Dues	1,150.00	1,300.00	-150.00	88.5%
Total 47200 - Dues	135,004.31	123,850.00	11,154.31	109.0%
47300 - Interest	972.89	1,200.00	-227.11	81.1%
47400 - Advertising/Sponsorship				
47405 - Advertising	10,610.00	9,000.00	1,610.00	117.9%
47410 - Sponsorship	71,295.00	63,000.00	8,295.00	113.2%
Total 47400 - Advertising/Sponsorship	81,905.00	72,000.00	9,905.00	113.8%
47500 - ICMA Reim for Range Riders	4,110.11	4,250.00	-139.89	96.7%
47800 - Conferences				
47823 - Winter Conference 2013	35,490.00	38,000.00	-2,510.00	93.4%
47934 - Summer 2012	26,478.05	13,000.00	13,478.05	203.7%
47935 - Summer Conference 2013	33,240.00	30,000.00	3,240.00	110.8%
Total 47800 - Conferences	95,208.05	81,000.00	14,208.05	117.5%
47850 - Professional Dev Workshops				
47860 - Winter Pre-Conference	2,800.00	2,000.00	800.00	140.0%
47870 - Summer Pre-Conference	1,175.00	1,000.00	175.00	117.5%
47885 - Webinars	0.00	500.00	-500.00	0.0%
47890 - Other Workshops	1,095.00	750.00	345.00	146.0%
47893 - September or October	1,105.00	1,000.00	105.00	110.5%
47894 - November	1,430.00	1,000.00	430.00	143.0%
47895 - January Financial Forecast Foru	3,345.37	14,000.00	-10,654.63	23.9%
47896 - March	920.00	1,000.00	-80.00	92.0%
47897 - April	0.00	1,000.00	-1,000.00	0.0%
47898 - May	0.00	1,000.00	-1,000.00	0.0%
Total 47850 - Professional Dev Workshops	11,870.37	23,250.00	-11,379.63	51.1%
48500 - ILCMA Apparel	121.43	150.00	-28.57	81.0%
49950 - Miscellaneous	1,900.00	500.00	1,400.00	380.0%
50100 - IAMMA Financial Administration	2,875.00	2,875.00	0.00	100.0%
50200 - METRO Financial Administration	2,600.00	2,600.00	0.00	100.0%
50210 - Metro Credit Card Transactions	5,725.00	2,500.00	3,225.00	229.0%
Total Income	342,292.16	314,175.00	28,117.16	108.9%
Expense				
60000 - NIU Contract	113,074.00	113,074.00	0.00	100.0%
61000 - Membership Dues Disbursement				
61200 - IAMMA Dues Disbursement	9,795.00	8,600.00	1,195.00	113.9%
61300 - METRO Dues Disbursement	3,165.00	2,600.00	565.00	121.7%
61400 - SWICMA Dues Disbursement	1,200.00	1,300.00	-100.00	92.3%
61500 - NACA Dues Disbursement	350.00	900.00	-550.00	38.9%
61540 - IACA Dues Disbursement	175.00	450.00	-275.00	38.9%
Total 61000 - Membership Dues Disbursement	14,685.00	13,850.00	835.00	106.0%
61800 - Refunds-ILCMA membership dues	787.50			
62000 - ILCMA Conferences				
62202 - Winter Conference 2013	65,435.17	50,000.00	15,435.17	130.9%
62203 - Winter Conference 2014	2,375.00			
62402 - Summer Conference 12	54,409.05	60,000.00	-5,590.95	90.7%
62404 - Summer Conference 2013	74,692.45	15,000.00	59,692.45	497.9%
62500 - UO Conf Expense	2,876.34	4,500.00	-1,623.66	63.9%
Total 62000 - ILCMA Conferences	199,788.01	129,500.00	70,288.01	154.3%
63000 - Professional Development				
63100 - Winter Pre-Conference	4,373.69	4,000.00	373.69	109.3%
63200 - Summer Pre-Conference	4,345.52	4,000.00	345.52	108.6%
63400 - Other Workshops	1,371.66	1,000.00	371.66	137.2%
63430 - September or October	928.09	1,000.00	-71.91	92.8%
63440 - November	1,316.66	1,000.00	316.66	131.7%
63450 - January Financial Forecast Foru	0.00	12,000.00	-12,000.00	0.0%
63460 - March	3,396.18	1,000.00	2,396.18	339.6%
63470 - April	0.00	1,000.00	-1,000.00	0.0%
63480 - May	0.00	1,000.00	-1,000.00	0.0%
63490 - New Administrator Boot Camp	510.90	1,000.00	-489.10	51.1%
Total 63000 - Professional Development	16,242.70	27,000.00	-10,757.30	60.2%

1:31 PM

07/09/13

Cash Basis

ILCMA

Profit & Loss Budget vs. Actual

July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
64000 · General Operating Expenses				
60500 · Corporate Partner Lunch	2,362.73	2,500.00	-137.27	94.5%
64010 · IML Annual Mtg (booth & spkr)	1,193.22	1,200.00	-6.78	99.4%
64020 · Range Rider	8,899.19	8,500.00	399.19	104.7%
64040 · ICMA Hospitality	0.00	1,500.00	-1,500.00	0.0%
64050 · Misc. Operating	882.47	1,000.00	-117.53	88.2%
64060 · Insurance (Board & Gen. Liabil)	5,330.00	5,000.00	330.00	106.6%
64070 · IRS	2,136.00	2,200.00	-64.00	97.1%
64090 · ICMA Conf Scholarship	625.00	1,250.00	-625.00	50.0%
65000 · Audit	1,050.00	2,000.00	-950.00	52.5%
65010 · ICMA Conf Planning Committee	1,049.68	1,500.00	-450.32	70.0%
65020 · Board Meetings	1,996.37	1,500.00	496.37	133.1%
65030 · Committee Meetings	142.39	500.00	-357.61	28.5%
65040 · Awards	640.50	500.00	140.50	128.1%
65050 · Website	2,226.00	1,900.00	326.00	117.2%
65059 · Credit Card Processing fees	2,516.61	3,000.00	-483.39	83.9%
65060 · Board Travel	640.99	1,500.00	-859.01	42.7%
65070 · ILCMA Apparel	94.00	150.00	-56.00	62.7%
65100 · Postage	1,069.06	1,000.00	69.06	106.9%
65110 · Printing	1,166.67	1,000.00	166.67	116.7%
65120 · Supplies	418.17	1,000.00	-581.83	41.8%
65125 · Tax Preparation	350.00	400.00	-50.00	87.5%
65126 · Member in Transition	0.00	4,100.00	-4,100.00	0.0%
65130 · Newsletter Graphic Design	5,500.00	5,500.00	0.00	100.0%
Total 64000 · General Operating Expenses	40,289.05	48,700.00	-8,410.95	82.7%
67500 · ICMA Fund for the Profession	3,500.00	3,500.00	0.00	100.0%
67505 · Memorial/Retirements to ICMA Fu	700.00	1,000.00	-300.00	70.0%
67550 · Life, Well Run Pledge	30,797.00	7,535.00	23,262.00	408.7%
68000 · Special Proj/Contingency Fund				
68005 · ICMA/ILCMA Membership Incentive	0.00	1,000.00	-1,000.00	0.0%
68030 · Strategic Planning/Board Orient	854.55	750.00	104.55	113.9%
68052 · Committee Projects	0.00	5,000.00	-5,000.00	0.0%
68055 · Misc.	0.00	5,000.00	-5,000.00	0.0%
68056 · ICMA Stud. Chapter	800.00	600.00	200.00	133.3%
68057 · APWA Illinois Public Service In	0.00	599.00	-599.00	0.0%
Total 68000 · Special Proj/Contingency Fund	1,654.55	12,949.00	-11,294.45	12.8%
69000 · Banovetz Fellowship	2,000.00			
69950 · Disburse Metro Credit Card Tran	5,725.00	2,500.00	3,225.00	229.0%
Total Expense	429,242.81	359,608.00	69,634.81	119.4%
Net Income	-86,950.65	-45,433.00	-41,517.65	191.4%

ILCMA
Balance Sheet
As of July 31, 2013

	<u>Jul 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Castle Bank - Money Market	16,149.30
Castle Bank - NOW	69,349.30
123 · Castle Bank CD 70043209126	80,325.99
16 · Castle Bank CD 52wk@1.10% *0003	79,045.72
17 · Castle Bank CD 52wk 0.75% *0002	30,321.53
18 · Castle Bank CD 0.35% 52wk *0001	79,052.31
Total Checking/Savings	<u>354,244.15</u>
Total Current Assets	<u>354,244.15</u>
TOTAL ASSETS	<u>354,244.15</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Bal Equity	246,364.37
32000 · Unrestricted Net Assets	76,415.87
Net Income	<u>31,463.91</u>
Total Equity	<u>354,244.15</u>
TOTAL LIABILITIES & EQUITY	<u>354,244.15</u>

12:03 PM

08/13/13

Cash Basis

ILCMA

Profit & Loss Budget vs. Actual

July 2013

	Jul 13	Budget	\$ Over Budget	% of Budget
Income				
47200 · Dues				
47205 · ILCMA Membership Dues	16,804.18	110,000.00	-93,195.82	15.3%
47210 · IAMMA Membership Dues	1,710.00	8,600.00	-6,890.00	19.9%
47215 · METRO Membership Dues	445.00	2,600.00	-2,155.00	17.1%
47220 · IACA/NACA Membership Dues	450.00	1,400.00	-950.00	32.1%
47225 · SWICMA Membership Dues	100.00	1,300.00	-1,200.00	7.7%
Total 47200 · Dues	19,509.18	123,900.00	-104,390.82	15.7%
47300 · Interest	4.04	1,000.00	-995.96	0.4%
47400 · Advertising/Sponsorship				
47405 · Advertising	0.00	9,000.00	-9,000.00	0.0%
47410 · Sponsorship	0.00	66,000.00	-66,000.00	0.0%
Total 47400 · Advertising/Sponsorship	0.00	75,000.00	-75,000.00	0.0%
47500 · ICMA Reim for Range Riders	0.00	5,000.00	-5,000.00	0.0%
47800 · Conferences				
47935 · Summer Conference 2013	24,676.00	30,000.00	-5,324.00	82.3%
47936 · Winter 2014 Conference	0.00	35,000.00	-35,000.00	0.0%
47937 · Summer 2014 Conference	0.00	30,000.00	-30,000.00	0.0%
Total 47800 · Conferences	24,676.00	95,000.00	-70,324.00	26.0%
47850 · Professional Dev Workshops				
47860 · Winter Pre-Conference	0.00	2,000.00	-2,000.00	0.0%
47870 · Summer Pre-Conference	1,050.00	1,000.00	50.00	105.0%
47885 · Webinars	0.00	200.00	-200.00	0.0%
47890 · Other Workshops	0.00	0.00	0.00	0.0%
47893 · September or October	0.00	1,000.00	-1,000.00	0.0%
47894 · November	0.00	1,000.00	-1,000.00	0.0%
47895 · January Financial Forecast Foru	0.00	3,400.00	-3,400.00	0.0%
47896 · March	0.00	1,000.00	-1,000.00	0.0%
47897 · April	0.00	1,000.00	-1,000.00	0.0%
47900 · January	0.00	1,000.00	-1,000.00	0.0%
Total 47850 · Professional Dev Workshops	1,050.00	11,600.00	-10,550.00	9.1%
48500 · ILCMA Apparel	0.00	150.00	-150.00	0.0%
49950 · Miscellaneous	50.00	500.00	-450.00	10.0%
50000 · From/To Reserves	0.00	44,834.00	-44,834.00	0.0%
50100 · IAMMA Financial Administration	0.00	2,875.00	-2,875.00	0.0%
50200 · METRO Financial Administration	0.00	2,600.00	-2,600.00	0.0%
50210 · Metro Credit Card Transactions	0.00	6,000.00	-6,000.00	0.0%
Total Income	45,289.22	368,459.00	-323,169.78	12.3%
Expense				
60000 · NIU Contract	0.00	124,574.00	-124,574.00	0.0%
61000 · Membership Dues Disbursement				
61200 · IAMMA Dues Disbursement	0.00	8,600.00	-8,600.00	0.0%
61300 · METRO Dues Disbursement	0.00	2,600.00	-2,600.00	0.0%
61400 · SWICMA Dues Disbursement	0.00	1,400.00	-1,400.00	0.0%
61500 · NACA Dues Disbursement	0.00	900.00	-900.00	0.0%
61540 · IACA Dues Disbursement	0.00	500.00	-500.00	0.0%
Total 61000 · Membership Dues Disbursement	0.00	14,000.00	-14,000.00	0.0%
61800 · Refunds-ILCMA membership dues	0.00	500.00	-500.00	0.0%
62000 · ILCMA Conferences				
62203 · Winter Conference 2014	0.00	55,000.00	-55,000.00	0.0%
62404 · Summer Conference 2013	3,981.39	65,000.00	-61,018.61	6.1%
62405 · Summer 2014 Conference	0.00	15,000.00	-15,000.00	0.0%
62500 · UO Conf Expense	3,017.91	4,500.00	-1,482.09	67.1%
Total 62000 · ILCMA Conferences	6,999.30	139,500.00	-132,500.70	5.0%
63000 · Professional Development				
63100 · Winter Pre-Conference	0.00	4,000.00	-4,000.00	0.0%
63200 · Summer Pre-Conference	2,500.00	4,000.00	-1,500.00	62.5%
63430 · September or October	0.00	1,000.00	-1,000.00	0.0%
63440 · November	0.00	1,000.00	-1,000.00	0.0%
63451 · January	0.00	1,000.00	-1,000.00	0.0%
63460 · March	0.00	1,000.00	-1,000.00	0.0%
63470 · April	0.00	1,000.00	-1,000.00	0.0%
63480 · May	0.00	1,000.00	-1,000.00	0.0%
63485 · CAL ICMA Coaching	0.00	5,000.00	-5,000.00	0.0%
Total 63000 · Professional Development	2,500.00	19,000.00	-16,500.00	13.2%

12:03 PM
08/13/13
Cash Basis

ILCMA

Profit & Loss Budget vs. Actual

July 2013

	Jul 13	Budget	\$ Over Budget	% of Budget
64000 · General Operating Expenses				
60500 · Corporate Partner Lunch	0.00	2,500.00	-2,500.00	0.0%
64010 · IML Annual Mtg (booth & spkr)	825.00	1,200.00	-375.00	68.8%
64020 · Range Rider	2,095.45	10,000.00	-7,904.55	21.0%
64040 · ICMA Hospitality	0.00	2,500.00	-2,500.00	0.0%
64050 · Misc. Operating	0.00	1,500.00	-1,500.00	0.0%
64060 · Insurance (Board & Gen. Liabil)	0.00	5,000.00	-5,000.00	0.0%
64070 · IRS	0.00	2,200.00	-2,200.00	0.0%
64090 · ICMA Conf Scholarship	0.00	1,320.00	-1,320.00	0.0%
65000 · Audit	0.00	1,500.00	-1,500.00	0.0%
65010 · ICMA Conf Planning Committee	0.00	1,200.00	-1,200.00	0.0%
65020 · Board Meetings	303.99	2,000.00	-1,696.01	15.2%
65030 · Committee Meetings	0.00	500.00	-500.00	0.0%
65040 · Awards	457.81	1,000.00	-542.19	45.8%
65050 · Website	0.00	25,000.00	-25,000.00	0.0%
65059 · Credit Card Processing fees	329.54	3,000.00	-2,670.46	11.0%
65060 · Board Travel	314.22	1,000.00	-685.78	31.4%
65070 · ILCMA Apparel	0.00	150.00	-150.00	0.0%
65100 · Postage	0.00	1,000.00	-1,000.00	0.0%
65110 · Printing	0.00	1,000.00	-1,000.00	0.0%
65120 · Supplies	0.00	500.00	-500.00	0.0%
65125 · Tax Preparation	0.00	400.00	-400.00	0.0%
65126 · Member in Transition	0.00	4,100.00	-4,100.00	0.0%
65130 · Newsletter Graphic Design	0.00	5,000.00	-5,000.00	0.0%
Total 64000 · General Operating Expenses	4,326.01	73,570.00	-69,243.99	5.9%
67500 · ICMA Fund for the Profession	0.00	3,500.00	-3,500.00	0.0%
67505 · Memorial/Retirements to ICMA Fu	0.00	1,000.00	-1,000.00	0.0%
67550 · Life, Well Run Pledge	0.00	0.00	0.00	0.0%
68000 · Special Proj/Contingency Fund				
68030 · Strategic Planning/Board Orient	0.00	1,000.00	-1,000.00	0.0%
68052 · Committee Projects	0.00	5,000.00	-5,000.00	0.0%
68055 · Misc.	0.00	5,000.00	-5,000.00	0.0%
68056 · ICMA Stud. Chapter	0.00	1,200.00	-1,200.00	0.0%
68059 · NIU MPA 50th Anniversary	0.00	3,000.00	-3,000.00	0.0%
Total 68000 · Special Proj/Contingency Fund	0.00	15,200.00	-15,200.00	0.0%
69950 · Disburse Metro Credit Card Tran	0.00	6,000.00	-6,000.00	0.0%
Total Expense	13,825.31	396,844.00	-383,018.69	3.5%
Net Income	31,463.91	-28,385.00	59,848.91	-110.8%

TO: State Association Presidents
Presidents of International Hispanic Network, National Forum for Black Public Administrators, and
National Association of County Administrators
CC: ICMA Executive Board
State and Affiliate Association Staff
FR: Bonnie Svrcek, ICMA President

Over the past few months, I had the pleasure of participating in the new ICMA Regional Vice President nominating process following each of the Regional Summits. This election marked the debut of the new regional nominating process where six Regional Nominating Committees replaced the single Nominating Committee that had selected nominees for ICMA Regional Vice Presidents in the past.

Based on debriefings in each region, the interview process at the 2013 Regional Summits went very smoothly. All but three state associations with affiliation agreements were able to participate in the interview process. On behalf of the Executive Board, I want to thank you for your efforts to participate in this new process. In addition, we thank our national affiliates for working to identify a representative from their organizations for each region. While there was not full representation this year, there is good experience to build on.

The new process shifts the responsibility for nominating well-qualified members who can best represent the diversity of the profession and its future to the regions. The ICMA Executive Board believes that this will provide a new opportunity to strengthen ties and shared ownership with state and affiliate associations. This is a critical partnership for ICMA since the Regional Nominating Committees select ICMA's leadership – all vice presidents and therefore future ICMA Presidents. (Note: The ICMA Constitution requires the Board to select the ICMA President from the pool of those who have previously served as a regional vice president.)

The Board's nominations and elections schedule states that "the Board will review the diversity in the make-up of the upcoming Board at the June board meeting. The results of this review will then be shared with state and affiliate organizations as well as with the membership." At the recent Board meeting, the Board reviewed the make-up of the 2013-2014 Board – assuming the election of the nominees who are unopposed. The Board will have members from communities in all population ranges (from under 10,000 to over 100,000), two members from counties, six women and two African – Americans. For the second year, there will be no Hispanic members and the two African-American members will leave the Board in 2014.

The Board discussed the need for ICMA and state and affiliate organizations to work together to identify diverse candidates. ICMA's long-standing policy is to recruit nominees that will provide a balanced board that represents the profession and those served by it. The Board noted that currently ICMA's general membership lacks diversity of gender, race and ethnicity and is not representative of the communities served. This creates challenges for the selection process. The Board emphasized that greater diversity in the membership is vital to the sustainability of the profession and underscored the Board's commitment to increasing diversity in the membership and in those who serve on the ICMA Executive Board. This will take shared efforts to identify candidates and to groom future candidates.

The deadline for submission of candidate names for the next nominations and elections process will be in December 2013. To prepare for the 2014 elections and beyond, Regional Vice Presidents will be asking your association to provide an opportunity on an upcoming Board agenda to discuss how we can work together to increase diversity in membership and leadership at both the state and national level. The Board believes that crafting and carrying out joint strategies can make a difference in the coming years.

As always, thank you for your leadership and for making your community a great place to live, work, play, and visit.

[BonnieMemoSig]

This message may contain sensitive, confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited

NOTES

ILCMA Winter Conference Committee

Aug. 22, 2013

10:00 a.m.

Location: Lombard Village Hall

255 E. Wilson Ave.

Conf. Call in Number: 815-753-0019

Winter Conference Site:

Springfield Hilton

Springfield, IL

February 26-28, 2014

I. Committee Goals

Well attended conference

High quality sessions

Survey comments – desire to have speakers someone who wasn't in the profession (not all panel of practitioners); inspirational speakers; have early mixer for first time attendees and students; keep speakers on topic;

II. Conference Schedule

Thurs. opening keynote

Breakout sessions (Thurs and Fri. morning)

Fri. closing keynote

III. Brainstorm Program Ideas

A. Topics

1. Mobile applications & online service requests (Public Soft software) – **ROBIN WEAVER & KELLY AMIDEI**
2. Q & A with New and Aspiring Managers (use assistant managers instead of managers) – broaden it to new professionals (whether you are assistant or new manager) – **MARIA LASDAY, PAULA SCHUMACHER & SCOTT SKRYCKI**
3. RAPID FIRE SESSION - Special events/community events – create events that bring more positive attitudes about the community together – what are new venues e.g. Rivers Edge that change the image of a community. Lombard broadcast Blackhawk games downtown – great community events. How to protect yourself – liability; costs – staffing; Marketing (national); Highwood as an example; Lombard; local brewer's – want to use video of events - **DAVE HULSEBURG & RICK BOEHM** –
Ask Greg Stopka to help moderate

4. Medical Marijuana, cell phones, conceal and carry, e-cigarettes - **ANCEL GLINK – MOSES AMIDEI & KELLY AMIDEI & ANNIE TIERNEY**
5. Grant writing – **eCIVIS BACK-UP**
6. Infill Development/Big Box (Oswego) **SB Friedman – RICK BOEHM & MIKE STRONG**
7. Media Relations – **Rob Stafford – DAVE COOK**
8. Public Safety as it relates to vacant properties; nuisance properties; code enforcement issues **PAULA SCHUMACHER & GREG SEEFELDT**
9. Performance management – technologies and how communities are using those to enhance performance measure – **SIKICH**
10. Data security – cyber security **SIKICH – GREG SEEFELDT - NEED COMMITTEE WORKER**
11. Not-for-profit partnerships - Working with not-for-profits for economic development – examples of how they work together Hinsdale met with 8 agencies to plan joint programs...**PAUL LaLONDE**
12. Legislative update – what’s going on in Springfield – IML – **Lunch speaker for ½ hour – need to contact**
13. Community Service Offices – cadet program;
14. Agency directors in Springfield as speakers....
15. EPA – Fracking
16. Capital Improvement Projects – building a case for successful referendum **BACK-UP**

B. Speakers

i. Thursday Keynote

- Jim Thomas, Fundamentals of Compromise with Integrity Intact – **Dawn** will research and get testimonials and cost
- John Krubski – Persuasion and Motivation 2.0 – new tools to give people to do what you want

ii. Friday Keynote

- Work/Life/Play Balance – **Paula Schumacher** – over coming obstacles and fears in life – Dale Spencer

C. Assignment of Committee member(s) in charge of each session

- i. Need to think about:
- ii. Session description
- iii. Title of session
- iv. Brief description and what are the “take aways” from the session – 3 – 4 learning objectives?
- v. Potential speaker(s)
- vi. Speaker contact information including phone, e-mail, & address

IV. Social Events

- A. 6:30 - Wed. evening welcome for first time attendees and scholarship winners and new to the profession - **JENNY MALTAS, MIKE STRONG, & ANNIE TIERNEY**
- B. Evening group dinner –Thursday – Lincoln Library/Museum
- C. IAMMA Pool/Euchre Tournament
- D. Other?
 - i. 5k run – **RANDY BUKAS**

V. Timeline

- A. August – October 22 - hold first few committee meetings
- B. Nov 15 – have all final session information to Executive Director
 - i. Session description
 - ii. Title of session
 - iii. Brief description and what are the “take aways” from the session – 3-4 learning objectives
 - iv. Potential speaker(s)
 - v. Speaker contact information including phone, e-mail, & address
- C. Dec. 1 – have registration brochure completed for print
- D. Dec. 15 – mail brochure

VI. Conference Budget

VII. Registration Giveaway – pens – **ANNIE TIERNEY**

VIII. Marketing

IX. Other Business – RAFFLE – **DAVE VanCAMP**

Passport for vendors – need a bigger prize for this raffle

VI. Next Meeting – Oct. 22 at 1 p.m.

Location:

Glen Hill Office Complex

CM Services Offices

800 Roosevelt Rd.

Building C, Suite 312

Phone: 815-753-0019

ILCMA
2013 Summer CONFERENCE
FINANCIAL REPORT

REVENUES:

Registrations	38,676.00
Sponsors	18,640.00
Sommer Foundation	1,000.00
Outstanding Invoices	100.00

TOTAL REVENUES	58,416.00
----------------	-----------

CHECK BOOK EXPENSES:

Giveaway-Portfolios	2,948.04
Ribbons	31.59
Keynote-Ryan	13,500.00
Dan Fouts	185.90
Reimb-Golf Prizes-J Cavallaro	375.00
Closing Keynote Burchard	2,500.00
Eagle Ridge	53,972.48
Martha Perego	708.31
Outreach Registration	3,017.91
Diamond Pendant	1,746.37
Supplies for Photo Booth	71.91
Printing at Conference	112.00
NIU-printing , postage, supplies	4,317.27

TOTAL CHECK BOOK EXPENSES:	83,486.78
----------------------------	-----------

BALANCE	-25,070.78
---------	------------

PRE-CONFERENCE WORKSHOP
2012 SUMMER CONFERENCE
FINANCIAL REPORT

Revenues:

Pre-Conference Workshop Registrations (15)	1,050.00	
Outstanding invoice	75.00	

Total Revenues:		1,125.00
-----------------	--	----------

Expenses:

Eagle Ridge	240.00	
Craig Rapp	2,500.00	
Printing	34.40	

Total Expenses:		2,774.40
-----------------	--	----------

Balance:		-1,649.40
----------	--	-----------



Dawn,

I appreciate you compiling your evaluation data and forwarding comments and issues regarding your recent conference at Eagle Ridge. We value customer feedback and look for ways to always improve.

Eagle Ridge balances its meals by providing fruit/vegetable, protein and starch. We do however, offer healthier menu alternatives for the health conscious individuals. We also are happy to work with clients who have dietary or lifestyle restrictions including, but not limited to, vegetarians, vegans, gluten free and those with food allergies. Eagle Ridge's executive chef is also available to customize menus and offer suggestions.

We would be more than happy to discuss alternative Thursday night entertainment. For consideration; dinner theme parties which can include live bands; hypnotist; campfires, s'mores and singers; game shows, fireworks displays. The possibilities are endless, limited only to budget constraints.

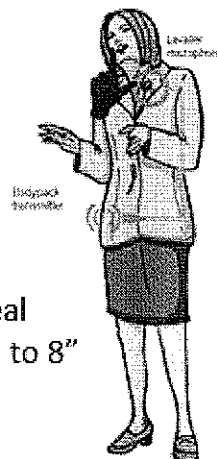
In terms audio visual issues, since ILCMA was on property Lifeline was called and was able to flatten the audio in the Ballroom. This should cut down on some of the high end "tinny" sounding pitch. According to the A/V company, handhelds, lavalieres and headsets are three distinct wireless products. Because we have groups requesting and using multiple microphone types we have to find a balance that is acceptable between the three.

We do suggest groups using handhelds and headsets versus lavalieres. A two inch difference in the placement of a lavalier can have a major impact on the sound quality. Since you were here we have created a lavalier placement guide for users.

Lavalier Microphone Placement

"Rule of Thumb"

1. Form an "L" with your thumb and pointer finger.
2. Hold your pointer finger to your lips with your thumb pointed towards your chest.
3. Where your thumb hits your chest is the ideal location for the lavalier. Typically this is 5" to 8" directly below the mouth.



Most of the meeting room temperature comments seem to indicate the room as being too cold. Some speakers or presenters actually ask for the temperatures to be cooler so they keep the attention of everyone. Of course a balance needs to be met so the attendees can feel comfortable and be able to stay engaged with the speaker. Any time staff is notified, we can contact maintenance to physically adjust the temperature behind the scenes in the control room in order to find the right balance.

As you mentioned, Eagle Ridge is now under new ownership and the management of The Bricton Group and Touchstone Golf. This is a recent development. The parties are on property frequently and, committed to the success of Eagle Ridge. At this time, it would be premature for me to comment on any future plans/renovations as details have not been disclosed.

Eagle Ridge has been honored to host the ILCMA Conference for many years. We value your business, look forward to your attendees arriving on property and enjoy working with your staff.

Sincerely
John Richardson

IML Manager's Committee ILCMA Board Report

By Mike Allison, Chair

For the IML Conference in October we will be coordinating three sessions. The first is a Mayor/Manager team session involving the Mayor and Manager of O'Fallon, Peoria, and Floosmoor, with former Mayor of Woodridge Bill Murphy moderating. Our goal is to identify how great teams lead to great results. This is important at any time, however in particular with resources in government and non profits remaining scarce new thinking is important for our communities to flourish. Also this session will coincide with the 60th anniversary of ILCMA and the 100th anniversary of IML. We feel this is a fitting recognition of the importance of professional management in local government.

Our second session will review the issues and best practices with PSEBA. One change for next year will be the reporting requirements that may result in future needed reforms to this law.

Finally we will conduct a Networking Session that Tom Thanas from Joliet will coordinate. We look forward to an open discussion of issues that are important to those in attendance.

Our ongoing work includes coordination with IML and the PSEBA Working Group. The effort is to continue collecting information on best practices and advocating for legislative change. We will discuss these issues during the IML session noted above.

Joe McCoy Legislative Director of IML in addition to the aforementioned PESBA Working Group has also started to collect information on prevailing wage impacts from a number of municipalities. We will be discussing further where this work will lead us in the near future.

The Committee has also been involved in some of the initial aspects of the IML Strategic Plan. We will continue to work with the IML Board of Directors when requested.

Joe as our liaison provides the Committee monthly updates on State legislation, laws and regulations.

The Committee continues to write articles for the ILCMA newsletter along with occasional articles for the IML magazine.

VILLAGE OF ROSELLE MEMORANDUM

To: Mark Franz, ILCMA President
ILCMA Board of Directors

From: Jason M. Bielawski, Chair, Membership Services

Date: August 19, 2013

Re: Membership Services Committee Report

The Membership Services Committee met on July 30 in Oak Brook. Wherein the following items were discussed:

ICMA State Membership Strategy and ILCMA Membership Renewals

The Committee was provided an update on the ILCMA-ICMA Membership Strategy and the role of the Committee in implementing the Strategy. The largest role of the Committee will be the retaining of existing ILCMA/ICMA members as the Committee is tasked with the annual responsibility of reaching out to ILCMA members that did not renew their membership from the following year. Based on the timing of ICMA and ILCMA membership renewals, the Committee will initiate its contacting of non-renewing members later in the year. Dawn and her staff will be working to provide the Committee with a list of non-renewing ILCMA members in late August.

Ombudsman Program

The committee members responsible for this newly created program will begin to coordinate the contacting of new ILCMA members based on information provided by the Secretariat.

Mentorship Program

The Committee discussed the program and recommended that the 2013 Membership Survey include questions for participants in the program to evaluate their overall satisfaction of the program.

MIT Subcommittee

The Committee discussed the attached article titled "Better Recruiting" that was drafted by the MIT Subcommittee. The Committee recommended that the ILCMA Board of Directors review the article and provide direction to the Subcommittee on submitting the article for inclusion in ICMA PM as well as IML Review Magazine.

Annual Goals

The following goals were identified for 2013-2014

1) Continue implementing the ICMA State Membership Strategy, 2) Conduct the 2013-2014 Membership Survey, 3) Implement MIT Task Force Recommendations, and 4) Fostering Ombudsman Program

BETTER RECRUITING

JULY 23, 2013 DRAFT

The Members in Transition (MIT) subcommittee of the Illinois City/County Management Association (ILCMA) exists to provide tools to assist those in the profession hoping to be re-employed. Its efforts complement and continue those of previous MIT Subcommittee members, the ILCMA Secretariat, ILCMA Board, ICMA/ILCMA Range Riders, and many others. The question explored by current MIT members was, **“How can improvements be made to the municipal recruiting process for the applicant, search team (in-house or recruiter), and hiring body?”**

The impetus behind this project began with the difficulty MITs often report in knowing what was most important to the hiring body and receiving feedback when not selected for an interview or a job offer. Narrowing future searches and improving performance are difficult for the MIT without this information. This led to a review of the recruiting process in general to provide context. Discussions with recruiters and personnel directors revealed additional issues. The resulting observations and suggestions will hopefully lead to an improved and better understood process.

Initially, position profiles should **identify what's most important to the hiring body** -- not *every* positive attribute considered. Applicants are then better able to determine if they are a good fit for the job and focus their preparation. This is the job of the search team and consists of two phases. First, generating a comprehensive list of position duties, major issues, professional skills required, and personal characteristics desired through one-on-one and then group discussions with the elected officials, key staff, and community leaders. Second, resolving differences and uncertainties and boiling these down to the primary and secondary duties, issues, skills, and personality traits sought -- which are then approved by the hiring body and included in the application material. Both take quite a bit of research time and facilitation skill to perfect.

An often overlooked, but important next step is the initial winnowing or **“recruiter’s cut”**. How is the ample list of applicants narrowed down by the search team to the few to be presented to the hiring body? The basic review looks at some combination of the following: cover letter, resume, references, requested supplemental material, internet search, criminal background check, psychological screening, phone interview, DVD of applicant answering preliminary interview questions, etc. The search team’s personal knowledge of the applicant can also influence decision-making. Perhaps, they and the applicant have been involved in the profession and have talked at conferences, worked together on a committee, or know each other from past searches. All this is tied together by the experience and intuition of the search team.

Formal **evaluation checklists** to rank all the candidates are very useful tools. Search teams generally use them simply to manage all the applications. It would be extraordinarily helpful if decision-making bodies used them too. Providing elected officials with a checklist of potential criteria based on earlier discussions would help speed and formalize the process. Including borderline or semi-legitimate draft criteria is an effective way to start the discussion about what to include. Additionally, summary information from these checklists should be shared with any requesting applicants by the search team at the end of the process.

Keep in mind, even with checklists, participants are very human and some of the following will likely influence the selection process:

- a) Governing bodies may not agree among themselves, creating an oversized laundry list of everything each of them is looking for in a candidate. Without a strong consensus, each member of the governing body will have a different vision of the “perfect” candidate.
- b) Elected officials often place too much emphasis on experience in communities similar in size and demographics to their community rather than on skill sets.

- c) Elected officials are volunteers. Few have the experience or training needed for effective recruiting and it can be difficult for some personalities to stay focused on the process.
- d) It is part art and science. With multiple qualified candidates, it often comes down to subjective but often legitimate “Fit & Feel” -- gut assessments.
- e) Many interviewers, often mask their true intentions or feelings, are simply uncomfortable having to explain their reasoning, or get nervous if they feel their comments might make it back to applicants.
- f) Municipalities and recruiters have to be wary of the time and cost of being sued. Municipal attorneys often counsel their employer not to provide written feedback about their decisions for fear of litigation -- evaluation documents could become discoverable. Signed waivers by applicants could reduce, but would not eliminate, lawsuits. Be aware that employers are not career coaches and legally owe applicants nothing other than fair consideration. Recruiting firms are the employee of the hiring entity.
- g) Some candidates will misuse the opportunity for feedback by trying to debate the decision or by getting irritated rather than look for what they can learn from the constructive criticism.

This process will not be easy to improve. What then are some **key tips for successful applicants?** Remember the Boy Scout Motto -- Be Prepared.

Ask a recruiter or range rider to review your resume and cover letter or provide a mock interview. Follow the application instructions provided, key in on the desired skills specified in the job ad in your cover letter, and double check grammar, spelling, etc. They are often “part of the test” of the applicant’s skill level and eye for detail.

It is prudent to be aware of and address any potential shortcomings. To shorten their list of qualified candidates, search teams and governing bodies will tend to look for information to disqualify a candidate from further consideration. Check whatever information is available electronically about you. Explain anything negative in the cover letter and discuss it with the search team. In addition, a record of short tenures, especially if due to terminations, can be hard to overcome. Some personal “soul searching” about the profession or a separate explanation, either in the cover letter or as a separate document in the resume materials, is advised.

Be comfortable and relaxed. You may have been without full-time work for some time and do not want to come across as intense or desperate. Speak slowly, clearly, and concisely.

Show genuine interest and excitement about the position and community. Be able to say why you want the job.

Know the community. Do your research. Review the community’s website, meeting minutes, news articles and if possible visit the community prior to your interview. Talk with neighboring managers or consultants you know who are familiar with the organization. Ask a couple of questions at the end to demonstrate your knowledge.

Focus on the key criteria listed in the recruitment brochure and how your skills address specific issues facing the community.

Remember all of the finalists will usually be qualified. You need to stand out from the others.

“Senior” candidates should: dress in current business fashion, wear up-to-date glasses, avoid old hair styles, get up-to-speed on technology, and point out their advantages in perspective and range of experience.

Be aware that you are interviewing them as much as they are interviewing you. The recruiting process could be indicative of the way an organization addresses issues. You may or may not be comfortable with their style or see it as opportunity to introduce a more effective approach. Have questions ready for the recruiter and employer that will lead to a dialog which can help reveal whether a “best fit” is truly present.

There are organizations and decision-makers who value improvement more than they fear mistakes and are already conducting methodical, high quality recruiting.

Get to know the recruiters and your potential future employers. If they know you and feel comfortable with you, they will be more likely to share feedback with you.

Be yourself. Nobody is perfect and a lot depends upon the current circumstances in that municipality.

The process can be very subjective, feedback is hard to generate, and **“Best Fit” is not 100% definable.**

If you don't get a job offer, just accept that this wasn't the right fit for you and that **your time will come!**

Be aware that some people simply do not have the personality and demeanor to be a long-term success in this profession. They should recognize it and move on to a profession that is a better fit for them.

Finally, don't forget to view the wealth of MIT tips and resources provided by the ICMA and various state associations.

Regardless of the limitations, **recruiting, like any other process, can be improved.** Making it more methodical and providing constructive feedback to all applicants will lead to a better decision-making process. More informed decisions will generate longer, more successful tenures. To that end we propose that the MIT Subcommittee pursue the following:

1. Add this report to the MIT materials on the ILCMA (state association) website.
2. Encourage recruiters and personnel departments to:
 - a) Start the recruiting process reviewing the “do's and don'ts of recruiting” with the decision-makers.
 - b) Provide a list of potential selection criteria and help separate them as primary, secondary, and superfluous;
 - c) Help panelists define the “fit and feel” assessments they make during interviews so they can discuss their accuracy and appropriateness among themselves;
 - d) Set aside more time during the interview process for applicant questions and two-way dialog.
 - e) Take copious notes during the entire process to provide every applicant, whether interviewed or not, with constructive summary feedback if they request it after the hire; and
 - f) Keep applicants informed of the timeline, updates, and any changes in a timely manner.
3. Develop model questions for applicants to ask recruiters and employers which will facilitate a two-way exchange and improve the chances of generating a “best-fit”.
4. Provide training to governing boards -- such as an Illinois Municipal League conference panel discussion and a short “How To Recruit” guide.
5. Develop a practical feedback tool with the assistance of municipal attorneys.
6. Encourage members of our profession, as a professional courtesy, to be open to providing feedback when asked by applicants and invite unsuccessful candidates to contact them for feedback when they conduct their own search processes for department head and assistant positions.

We hope this information helps lead to Better Recruiting! Greater awareness can generate a more satisfying experience and more effective result for applicants, recruiting teams, and elected officials.

Respectfully,

The 2012/2013 ILCMA MIT Subcommittee:

Art Osten, Jr. (MIT) -- author

Dave Niemeyer, Village Manager, Oak Brook, IL -- editor

Marian Gibson, (MIT) -- editor

Many thanks to the recruiting firms of Voorhees Associates, GovTempsUSA, Springsted, Mercer Group, and Public Administration Associates as well as the HR Directors of Algonquin, Des Plaines, Wheeling, and Woodstock, IL for their participation and insights.



ILCMA

COMMITTEE GOALS

2013 – 2014

NAME OF COMMITTEE: PROMOTE THE PROFESSION

GOALS:

- 1) Amplify the awareness of professional management to elected officials through the development and publishing of three (3) to five (5) articles in COG newsletters and the IML Review that highlight the values of the profession through the success stories and positive relationships of managers and elected officials. Include county government and intergovernmental initiatives as topics of the articles or in addition to communities highlighted.
- 2) Identify and articulate the benefits of ILCMA engaging the services of its own public relations or media relations firm. Present the ILCMA Executive Board with a recommendation for tiered public relations services based upon proposals received from a qualified public relations firm and ICMA.
- 3) Continue the partnership with the IAMMA Next Generation Committee to implement the various initiatives of the Next Generation Five (5) Year Plan. The Plan includes dedicated ILCMA representation through the Promote the Profession Committee in a joint association effort, enhanced outreach to students and universities, and increased encouragement and support of internship opportunities to members and their communities.



ILCMA

Promote the Profession Committee – First Meeting

August 1, 2013 @ 9:00 a.m.

Oak Brook Village Hall

In Attendance

Julia Cedillo (La Grange Park), Christiana Burns (Clarendon Hills), Andri Peterson (La Grange), Sharon Peterson (Countryside), Blaine Wing (Oak Brook), Adam Simon (Ancel Glink), Brian Bordeau (Elk Grove Village), Brad Burke (Lincolnshire), Ray Rummel (Elk Grove Village), John Coakley (Warrenville). Absent: Ben Pohl, Jeanine Smith (Prairie Grove), Will Jones (Glencoe), Lisa Scheiner (Burr Ridge)

Article Series

The group discussed the status of the articles. One article on Lake County is in process, under edit by Will Jones (also written by Will Jones). The group also discussed updating the draft, “Making the case for a City Manager.” There was some thought that too much time had passed for re-publishing and that the committee might be better served by writing an article on ways for hiring a professional manager – in general (citing some examples). Overall, the group noted the importance of writing articles that had broad interest and underscored the values of the profession. A suggestion was made to solicit organizations and professional consultants for article ideas to ensure that the topic was trending and of value for governance.

There was some discussion on including articles that focused on efficiencies created as a result of professional management. Also noted were articles that highlighted the importance and value of ethics in professional management. The group discussed some communities of concern as reasons why these types of articles could be educational/valuable (St. Charles, Wauconda, Schiller Park). The group also noted that an article on the Dixon aftermath might be timely. Brad Burke noted he would send out the presentation John Phillips provided to Dixon, as a potential resource for an article.

Public Relations / Media Relations

There was much discussion how public relations can be done effectively. The group noted concerns about self-promotion while being effective in getting a message out to different audiences. Andri provided an overview of the Serafin proposal and how proactive and reactive communications are each important but work together.

The group discussed the process to date on securing a proposal from Serafin, and then soliciting a similar proposal from ICMA. Members of the Committee and the ILCMA Board have scheduled a teleconference with Dave Limardi of ICMA to discuss the ICMA proposal on August 21st. A recommendation to the ILCMA Board is due no later than August 28th. The preliminary evaluation to date is such that the committee recommends that ILCMA enlist the services of Serafin & Associates as the services enumerated in the ICMA proposal are not equal and are rather supplemental in nature. Some of the services included in the Serafin proposal are: SWOT analysis, written report and implementation guide (which will assist in website redevelopment), creation of standards for communications, the establishment of proactive and reactive policies for messaging, crisis communications plan and communications training. The proposal includes a rate for ongoing communications support and counsel for responsive media inquiries and critical issues.

There was some discussion about partnering with other state associations that represent public entities. There was also some discussion about the potential value of creating a separate organization to lead messaging on ILCMA’s behalf.

Next Generation Outreach

It was noted that the IAMMA Next Generation Committee works with the PTP in progressing goals. The Five Year Plan was approved by the ILCMA Board in 2012. The group briefly discussed the Five Year Plan and noted that all goals are well underway with the exception of one final goal – framing a program that promotes the benefits of the intern program within the local government organization.

The group identified the lack of manager attendance at the annual January university mixer. The committee will focus on increasing manager participation by promoting the event to the membership and securing attendance in advance.

“How To” Manual

It was noted that this document had recently been updated and posted to the ILCMA website. This document should be reviewed every couple of years, with a survey conducted every five years. The next survey should take place in 2015.

Next Steps

The committee meets five times each term. The committee meets before each ILCMA Board Meeting: (1) August, (2) October, (3) December or January, (4) February or March, and (5) May. The subcommittees should meet in between. Therefore, the subcommittees should plan their first meeting for September to discuss the work to be done to reach their goals. The PR/MR group needs to meet sooner to complete evaluation and recommendation. The recommendation is due to the ILCMA Board by August 28th or beforehand.

ILCMA Strategic Plan (Three Year Plan)

The group briefly discussed the committee’s responsibilities noted in the Strategic Plan (distributed). The one outstanding item is the work to be done with regard to the media relations recommendation.

What’s Our Plan?

- Confirm committee assignments
- Confirm committee goals
- PR/MR Recommendation to ILCMA Board
- Identify potential article topics and resources – at least three articles this term (Finalize Lake County Article)
- Progress on Next Generation goals and increase manager attendance / participation

Subcommittee Assignments

Article Series	PR / MR	Next Gen
Brad Burke Jeannine Smith Kathleen Gargano Potential (Hopeful)* Lisa Scheiner	Andri Peterson (CC) Blaine Wing (CC) Ray Rummel John Coakley Adam Simon Will Jones <i>(confirmed his preference via phone)</i>	Christina Burns (C) Sharon Peterson Brian Bordeau

****Please confirm your willingness to serve in this subcommittee.***

Next Meeting

October 14th at 9:00 a.m. This will be a teleconference. A call-in number is forthcoming.

Meeting Adjourned

Prepared by JCedillo

PTP – PR SUB-COMMITTEE
RECOMMENDATION TO ILCMA BOARD
PUBLIC RELATIONS SERVICES

AUGUST 22, 2013

Background

The ILCMA Strategic Plan (2011-2014) identifies several strategic priorities related to enhancing the perception of the professional local government management profession. In the furtherance of these priorities, a goal to research public awareness campaign options that promote the benefits of professional management was established by ILCMA for the Promote the Profession Committee in 2012 – 2013.

In direct response to this goal, the Promote the Profession Committee has worked over the past several months to research and evaluate public awareness campaign options which included conversations with ICMA, identification of potential local firms that provide public relations / media relations services, and consideration of the various administrative policies that might be required in order to effectively implement a communications plan / outreach to the media.

As the initial analysis has concluded, the purpose of this report is to transmit a recommendation to the ILCMA Executive Board with a multi-tiered option for public relations services based on proposals received from both ICMA and Serafin and Associates.

Serafin and Associates Proposal

To briefly summarize previous reports to the ILCMA Executive Board, the Promote the Profession Committee surveyed the membership and local councils of government to help identify a local public relations / media relations firm that is familiar with local government issues and well qualified to assist the association with media / public communications.

Importantly, Serafin and Associates has unique knowledge of the Illinois political landscape as well as strong relationships with local media. The firm is familiar with a broad scope of legislative issues and has past experience in working with municipalities, recently with the COG's and Mayor's Caucus in reference to preserving the LGDF. The Committee met with Thom Serafin and after discussion of the ILCMA's needs and unique attributes, requested the attached proposal outlining specific deliverables.

The proposal from Serafin and Associates contemplates a two phased approach encompassing both proactive (raising public awareness) messaging and reactive (crisis) messaging. Further, the proposal provides direct and immediate access to media outlets which may be difficult for ILCMA to connect with on its own. While writing effective messages is an attribute that

ILCMA members already possess, the ability to get the message to the media outlets in a timely fashion is a critical component of any successful communications initiative.

Significantly, the first phase of the proposal provides for a Communications Assessment process, coupled with immediate support. The Communications Assessment process will help set the stage for how the organization will move forward with communications strategies by providing an operational and administrative framework. Serafin and Associates proposes to begin the engagement with a SWOT analysis in order to prioritize current and emerging critical issues; evaluate procedures for communicating during crisis situations; identify stakeholders; and evaluate the functionality and usefulness of the current website as related to media and member relations.

In response to ongoing discussions within ILCMA's membership, the SWOT analysis is anticipated to help ILCMA identify how to best balance the wishes of individual members and the needs of the greater membership when choosing when and how to respond to inaccurate / negative media reports that threaten the integrity of the profession. In addition, policies and procedures established as a result of the assessment process can be used as a framework for effective communications and response to issues well into the future.

Three months of immediate support (which includes 24 / 7 media contact) are included in the first phase of the proposal, utilization of which would give ILCMA an opportunity to "test" the service in order to evaluate how and when it could be best utilized on a go forward basis.

The proposal for Phase I is \$20,000 and includes all of the deliverables summarized in this report and outlined greater detail in the proposal.

Phase II of the proposal is meant to provide ongoing communications support once Phase I has been completed. Fees depend on the scope of services and whether or not services are rendered under a retainer basis or by the hour.

ICMA Proposal

To assist the Committee further in its evaluation, ICMA was provided with a copy of the Serafin and Associates proposal and was asked to also provide a proposal in response to the services outlined by Serafin. ICMA provided a detailed and comprehensive response to each of the services in the Serafin proposal, including the various resources and tools that ICMA currently has available to ILCMA members.

The ICMA proposal appears to be consistent with the Committee's findings that several of the services and support items identified as being necessary to the success of ILCMA's proposed initiative require the engagement of a local firm that has the resources to implement the identified objectives. ICMA has confirmed that costs associated with the engagement of the local firm are the responsibility of the state association. ICMA has also confirmed that the firm used by ICMA to develop the Life Well Run Campaign would likely not be suitable for our consideration as it is not as well versed in local issues.

Therefore, while the ICMA proposal generally does not provide the same services being offered by Serafin and Associates, the Committee believes that the resources that are available and offered by ICMA will work in tandem with and be an integral and necessary part of the development of ILCMA's communications plan. Further, it will be extremely important that ILCMA continue to interface and coordinate with ICMA staff at regular intervals in order to ensure consistent messaging.

It is also anticipated that the communications services being contemplated by ILCMA as they are implemented and evolve will be regularly monitored by ICMA in order to help serve as a model for other state associations that may be interested in similar approaches. In the future, our experiences may help ICMA to identify broader regional or sub-regional areas served by a communications firm and / or ICMA staff.

Finally, as part of its proposal, ICMA offered website development and hosting services. ICMA currently provides these services for some state associations. ICMA currently charges \$1,500 initially for web design and transfer and \$1,000 per year as a hosting fee. ILCMA would remain responsible for entering and maintaining the content of the website as it currently does.

Committee Recommendation

The Promote the Profession Committee recommends that the ILCMA Executive Board accept Phase I of the proposal from Serafin and Associates as the services outlined will develop a framework that will help ILCMA to achieve its strategic objectives related to enhancing the perception of the profession.

Further, the Committee recommends that ILCMA coordinate the general effort with ICMA in order to ensure consistent messaging between the organizations and to allow ICMA to monitor ILCMA's progress with the initiative in order for it to serve as a model for other state associations to consider.

Finally, the Committee does not recommend taking advantage of ICMA's website offer at this time as the proposal from Serafin and Associates provides for an assessment of the website, providing information on how to enhance it to make it more media and member friendly. The Committee recommends that ILCMA reorganize the website with feedback from the Serafin and Associates proposal and then assess the need for additional changes to the website in the future.

✓ Purple indicates projects completed in 2011-2013

Red indicates unmet action

ILCMA Strategic Plan 2011-2014

Strategic Priorities	Committee Responsible	Time Frame 2011-2014
<p>1) Increase Member Participation – Increase the active/engaged participation of membership</p> <p>Strategic Actions</p> <p>a. Conduct member survey – focusing on reasons for lack of active participation</p> <p>i. Based on results of survey, determine ways to address participation and what needs to change</p> <p>Membership Survey completed 11/1/2011 with over 330 responses</p> <p>ii. Review survey responses and develop follow-up recommendations for November 2012 Board meeting</p> <p>Membership Services Sub-committee has completed the review of strategic plan/membership survey review in Jan. 2013. Report given at Feb. 2013 ILCMA Board Meeting.</p> <p>b. Increase early mentoring/encouragement of participation/show value of participation</p> <p>i. One on one early mentoring</p> <p>ii. Benefits of relationship/partnerships before they may be needed (MIT)</p> <p>Coaching Program presented for board approval at Nov. 2011 meeting</p> <p>ILCMA Mentorship Program posted on website with 14 mentors listed. Official roll out is March 1 with Member Service article in newsletter</p> <p>c. Address perception of a disconnect between Downstate and Metro as it affects participation</p> <p>i. Have round table discussion at a Downstate meeting about how to increase participation – Hold discussion at August 17 Downstate meeting to review the issue of whether there is a downstate disconnect, and its impact on the goal of increasing membership</p> <p>ii. Encourage interaction at conferences and other meetings</p>	<p>Member Services</p> <p>Membership Services</p> <p>Membership Services</p> <p>Board</p> <p>Conference Committee</p>	<p>✓ Fall 2011</p> <p>✓ Fall 2011</p> <p>✓ Winter 2013</p> <p>✓ Fall 2012</p> <p>✓</p> <p>Completed</p> <p>Fall 2012</p> <p>KEEP</p> <p>✓ Ongoing</p>

Strategic Priorities	Committee Responsible	Time Frame 2011-2014
<p>Winter Conference Committee addressed this and will have a networking lunch and a round table session at winter conference</p> <p>Winter Conference Committee will have a networking lunch and a round table session at winter conference</p> <p>d. Ask other state associations how they deal with geographic challenges – Executive Director will add this to State Secretariat agenda at the ICMA Annual Conference in Phoenix</p> <p>Dawn inquired about how other states handle geographical challenges at the ICMA State Secretariat Meeting held in conjunction with the ICMA Annual Conference in Phoenix. This is not an issue in most of the other state associations. Many are too small for this to be an issue. Florida noted that they utilize farm bureaus in various areas to deliver sessions to members via video conferencing.</p> <p>Look at possibility of archiving video streamed professional development sessions</p> <p>e. Look at location of events</p> <p>A winter conference rotation has been approved. The rotation is between Champaign, Normal, and Peoria.</p> <p>The summer conference location will be a topic of discussion for future board meeting</p> <p>f. Look at regional events</p>	<p>Executive Director</p> <p>Executive Director/Prof. Dev.</p> <p>Executive Director/Prof. Dev.</p>	<p>Has become standard at conference luncheon</p> <p>Completed</p> <p>✓</p> <p>Fall 2012</p> <p>Completed</p> <p>Ongoing</p> <p>KEEP</p> <p>Ongoing</p>
<p>2) Enhance Perception of Profession – Publication/“selling” of the benefits of professional management to general public</p> <p>Professional Development Committee has a session on “Rebuilding Trust in Local Government – How to Lead and Manage in the New Political Environment”</p> <p>Strategic Actions</p> <p>a. Develop a public awareness campaign/PR campaign – work with ICMA’s PR company</p> <p>The Promote the Profession Committee met with Tom Serafin, a representative of a PR firm, to discuss strategies for ILCMA PR. Information presented to ILCMA Board at Feb. 2013 board meeting. This is a</p>	<p>Promote the Profession</p>	<p>✓</p> <p>Spring 2012</p>

Strategic Priorities	Committee Responsible	Time Frame 2011-2014
<p>continuing effort. A proposal for a PR plan is up for discussion at the May 2013 meeting. David Limardi will speak with ICMA to discuss how ILCMA and ICMA can work together in the PR campaign and how it fits in with Life, Well Run. ILCMA has received a proposal in July 2013 from ICMA – The PTP Committee is reviewing it</p> <ul style="list-style-type: none"> i. Design user friendly messages Related to above ICMA proposal ii. Create capacity to offset negative press The Promote the Profession sub-committee has contacted ICMA and is researching PR firms The Promote the Profession sub-committee has identified possible PR firms and is waiting to see the how the Life, Well Run campaign is going to be implemented. Related to above ICMA proposal b. Create and promote messages demonstrating benefits of professional management in user friendly manner <ul style="list-style-type: none"> i. Identify key words/catch phrases 	Promote the Profession	Spring/ Summer 2012

Strategic Priorities	Committee Responsible	Time Frame 2011-2014
<p>ii. Distribute quarterly messages on local government/professional management (COGS, IML)</p> <p>Promote the Profession Committee is continuing the article series on the benefits of a professional administrator in IML Review</p> <p>Most recent article on Glencoe and was submitted to IML in February</p> <p>The latest article was on McHenry County and was submitted to Illinois County Association in March for publication. It is also being submitted National Association of Counties. The next article will be on Effingham, IL. The county article was published in the Illinois Counties Association newsletter in Spring 2012.</p> <p>Promote the Profession Committee directed to come up with a plan to address two issues: (1) promoting a positive image of the profession-determine whether 'Life Well Run' is sufficient; (2) How to react or address negative press/issues: specifically-What is the scope of what ILCMA should do? How do we separate the City from the Manager? Can/should we retain expertise- like a PR firm? How should that be structured? Retainer, other?</p> <p>Promote the Profession Committee submitted an article to IML in Feb. 2013. The article was titled "Managers Service their Communities through Regional Cooperation" and featured manager involvement in NSM-JAWA.</p> <p>c. Work with ICMA to create a process to address negative press releases (SOP) see above</p> <p>d. Promote ethics through newsletter articles and conference sessions</p> <p>Committee on Professional Conduct submitted an article for the ILCMA September newsletter and has coordinated two sessions for the summer conference</p> <p>There will be a session at the summer conference titled "How to Get More Ethics and Less Corruption</p>	<p>Promote the Profession</p> <p>Board & Range Riders</p> <p>Professional Conduct & Conference Committees</p>	<p>✓</p> <p>Ongoing through PTP</p> <p>✓</p> <p>Ongoing/two articles in newsletter per year by Prof. Conduct Committee</p>

Strategic Priorities	Committee Responsible	Time Frame 2011-2014
<p>in Government”</p> <p>Martha Perego is scheduled to present an ethics session at the 2013 summer conference.</p> <p>3) Maintain Fiscal Responsibility – Continue responsible use of association resources and revenue raising strategies</p> <p>Strategic Actions</p> <p>a. Review account system</p> <p>i. Research modified accrual vs. cash system</p> <p>Dawn has had initial contact with Tammy Waymire, a CPA and professor of non-profit and government accounting at NIU. A meeting will be set up with Mark Franz in before the end of December.</p> <p>Mark Franz, Juliana Maller & Dawn Peters had a meeting in January 2012 with Kenda Jeske, CPA, about change in accounting system. Mark will provide report to ILCMA Board at February 22 meeting.</p> <p>b. Invest reserves into long-term sustainability effort around professional local government management</p> <p>i. Contribute to the ICMA Life, Well Run campaign</p> <p>Budget allocation already made</p> <p>Pledge paid off per February 2013 Board Meeting approval</p> <p>c. Set minimum fund balance –</p> <p>i. Send a set of questions to committees to be sent back to board for input into policy development</p> <p>Mark Franz will make recommendation to ILCMA Board at February 22 meeting</p> <p>Determine use of excess reserves</p> <p>4) Promote Career Development – Help to engage and educate members throughout their careers including the next generation and the non-traditional manager on careers in professional local government management</p> <p>Strategic Actions</p>	<p>Treasurer/Board</p> <p>Board</p> <p>Board</p>	<p>Fall 2011</p> <p>✓ Completed</p> <p>Ongoing</p> <p>✓ Completed</p> <p>✓ 2012</p> <p>KEEP</p>

Strategic Priorities	Committee Responsible	Time Frame 2011-2014
<p>a. Be inclusive of non-traditional professionals</p> <p>i. Continue/support “Leadership Institute for Local Government Managers”</p> <p>Dawn is researching the number of new appointments since last year and will determine a date for this session possibly in the spring</p> <p>Dawn has identified new appointments and will begin work on this session</p> <p>Leadership Institute was held in Fall 2012.</p> <p>ii. Continue/support Q & A session for aspiring managers at winter conference</p> <p>This session is scheduled for WC 2012</p> <p>This session is scheduled for WC 2013</p> <p>Mentorship program</p> <p>The Coaching Program is on the November agenda for approval</p> <p>ILCMA Mentorship Program posted on website with 14 mentors listed. Official roll out is March 1 with Member Service article in newsletter.</p> <p>Joined the CAL-ICMA Coaching Program per November 2012 board approval.</p>	<p>Professional Development</p> <p>Winter Conference</p> <p>Membership Services</p>	<p>Fall 2011</p> <p>✓ Completed</p> <p>✓ Ongoing</p> <p>✓ Winter Conf. Annual Event</p> <p>✓ Ongoing</p>
<p>b. Promote professional management to next generation</p> <p>i. Support IAMMA’s program for college and university outreach</p> <p>The Promote the Profession Committee has come up with a series of recommendations for moving forward with the next generation outreach program. This includes a joint committee or sub-committee for next generation efforts.</p> <p>ii. Mentorship program see above</p> <p>iii. Conference session on example of programs that communities use to present the profession at the high school level</p> <p>Session held at Summer 2013 conference “Sure Fire Ways to Reach the Next Generation”</p>	<p>Promote the Profession</p> <p>Membership Services (sub-committee)</p> <p>Conference Committee</p>	<p>Ongoing</p> <p>✓</p> <p>✓ Ongoing</p> <p>✓ Winter or Summer</p>

Strategic Priorities	Committee Responsible	Time Frame 2011-2014
<p>c. Ombudsman</p> <p>i. Reach out to new members</p> <p>Membership Services Sub-committee is working on this effort and provided a proposal for ILCMA Board consideration at the February 22 board meeting</p> <p>The Membership Services Committee has come up with an Ombudsman program</p> <p>The Ombudsman Program was submitted to ILCMA Board at the Feb. 2013 meeting.</p> <p>ii. Announce at IAMMA and Metro meetings new members in attendance or congratulate those who have promotions/new jobs</p> <p>This was done at the October Metro Meeting</p> <p>Metro Managers have embraced this effort</p> <p>d. Identify new technologies that can be used to engage members in professional development</p> <p>The Committee is discussing ways to incorporate technology so members across the state can be engaged in professional development workshops</p> <p>Ask Affiliates how technology might help in the delivery of professional development content; inventory options.</p> <p>Schedule a professional development session on Apps for Government.</p> <p>ILCMA Board approved purchase of video equipment in order to video stream sessions.</p>	<p>Membership Services Committee</p> <p>Metro/IAMMA</p> <p>Professional Development & Executive Director</p> <p>Professional Development & Executive Director</p>	<p>✓ Completed</p> <p>✓ Ongoing</p> <p>✓ Fall 2012</p> <p>✓ KEEP Fall 2012</p>
<p>5) Increase membership - emphasis on women and racial ethnic minorities – Increase membership and address the lack of diversity in the profession with a special emphasis on women and racial/ethnic minority representation in top positions</p> <p>Strategic Actions</p> <p>a. Create an ad hoc diversity committee</p> <p>The ILCMA Board will address diversity issues in the profession</p> <p>Program with IAMMA to be conduit with schools</p> <p>Work with IML on conference session about diversity in hiring practices</p>	<p>The Diversity Ad Hoc Committee has yet to be formed</p>	

Strategic Priorities	Committee Responsible	Time Frame 2011-2014
<p>iv. Utilize talents of those in transition. MITs are listed in the monthly newsletter with contact information provided.</p> <p>v. ILCMA based Range Rider call for MIT</p> <p>vi. Quarterly MIT lunches/breakfasts</p> <p>vii. Training session for MITs two times per year focusing on: a. Resume writing b. Interview skills c. Family impact d. Financial Impact ---Range Riders should work with Heidi Voorhees to see about how to provide this effectively One hour mock interview sessions and half hour resume review sessions will be held at the 2013 winter conference. Voorhees Associates will perform the reviews at no cost to ILCMA.</p> <p>b. General Member Support</p> <p>i. Authentic Leadership model – Craig Rapp Dawn is working with Craig on implementation strategy Craig Rapp is presenting proposal at May 23 board meeting Craig Rapp will offer an MOU outlining a possible working relationship for consideration at Aug meeting The ILCMA Board reached consensus to recognize the peer support program to fulfill objectives of the strategic plan to provide peer support. ILCMA Board approved support for newly created Midwest Leadership Institute; a CGS/Morrison group venture aimed at enhancing communication and leadership skills</p> <p>ii. Conference Committees look at social programs that increase social interactions A networking luncheon and round table discussion will be held at winter conference</p>	<p>Membership Services</p> <p>Membership Services</p> <p>Board</p> <p>Board</p> <p>Conference Committees</p>	<p>Ongoing ✓ Ongoing</p> <p>Spring 2013 Spring 2013</p> <p>✓</p> <p>Fall 2012</p> <p>Summer 2012</p> <p>✓</p> <p>All Conferences ✓</p>

Strategic Priorities	Committee Responsible	Time Frame 2011-2014
<p>7) Communication Update ILCMA website & web presence</p> <p>8) New ways to get good government message across</p> <p>i. Outreach to other professions (parks and rec, finance, school district, police, fire) to explore whether we have partners to develop single message on good govt and professional management</p> <p>ii. By working together to identify talky points, we can respond to media and public in positive way</p>	<p>Website Ad Hoc Comm</p> <p>ILCMA Board</p>	<p>Summer 2014</p> <p>Winter 2014</p>

ICMA 2022 Conference Email

At their June meeting, the ICMA Executive Board selected the Midwest Region (Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin) to host ICMA's 2022 Annual Conference. State association leaders in the Midwest Region are invited to submit proposals to host the 2022 conference on behalf of their associations.

The Executive Board has adopted the following procedures for selecting a conference site:

- Determine the region in which the conference should be held (board). By tradition, the board provides for a rotation of conference sites among ICMA's vice-presidential regions.
- Invite members in the region to partner with convention and visitors bureaus to submit proposals to host the conference (staff).
- Evaluate proposals (staff) and narrow to two finalists (board).
- Visit finalist sites and prepare a recommendation (staff).
- Select conference site (board).

The criteria normally used for selection of a conference site, as adopted by the board, are: the general and logistical strengths of competing sites, including hotels, meeting facilities, and transportation factors; the highest and best financial commitment from competing convention and visitors bureaus; and the expressed commitments of prospective host committees.

In preparing proposals, it is important to refer to two documents, "ICMA Annual Conference Site Selection Proposal Guidelines" and "ICMA Annual Conference Host Committee Guidelines," which are attached.

The convention and visitors bureau in the proposed city should be contacted early on in the preparation of a proposal. Since it is their job to attract conference business, they will prepare most of the materials once you have expressed your wishes and provide a members' perspective on an ICMA conference. Please note that ICMA has engaged the services of **Experient, Inc.**, a multi-management and consulting company that will work closely with ICMA throughout the site selection and contract negotiation process. It is essential that you mention this relationship to the convention bureau during your initial conversation with them.

Please express your intention to submit a proposal in writing by **November 1, 2013**; final proposals are due by **December 2, 2013**. If you have questions about submitting a proposal, please do not hesitate to contact conference planner Karen Rader (krader@icma.org; 602-268-8380) or conference director Ross Hoff (rhoff@icma.org; 202-962-3646), who will be glad to provide any assistance they can.

ICMA ANNUAL CONFERENCE HOST COMMITTEE GUIDELINES

Updated August, 2013

ICMA conference host committees are asked to contribute their time and resources in a number of ways to make the conference an enjoyable and rewarding experience for all and to minimize direct costs to ICMA members and their families. In evaluating site proposals, the Executive Board looks first at a site's ability to conveniently accommodate ICMA's attendees and its multi-faceted program. Next, they look for the highest and best financial commitment from bidding convention and visitors bureaus. Finally, they review the commitments of the local volunteer host group. Especially important are any special allowances or discounts (e.g., reasonable hotel costs, reduced or free convention facilities) that the prospective hosts are able to negotiate.

Host committees are also asked to make a minimum financial commitment of \$75,000 to cover costs that may include registration bags (though they are often paid for entirely by ICMA-RC), setting up a booth at the prior year's conference (though the convention and visitors bureau will often cover much of the cost), attire for committee members and volunteers, a reception or dinner for the Conference Planning Committee, restaurant guides (though the host city will often cover that), and host committee administrative/meeting expenses.

Though it is not required by ICMA, most host committees are interested in raising funds beyond the minimum commitment to cover expenses such as subsidizing social event ticket prices, paying rental fees for expensive reception venues, serving refreshments at the host area in the convention center, subsidizing the cost of the convention center, purchasing items for the registration packets, throwing a volunteer reception, contributing to the keynote speaker budget, or engaging a retired member or fundraising professional to coordinate corporate outreach. Most recent host committees have spent a total of \$150,000 to \$250,000.

In the past, host cities have made financial contributions to the conference, and many host committees have raised money over a period of years from state and regional association members. The Executive Board allows host committees to seek subsidies for events from private sector sources if they wish. It is very important for host committee fundraisers to coordinate their efforts with ICMA Strategic Partner Program staff.

Conference host committees are involved in the following aspects of the conference:

Social and Program Activities

- Major evening social events
- Opening session formalities
- Inspirational breakfast
- Field demonstrations
- Athletic events
- Tours
- Partners program
- Assistants' Exchange Program

Business and Logistics Support

- Coordination with ICMA
- Promotional activities
- VIP transportation
- Welcome desks at hotels and airport
- Welcome packets

Social and Program Activities

Major Evening Social Events

Approximately 1½ to 2 years before the conference, ICMA staff and the Host Committee's sub-committee for social events will interview and hire a local "destination management company" (DMC), which will take the lead in arranging the conference's major social events and tours. The Host Committee's responsibilities are to offer suggestions for venues, consider subsidizing the costs of the events, and to work with staff and the DMC to make final decisions on what will be offered.

Saturday reception. This early-evening ticketed event the day before the conference officially begins typically features light reception fare and attracts 400–700 attendees. Recent ticket prices have ranged from \$20 to \$35.

Sunday Welcoming Reception. The Welcoming Reception usually takes place following the Opening Session on Sunday afternoon. This is a ticketed event, the price of which is included in the registration fee to encourage attendance by all 3,000–3,500 registrants. In recent years, the tradition has become to hold the event in the conference exhibit hall.

The Executive Board has established guidelines to be used when planning the Welcoming Reception. These guidelines respond to the preferences of ICMA's general membership as reported through their conference Evaluation Committee and Planning Committee representatives for the past several years.

1. The Welcoming Reception should take place in the same facility as the Opening Session or within easy walking distance of the facility. If circumstances dictate busing, then the busing time should be brief.
2. Welcoming Reception food should be light reception fare; feeding a large crowd a full meal should not be attempted because it is expensive and is rarely successful.

Monday or Tuesday evening events. Typically, one to three optional, ticketed social events are offered on Monday or Tuesday evening to accommodate 900 – 1500 total participants. Venues have included concerts, museums, zoos, and cruises.

Opening Session

The Host Committee assists with three major aspects of the conference's Opening Session on Sunday by arranging for: a local elected official, usually the mayor and/or county board chair, to offer a brief welcome; a color guard to present the flags; and a local religious leader to offer a non-denominational invocation. The committee also offers advice on appropriate performers for a short musical introduction at the beginning of the session. If the committee wishes to continue the tradition of presenting ICMA headquarters with a gift (usually a work of art), it is usually presented at the Opening Session.

Inspirational Breakfast

The Host Committee organizes the program for the Inspirational Breakfast, which is usually held on Monday morning and typically attracts 150–350 attendees. ICMA arranges for the meal and logistics and the Host Committee arranges for a speaker and music, moderate expenses for which are covered by the ticket price. The program usually consists of an invocation, musical entertainment, and an inspirational speech.

Field demonstrations

Field demos are a popular part of the conference's substantive program, attracting 50–150 attendees each. The Host Committee is asked to identify 5 to 7 potential field demo sites, which ICMA staff will visit and, together with the committee, narrow to 3 to 5 four demos on the basis of interest and cost. The local governments chosen for the demonstrations are responsible for preparing presentations, making logistical arrangements, and picking up any associated costs. ICMA arranges for transportation, the cost of which is recovered through a modest ticket fee.

Athletic events

Conference athletic events usually include golf and a 5K Fun Run/Walk. In recent years, some host committees also have organized tennis and bowling events. The Host Committee organizes and oversees the events, hires pros as needed, and arranges for refreshments, t-shirts and awards. Tickets are pre-sold by ICMA to cover fees, refreshments, transportation, trophies, and usually t-shirts. Attendance varies from 25–150 per event.

Tours

Sightseeing and social tours, which attract 100–800 participants, are planned for all four days of the conference days (Sunday through Wednesday) and sometimes for Saturday, as well. Whether or not to offer pre- or post-conference tours depends on the location and timing. The Host Committee's responsibility is to propose ideas and work with staff and the local DMC to make final decisions on the tours that will be offered.

Partners Activities

Though many partners are interested and involved in the main conference program, ICMA provides separate partners programs on Monday and Wednesday. Since these programs are excellent opportunities to welcome partners and encourage group involvement, the Host Committee may wish to assist the Executive Board partners in greeting those who attend. Attendance is usually 300–400.

In recent years, partners have also been interested in volunteering to participate in a service project to benefit the local community. The Host Committee is asked to help identify a recipient organization for the service project and assist in any transportation that may be required.

Assistants' Exchange Program

Taking place on the Friday before the conference, the Assistants' Exchange offers early career professionals an opportunity to spend a day visiting a local government in the vicinity of the conference site. The Host Committee organizes host communities, fields applications from interested participants (usually 10 to 15), matches host communities with participants, and

arranges an informal gathering of program participants on Friday evening. Host Communities are asked to arrange transportation to/from the conference site and supply participants with lunch.

Conference Business and Logistics Support

Coordination with ICMA

One local staff person should be designated to coordinate logistical details and other loose ends for the Host Committee and to be the committee's main liaison to ICMA staff. In the past, this person has been an administrative assistant or assistant manager from the Host Committee chair's local government. This liaison role between the Host Committee and ICMA is a critical aspect of successful conferences.

Promotional Activities

With the help of the local convention and visitors bureau, Host Committee members staff an exhibit hall booth at the prior year's conference. Approximately 10 months prior to the conference, the Host Committee hosts the on-site meeting of the Conference Planning Committee, whose members represent state associations and ICMA committees and task forces. The Host Committee chair is automatically a member of the Planning Committee and all Host Committee members are invited to participate in the Planning Committee's development of the conference educational program. For the preliminary program, the Host Committee chair prepares an invitation message.

VIP Transportation

The Host Committee provides cars and drivers for airport pickup and delivery of international and other VIPs during the conference.

Welcome Desks

During peak arrival times on Saturday and Sunday, Host Committee volunteers staff welcome desks at the airport and in the lobbies of conference hotels. The Host Committee also sets up a host desk near the registration area and schedules volunteers to staff the desk during registration hours, which span five days. Host desk volunteers answer attendees' questions about the city and the Host Committee's activities, especially field demonstrations and sports events. Host Committees usually purchase identifiable attire (e.g., polo shirts, denim shirts, vests) for volunteers to wear during the conference.

Registration Bag

The Host Committee assists in selecting the design of the bag. The committee also contributes to the contents of the bag, including no-cost items from local companies, and a restaurant guide, which the committee assembles, produces, and pays for. The assistance of Host Committee volunteers in registration bag stuffing is appreciated.

Host Committee Timeline for Planning an ICMA Conference

In general, a Host Committee begins to concentrate on fundraising and promotion in the early years, and may tentatively reserve sites for major events such as the Saturday and Sunday receptions and Tuesday evening options.

Subcommittees should be created approximately two years out to brainstorm ideas and begin to carefully observe what works and does not work at prior-year conferences. The pace accelerates one year out with the first really intense period coming between the preceding conference and the following spring. By the end of February of the conference year, decisions must be made on all social activities and any other activities requiring a ticket, so that the preliminary program can be released in May/June. The next intense period is around the conference itself.

Eight years prior to conference:

- June: Site selected by ICMA Executive Board
- Host Committee selects chair
- Host sub-committee on fundraising is appointed and begins planning

Annually from time of selection:

- Future host committee reps meet at each ICMA conference to discuss issues with each other

Two years prior to conference:

- Additional sub-committees are appointed and begin work
 - field demos
 - major social events
 - inspirational breakfast
 - athletic events
 - volunteers (including main host desk, hotel/airport welcome desks, VIP transportation)
 - registration packets (including restaurant guide)
 - exhibit booth at prior year's conference
 - opening session (music suggestions, color guard, anthem, invocation, gift)
 - assistants exchange program

Year prior to conference:

- ICMA staff join Host social sub-committee to interview potential destination management companies (DMCs) capable of coordinating social evenings, and tours
 - Prospective social event venues reserved by selected DMC
- First full Host Committee meeting with ICMA conference staff

Preceding Year's Conference:

- Host committee members staff exhibit booth coordinated by their city's convention and visitors bureau at the preceding year's event
- One complimentary ticket will be issued to hosts for each sports event, field demo, and the Inspirational Breakfast to observe how they function at the prior-year conference

- At the closing session, Conference Host Committee chair introduces 5-minute promotional video supplied by CVB

October of year preceding conference:

- Hosts' social subcommittee have morning meeting with ICMA staff and DMC to decide on recommendations regarding Saturday, Sunday, and Tuesday evening social events
- Lunch and afternoon meeting with full Host Committee, including subcommittee reports:
 - Social events: recommendations are discussed and ratified by the full committee; note that the Conference Planning Committee must approve them before they are considered to be firm
 - Finance: goals are discussed and set
 - Field demos: 5 to 7 prospective demos identified for ICMA staff to preview in January/February
 - Sports events: venues identified for golf/5K/tennis (others?)
 - Inspirational breakfast: speaker and music ideas suggested
 - Volunteers: needs and process reviewed
 - Registration bag: review options for the bag itself and the contents
 - Restaurant guide
 - Name Host Committee liaison to ICMA staff, if not already done

November of year preceding conference (typically the weekend before Thanksgiving):

- Host Committee meeting on Friday afternoon
- Conference Planning Committee meets Friday evening to Sunday noon
- Host Committee chair is a member of Planning Committee; all Host Committee members are invited to participate to participate in the Planning Committee meeting
- Hosts make presentation on social program to Planning Committee on Saturday afternoon after city tour
- Host Committee traditionally entertains the Planning Committee on Saturday evening with a reception and/or dinner

Year of conference:

January

- ICMA field demo staff visit site to preview 5-7 field demos and help HC to narrow to 3-5
- Conference staff site visit to meet with DMCs to finalize details of social events tours, busing for preliminary program

February

- ICMA Board sets registration fee and acts on Planning Committee recommendations regarding institutional business

March (early)

- Deadline for preliminary program copy
 - HC invitation message

- Field demo descriptions
- Inspirational breakfast speakers and music
- Sporting event (5K, tennis, golf) descriptions and prices
- Roster of Host Committee members
- List of Host Committee sponsors to date
- Host Committee guide to local attractions

June (early)

- Conference website goes live, including online registration and housing bureau
- Last visit of ICMA staff to site before conference to meet with DMCs and others to get information needed for final program
- Full Host Committee meeting
 - Reports from all subcommittees
 - Review Hosts' on-site responsibilities

June (late)

- Copy due for final program
 - Opening Session: details of color guard, invocator, mayor
 - Changes from preliminary program?

Overview of Host Committee On-Site Schedule

(Detailed orientation/instruction sheets will be sent to HC coordinator 2 weeks out)

Friday

- Ongoing VIP (mostly international) airport pickups
- use own cars; 2 HC reps. per pickup
 - details on flight arrivals and departures about 2 weeks out
- 9 am-3 pm Registration bag stuffing
- 3 pm Optional host orientation meeting and tour of convention facility (approx. 1 hour)
- volunteer staging room (keyed; ICMA supplies walkie to communicate with business office; HC supplies food if wanted)

Saturday

- 7: 30 am HC volunteers may register ½ hour before registration opens
- 10 am-5 pm Welcome desks at each hotel and airport
- ICMA arranges for desks and has signs made
- 8 am-6 pm Main Host desk at convention center
- Ongoing Human directionals in convention center (should know city well)
- Evening Co-host evening reception
HC chair and partner are invited to Leadership Dinner

Sunday

- 7-8:30 am 5K: Host rep. coordinates (brings prizes & snacks; collects and delivers signed waivers to conference office; reports winner and times to conference office for newspaper)
- 8 am-3 pm Welcome desks at each hotel; airport
Main Host desk in convention center
- 3-5 pm Opening Session
- Host Committee coordinates greetings by elected officials
 - Chair present gift to ICMA
- 5-7 pm Co-host Welcoming Reception

Monday

- 7-8:15 am Inspirational Breakfast
- 8 am-5pm Main host desk in convention center
- 10 am-Noon Field demos: HC reps. help to load buses, give driver(s) directions (in advance, too), get demo off on time and accompany it
- 1-3 pm More field demos

Tuesday

- 8 am-5 pm Main host desk in convention center
- 12:30-4:30 pm Tennis tournament: HC rep. has everyone sign a waiver that ICMA supplies; trouble shoots event; supplies refreshments; reports winners to business office
- 1-3 pm Field demos

Wednesday

- 7 am-2 pm Golf tournament: HC reps. help load buses at each hotel; makes sure waiver signed; trouble shoots event; reports winners to business office. (Note: Sometimes this event is held on Sunday rather than Wednesday.)
- 8:30-10:15 am Celebration of Service/Closing Session
- All HC members invited; chair must attend to receive plaque
- 9-Noon Main Host committee desk
- 11 am-12:15 pm “Pass the torch” meeting with next year’s HC
- Ongoing VIP (mostly international) airport drop offs

ICMA ANNUAL CONFERENCE SITE SELECTION PROPOSAL GUIDELINES

Updated August, 2013

This document is designed to help potential bidders evaluate the commitments and major responsibilities involved in hosting the ICMA Annual Conference. It also outlines the information to be included in proposals to host the conference.

Proposals to host the ICMA Annual Conference are submitted by prospective conference host committees that are usually formed by state, regional, or provincial associations of local government managers/assistant managers. The prospective host committee should work closely with the convention and visitors bureau of the city they wish to propose for the conference to assemble a proposal package demonstrating the appeal of the city to ICMA members and their families. Please review the logistical requirements with the local convention and visitors bureau representative. The proposal should also give the details of a financial package in support of the conference that includes financial contributions and/or reduced rates or no-cost goods and services from the site city or host committee. See the accompanying "Annual Conference Host Committee Guidelines" document for details about the responsibilities and commitments of ICMA conference host committees.

Site Selection Process

The site selection process occurs in two phases. First, ICMA staff review proposals that have been submitted and prepare a comparison report for the ICMA Executive Board. The board narrows the field to not more than 3 cities for staff site visits. Based on the visits, staff prepares a report and recommendation for the Board, which makes the final site selection decision. The selection process takes approximately eight months from the time proposals are received.

Recent ICMA Annual Conference Attendance

<u>Year, Place</u>	<u>ICMA Members</u>	<u>Other Registrants</u>	<u>Partners</u>	<u>Youth</u>	<u>Total</u>
2003, Charlotte, NC	1,775	604	427	113	2,919
2004, San Diego, CA	2,100	616	769	257	3,742
2005, Minneapolis, MN	2,002	529	524	112	3,167
2006, San Antonio, TX	2,398	631	702	134	3,865
2007, Pittsburgh, PA	2,271	505	519	98	3,311
2008, Richmond, VA	2,155	536	497	56	3,244
2009, Montréal, Québec	1,402	242	465	63	2,171
2010, San Jose, CA	1,710	350	365	46	2,471
2011, Milwaukee, WI	1,947	322	345	47	2,661
2012, Phoenix, AZ	2,063	427	421	75	2,986

Hotel Room Requirements

ICMA's normal double occupancy rate is 30%. Following is the history of peak-night hotel rooms used at recent conferences (excluding exhibitors and attendees who stayed elsewhere).

<u>Year, City</u>	<u>Rooms</u>
2003, Charlotte, NC	1,763
2004, San Diego, CA	1,947
2005, Minneapolis, MN	2,006
2006, San Antonio, TX	2,257
2007, Pittsburgh, PA	2,157
2008, Richmond, VA	2,167
2009, Montréal, Québec	1,257
2010, San Jose, CA	1,588
2011, Milwaukee, WI	1,872
2012, Phoenix, AZ	1,964

Expectations are for the following room requirements at future conferences, including approximately 2,000 peak-night rooms.

Wed.	Thurs.	Fri	Sat.	Sun	Mon	Tue	Wed
3	100	600	1600	2000	2000	1800	450

ICMA currently utilizes the services of Orchid Event Solutions for conference housing. In the event this relationship no longer exists, ICMA may select the city's CVB to handle conference housing, since they typically offer complimentary housing and either complimentary or very reduced rates for convention center rental. It is important for the CVB to share with the hotels the potential to use their housing services.

*Please note that ICMA has engaged the services of **Experient Inc., A Maritz Travel Company**, a multi-management and consulting company that will work closely with ICMA throughout the site selection and contract negotiation process. It is very important to mention this relationship to the convention and visitors bureau during initial conversations with them.*

Meeting and Exhibit Space Requirements

Monday prior to move in and continuing through the following Wednesday:

- Three (3) **staff offices** are needed with a minimum of 1,500 square feet each.

Thursday through Wednesday

- One (1) additional **staff office** is needed with a minimum of 1,500 square feet.
- **Exhibit hall space** of approximately 80,000–100,000 GSF is required (*includes set-up and move-out*). Though equivalent to approximately 150 10x10 booths, there are usually fewer since some exhibitors opt for other booth sizes. Included in the total square footage is a book store, pavilion, and central gathering area at 8,000–12,000 sq. ft., and two (2) theaters at 2,500 sq. ft. each. A minimal percentage increase per year in square footage is anticipated.

Friday and Saturday:

- **Board meetings** will be held in the headquarters hotel.

Friday through Wednesday:

- Two (2) **additional offices** of approximately 800-1,000 square feet each are required beginning on Friday.
- **General session space** (*includes set-up and move-out*) with a minimum of 50,000 square feet and accommodating a minimum of 3,500 attendees, preferably with chevron theater style seating, is required. The general session has rear projection screens and extensive staging. The space needs to be available for set up beginning on Friday morning and continuing through 11:59 p.m. on Wednesday, including tear down.

Saturday through Wednesday:

- Ten (10) **rooms for concurrent sessions** set in rounds or classroom accommodating approximately 50 persons each are needed. If not available in the convention center, they will need to be blocked in the headquarters hotel.

Sunday through Wednesday:

- 4–6 **meeting rooms of 400–500 each in rounds**, simultaneously used with 6–10 **meeting rooms of 150–350 each in rounds** (if the meetings cannot be accommodated in rounds the next preference is theater style), and
- 6–10 **smaller meeting rooms of 100–150 each in rounds**, and
- 5–8 **meeting rooms ranging from 400 to 1,500 square feet** with various sets as needed.

Food functions include daily refreshment breaks in the exhibit hall and possibly informal pick-up and carry lunches. There is a major opening reception on Sunday evening, which is held in the convention center exhibit hall.

There are a number of breakfasts, lunches, receptions and dinners that will be held in the convention center or headquarters hotel as well as some affiliate and exhibitor hospitality functions. Food and beverage revenue is currently estimated at approximately \$180,000, exclusive of tax and gratuities.

Contract Provisions:

- Hotel room rates should be in at least 2014 terms with no more than a 3% increase per year. A flat rate is preferred.
- Rates should include at least a \$10 rebate for housing bureau costs and either convention center or association subsidy.
- Housing and a minimum number of hours of registration assistance must be provided by the CVB at no charge to ICMA.
- 30% off rack rates for suites being occupied by ICMA members, excluding any suites being used for hospitality by exhibitors.
- Block of 45 government rated rooms that can be spread out over several of the hotels if they are not all available in one hotel.
- One (1) complimentary room per 45 utilized on a cumulative basis including early arrivals and stay overs. To be utilized or credited to the master account at ICMA's option.
- Three (3) complimentary presidential-type suites of equal or similar size in headquarters property.

- Three (3) one-bedroom suite upgrades at the group rate.
- Experient is commissionable at 10%.
- 30 upgrades to club level or preferred rooms category for board members and VIPs in headquarters property.
- Three complimentary rooms for Experient staff.
- Thirty (30) rooms for staff and speakers at 50% off of the group rate.
- Three (3) rooms for two (2) nights for four (4) ICMA planning meetings (total of 24 room nights) to be complimentary prior to the conference based on availability. These can be spread out throughout the hotels.
- Ten (10) complimentary round-trip airport transfers.
- Three (3) week cut-off for room reservations.
- Group rate to apply three days before and after the days shown in the room block above.
- Group rate to apply after the cut-off date based on availability up to the group block.
- No penalty for reservations cancelled 72 hours prior to arrival.
- No deposit for master account items.
- Individual guest room guarantees by major credit card.
- No charge for hotel meeting space.
- Complimentary Internet in hotel guest rooms and public space.
- Complimentary or at least discounted Internet and electrical in meeting space.
- 10% off of published menu prices in headquarters hotel.
- 15% off of published audio visual prices in headquarters hotel.
- Children 18 and under stay free with parent in guest room.
- No surcharge to provide and distribute room keys for use by ICMA sponsors.
- Headquarters hotel to offer at least two complimentary room nights to ICMA to be awarded in an attendee drawing.

Note: The three major suites and concessions for the board must be in one hotel. Staff-rated rooms and other concessions can be spread throughout the hotel room blocks.

Financial Requirements

The financial commitment of host committees and convention and visitors bureaus varies depending on location, but every site is expected to provide some financial support to the conference. Since the conference is expected to cover all costs and generate a profit from other than registration fees, the ICMA Executive Board has expressed a preference for conference sites offering the highest and best financial commitment.

Expense reductions, such as free facilities, subsidized shuttle busing, or donated clerical staff, plus actual cash contributions, help keep overall costs down for attendees. Cash contributions come from four major sources: the host local government, the host convention and visitors bureau, ICMA members in the state or region, and private sector sources.

Host committees are asked to make a minimum financial commitment of \$75,000 to cover costs that may include registration bags, a booth at the prior year's conference, attire for committee members and volunteers, dinner for the Conference Planning Committee, restaurant guides, and administrative expenses. Most recent committees have wanted to raise funds well beyond this minimum, raising as much as \$150,000 to \$250,000 to subsidize social event ticket prices, pay rental fees for reception

venues, serve refreshments at the host area in the convention center, purchase gifts for the registration packets, throw a reception for volunteers, or contribute to the speaker budget.

Information to Include in Proposals

1. *Proposed conference dates.* Conferences are usually held between mid-September and late October. The current Saturday-to-Wednesday schedule is expected to continue for the foreseeable future. Participant arrivals begin on Friday, are heaviest on Saturday, and lighter on Sunday. The dates of national and religious holidays as well as other major conferences should be considered so that there will be no conflicts.

<u>Holiday</u>	<u>2022</u>
Labor Day	September 5
Rosh Hashanah	September 26
Yom Kippur	October 5
Columbus Day	October 10
Thanksgiving (Canada)	October 10

2. *Hotel commitments.* Each hotel to be used for the conference should be specified, including name, number of sleeping rooms committed, average rates (both rack and group rates being offered to ICMA), concessions offered, and details of all meeting room space with a floor plan. All room blocks and conference facilities should be put on a first-option-hold basis for the suggested hotels.

Since future sleeping room rates are unknown, hotels should be urged to provide some formula basis for conference rates (e.g., rate increase not to exceed more than 3% increase per year) that can be guaranteed. It is also important to include costs and other details of meeting and banquet space at key hotels.

3. *Meeting facilities/convention facilities.* If a convention center facility is proposed, a firm commitment of all space and pricing should be included. Details should also be provided for banquet rooms, meetings rooms, and exhibit space. Be sure to include associated costs; where possible, the use of facilities at no cost to ICMA should be stressed in the proposal. All conference facilities should be put on a first-option-hold basis.
4. *Convention and Visitors Bureau Support.* Describe the availability, use of, and role of the local convention and visitors bureau. Of particular interest are the services provided to a conference, especially housing, registration staff, promotional materials, city and airport welcome signage, and help for the host committee in identifying tours and programs.
5. *Transportation.* It is important to have continuous shuttle service between hotels that are more than one-half mile from each other and/or the convention facility. Describe bus services available to provide this type of service; possible restrictions (such as non-availability of buses at certain times during the day), and, if possible, estimated costs; additional bus availability for tours, partners, and youth programs; and host committee arrangements for VIP airport transportation. Also describe public transportation/light rail options that would be available to conference attendees on a complimentary or reduced fare basis.

6. *Field demonstrations.* Describe suggested tours or visits to facilities of professional interest to local government managers (e.g., innovative transportation center, special training facility, modern waste treatment plant, etc.).
7. *General tours.* Give suggestions for morning/afternoon tours of general interest available from Sunday through Wednesday (e.g., orientation tour of the city, architectural tour, special facility tour, such as a winery).
8. *Pre-/post-conference tours.* What pre– or post-conference tours are suggested that best reflect the flavor of the area? Past post-conference tours have included visits to the Grand Canyon; Niagara Falls; Guadalajara, Mexico; and Williamsburg, Virginia.
9. *Sports.* Describe golf, tennis, 5K, racquetball, basketball, bowling or other facilities that are available for general daily activity and possible tournament play.
10. *Major events.* Describe major sporting, cultural, social, or general interest events (e.g., rival college or professional sports, concerts, plays, special festivals) that typically take place at the proposed conference time.
11. *Green Practices.* Describe the green practices that the city, convention center, and potential headquarters hotel currently has in place and plans for the future. Include information on recycling, waste reduction, energy efficiencies, and any other environmentally responsible practices. ICMA intends to lessen our meeting's environmental impact.
12. *Accessibility.* Is there a major airport near the city? Are there direct flights from most major cities into the area? Provide some sample airfares from major markets to the cities under consideration. What does it cost to go from airport to hotel? What type of transportation is available from airport to hotels? What is the distance?
13. *Alcoholic beverage laws.* Describe any state or local restrictions for conference receptions, hospitality suites, or private parties, including days or hours when alcohol may not be served.
14. *Host Committee commitment.* Is the committee willing to fund a minimum of \$75,000 toward their conference activities? What other contributions does the committee propose to make (e.g., social event subsidy, clerical help, printing services, chauffeured cars, conference staffing, communication equipment)? Ideas for welcome packet gifts may also be suggested.

A complete copy of the proposal should be prepared and mailed or e-mailed to:

Ross Hoff
Conference Director
ICMA, Suite 500
777 N. Capitol Street, NE
Washington, DC 20002
Telephone: 202/962-3646
E-mail: rhoff@icma.org

Karen Rader
Conference Planner
ICMA
7365 Dancy Road
San Diego, CA 92126
Telephone: 602/268-8380
E-mail: krader@icma.org

Nancy Wise
Association Strategic Account Manager
Experient, Inc.
4401 Wilson Blvd. Suite 500
Arlington, VA 22203
Telephone: 703/239-7502
E-mail: nancy.wise@experient-inc.com

		FY 2009-10 Year End Actual	FY 2010-11 Year End Actual	FY 2011-12 Year End Actual	FY 2012-13 Year End Actual	FY 2013-14 Budget	FY 2014-15 Forecast	FY 2015-16 Forecast	FY 2016-17 Forecast	FY 2017-18 Forecast	Notes and Assumptions
Revenues											
Dues											
	ILCMA	\$ 111,633	\$ 100,692	\$ 118,884	\$ 119,694	\$ 110,000	\$ 112,200	\$ 114,444	\$ 116,733	\$ 119,068	assume 2% annual increase in ILCMA dues, no change in dues amt
	IAMMA	\$ 8,625	\$ 9,430	\$ 8,470	\$ 9,675	\$ 8,600	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	pass through dues
	Metro	\$ 3,070	\$ 2,550	\$ 2,810	\$ 3,210	\$ 2,600	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	pass through dues
	IACA/NACA	\$ 1,800	\$ 1,425	\$ 1,575	\$ 1,275	\$ 1,400	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	pass through dues
	SWICMA	\$ 1,450	\$ 1,025	\$ 1,400	\$ 1,150	\$ 1,300	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	pass through dues
Interest		\$ 5,401	\$ 2,103	\$ 1,410	\$ 973	\$ 1,000	\$ 1,010	\$ 1,020	\$ 1,030	\$ 1,041	assume 1% growth on assets; however, this number could go down as we attempt to draw down reserves
Advertising/Sponsorships		\$ 64,645	\$ 71,315	\$ 76,560	\$ 81,905	\$ 75,000	\$ 80,156	\$ 81,000	\$ 81,000	\$ 81,000	plateau has been achieved - can readjust as needed every year
ICMA Reimbursement for Range Riders		\$ 4,269	\$ 3,521	\$ 3,524	\$ 4,110	\$ 5,000	\$ 4,296	\$ 4,558	\$ 4,710	\$ 4,612	average of prior 3 years plus 2%
Conferences: TOTAL		\$ 83,899	\$ 60,253	\$ 86,904	\$ 95,208	\$ 95,000	\$ 96,900	\$ 98,838	\$ 100,815	\$ 102,831	
	Winter	\$ 26,005	\$ 30,490	\$ 37,647	\$ 35,490	\$ 35,000	\$ 35,700	\$ 36,414	\$ 37,142	\$ 37,885	Increase revenue projection at rate of 2%/year
	Summer	\$ 57,894	\$ 29,763	\$ 49,257	\$ 59,718	\$ 60,000	\$ 61,200	\$ 62,424	\$ 63,672	\$ 64,946	2% increase per year based off 2010 revenues
Professional Development Total		\$ 11,653	\$ 24,469	\$ 29,197	\$ 11,870	\$ 11,600	\$ 11,948	\$ 12,306	\$ 12,676	\$ 13,056	Avg of last three years
	Winter Pre-conference	\$ 1,700	\$ 1,440	\$ 2,080	\$ 2,800	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251	
	Summer Pre-Conference	\$ 50	\$ 50	\$ 1,300	\$ 1,175	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	
	Other Workshops	\$ -	\$ 4,170		\$ 1,095	\$ 200	\$ 206	\$ 212	\$ 219	\$ 225	
	Webinars	\$ 535	\$ 984	\$ 541		\$ -	\$ -	\$ -	\$ -	\$ -	
	Monthly Programs	\$ 9,368	\$ 17,825	\$ 25,276	\$ 6,800	\$ 8,400	\$ 8,652	\$ 8,912	\$ 9,179	\$ 9,454	
ILCMA Apparel		\$ -	\$ 75	\$ 98	\$ 122	\$ 150	\$ 200	\$ 200	\$ 200	\$ 200	
Miscellaneous		\$ -	\$ 1,380	\$ 2,750	\$ 1,900	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	Reflects raffles from past conferences; assume no raffles
IAMMA Financial Administration		\$ 3,565	\$ 2,070	\$ 2,300	\$ 2,875	\$ 2,875	\$ 2,933	\$ 2,991	\$ 3,051	\$ 3,112	2% increase per year
Metro Financial Administration		\$ 2,116	\$ 2,222	\$ 2,530	\$ 2,600	\$ 2,600	\$ 2,652	\$ 2,705	\$ 2,759	\$ 2,814	2% increase per year
Metro Credit Card Transactions				\$ 2,850	\$ 5,725	\$ 6,000	\$ 6,180	\$ 6,365	\$ 6,556	\$ 6,753	3% increase per year - pass through
Total Revenue		\$ 302,126	\$ 282,530	\$ 341,262	\$ 342,292	\$ 323,625	\$ 334,324	\$ 340,278	\$ 345,380	\$ 350,336	

Expenses		FY 2009-10 Actual	FY 2010-11 Year End Actual	FY 2011-12 Year End Actual	FY 2012-13 Year End Actual	FY 2013-14 Budget	FY 2014-15 Forecast	FY 2015-16 Forecast	FY 2016-17 Forecast	FY 2017-18 Forecast	Notes and Assumptions
NIU Contract		\$ 82,616	\$ 87,380	\$ 101,709	\$ 113,074	\$ 124,574	\$ 134,574	\$ 138,611	\$ 142,770	\$ 147,053	per 6/7/2012 board decision increase \$10,000/year for next three years then 3% increase
Dues Disbursement											
	IAMMA	\$ 7,535	\$ 10,340	\$ 8,330	\$ 9,795	\$ 8,600	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	pass through
	Metro	\$ 2,860	\$ 2,670	\$ 2,615	\$ 3,165	\$ 2,600	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	pass through
	SWICMA	\$ 1,050	\$ 1,375	\$ 1,350	\$ 1,200	\$ 1,400	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	pass through
	IACA	\$ 600	\$ 475	\$ 525	\$ 175	\$ 400	\$ 950	\$ 950	\$ 950	\$ 950	pass through
	NACA	\$ 1,100	\$ 950	\$ 1,050	\$ 350	\$ 900	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	pass through
	Dues Refund		\$ 90	\$ 609	\$ 787	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
Conferences:	TOTAL	\$ 129,831	\$ 118,123	\$ 77,411	\$ 199,788	\$ 139,500	\$ 138,797	\$ 141,573	\$ 144,404	\$ 147,292	
	Winter	\$ 70,533	\$ 57,395	\$ 43,607	\$ 67,810	\$ 55,000	\$ 62,254	\$ 63,499	\$ 64,769	\$ 66,064	avg. of last 4 years + 2% increase per year (previous assumption - average of prior 3 years)
	Summer	\$ 59,298	\$ 56,566	\$ 31,670	\$ 129,102	\$ 80,000	\$ 71,953	\$ 73,392	\$ 74,860	\$ 76,357	avg. of last 4 years + 2% increase per year (previous assumption - average of prior 3 years)
	UO Conference Services		\$ 4,162	\$ 2,134	\$ 2,876	\$ 4,500	\$ 4,590	\$ 4,682	\$ 4,775	\$ 4,871	2010-11 plus 2%
Professional Development		\$ 15,694	\$ 23,920	\$ 25,321	\$ 16,243	\$ 19,000	\$ 22,140	\$ 21,239	\$ 22,744	\$ 23,055	
	Winter Pre-Conference	\$ 2,665	\$ 775	\$ 1,621	\$ 4,374	\$ 4,000	\$ 4,551	\$ 4,642	\$ 4,735	\$ 4,829	FY 2012-13 plus 2% per year
	Summer Pre-Conference	\$ 3,650	\$ 3,956		\$ 4,345	\$ 4,000	\$ 4,521	\$ 4,611	\$ 4,703	\$ 4,797	FY 2012-13 plus 2% per year
	Other Workshops	\$ 625	\$ 2,455		\$ 1,372		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	hold steady
	Webinars	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Monthly Programs	\$ 8,754	\$ 16,161	\$ 23,700	\$ 5,641	\$ 6,000	\$ 5,869	\$ 5,986	\$ 6,106	\$ 6,228	FY 2012-13 plus 2% per year
	New Administrator Leadership Session		\$ 573	\$ -	\$ 511		\$ 1,200		\$ 1,200	\$ 1,200	
	CAL-ICMA Coaching					\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
General Operating Expenses:		\$ 28,199	\$ 25,104	\$ 39,348	\$ 40,289	\$ 73,570	\$ 54,893	\$ 56,707	\$ 58,747	\$ 59,878	
	Audit	\$ 1,500		\$ 1,850	\$ 1,050	\$ 1,500	\$ 1,575	\$ 1,654	\$ 1,736	\$ 1,823	5% increase per year (no longer pay IAMMA as pass through)
	Awards	\$ 1,149	\$ 541	\$ 1,178	\$ 641	\$ 1,000	\$ 913	\$ 931	\$ 950	\$ 969	average of prior 4 years actual * 2%
	Board Meetings	\$ 1,154	\$ 951	\$ 1,245	\$ 1,996	\$ 2,000	\$ 2,077	\$ 2,118	\$ 2,161	\$ 2,204	FY 2012-13 actual + 2%
	Board Travel	\$ 941	\$ 769	\$ 206	\$ 641	\$ 1,000	\$ 1,040	\$ 1,061	\$ 1,082	\$ 1,104	includes travel to Midwest Regional Meeting; FY 2013-14 budget * 2%
	Committee Meetings	\$ -	\$ 166	\$ 261	\$ 142	\$ 500	\$ 214	\$ 257	\$ 275	\$ 277	average of prior 5 years actual
	Corporate Partner Luncheon	\$ 2,130	\$ 2,061	\$ 2,158	\$ 2,363	\$ 2,500	\$ 2,625	\$ 2,756	\$ 2,894	\$ 3,039	5% increase per year
	Credit Card Processing		\$ 774	\$ 2,442	\$ 2,517	\$ 3,000	\$ 3,150	\$ 3,308	\$ 3,473	\$ 3,647	5% increase per year
	ICMA Conf. Scholarship	\$ 600	\$ 600	\$ 1,151	\$ 625	\$ 1,320	\$ 1,346	\$ 1,373	\$ 1,401	\$ 1,429	2@\$625, increases 2% starting FY11
	ICMA Conf. Planning Committee	\$ 665	\$ 290	\$ 1,152	\$ 1,050	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	Board Member travel to ICMA Conference site
	ICMA Hospitality/Reception	\$ 1,415	\$ 1,585	\$ 100	\$ -	\$ 2,500	\$ 2,575	\$ 2,652	\$ 2,732	\$ 2,814	3% increase
	ILCMA Apparel	\$ -	\$ -	\$ 100	\$ 94	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	budget as small profit
	ILCMA Lapel Pins	\$ -	\$ 209		\$ -	\$ -	\$ 225	\$ -	\$ 225		every other year restock
	IML Annual Meeting (Booth & Speaker)	\$ 1,228	\$ 25	\$ 1,238	\$ 1,193	\$ 1,200	\$ 1,224	\$ 1,248	\$ 1,273	\$ 1,299	Assume 2% increase
	Insurance (Board & General Liability)	\$ 3,695	\$ 4,371	\$ 4,492	\$ 5,330	\$ 5,000	\$ 5,876	\$ 6,170	\$ 6,479	\$ 6,803	FY 2012-13 actual + 5%
	International Travel Scholarship	\$ -	\$ -								State association international partnership initiative
	IRS	\$ 1,667	\$ 1,595	\$ 1,928	\$ 2,136	\$ 2,200	\$ 3,206	\$ 3,240	\$ 3,240	\$ 3,240	UBIT roughly 4% of ads/sponsoring
	Member in Transition				\$ -	\$ 4,100	\$ 4,223	\$ 4,350	\$ 4,480	\$ 4,615	Assume 3% increase
	Miscellaneous Operating	\$ 1,129	\$ 1,608	\$ 4,274	\$ 882	\$ 1,500	\$ 1,545	\$ 1,591	\$ 1,639	\$ 1,688	Assume 3% increase
	Newsletter Preparation			\$ 5,000	\$ 5,500	\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	Assume 3% increase
	Postage	\$ 498	\$ 1,456	\$ 663	\$ 1,069	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	Assume 3% increase
	Printing	\$ 208	\$ 591	\$ 601	\$ 1,167	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	Assume 3% increase
	Range Riders	\$ 8,768	\$ 5,413	\$ 7,075	\$ 8,899	\$ 10,000	\$ 8,591	\$ 9,116	\$ 9,420	\$ 9,223	50% of cost is reimbursed by ICMA; used revenue x 2
	Supplies	\$ 164	\$ 412	\$ 87	\$ 418	\$ 500	\$ 515	\$ 530	\$ 546	\$ 563	Assume 3% increase
	Tax Preparation			\$ 350	\$ 350	\$ 400	\$ 412	\$ 424	\$ 437	\$ 450	Assume 3% increase
	Website	\$ 1,288	\$ 1,687	\$ 1,797	\$ 2,226	\$ 25,000	\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	Assume 3% increase after doubling maintenance fee
ILCMA Member Recognition - Memorial/Retirements		\$ 900	\$ 1,000	\$ 1,000	\$ 700	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$100 donation per retiree
ICMA Fund for the Profession		\$ 3,000	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	
ICMA Life, Well Run				\$ 10,223	\$ 30,797						Pledge Paid in Full in FY 2012-13
Special Projects/Contingency Fund		\$ 12,387	\$ 200	\$ 1,832	\$ 1,655	\$ 15,200	\$ 12,700	\$ 11,400	\$ 11,400		average of prior 6 years
	ICMA/ILCMA Member Incentive Program	\$ 1,000	\$ 200	\$ 200	\$ -						up to \$5000 in year 2 if \$200 x 25 new members
	Other/Miscellaneous	\$ 11,387	\$ -			\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
	Committee Projects					\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
	Strategic Planning			\$ 1,032	\$ 862	\$ 1,000	\$ 1,500			\$ 1,500	Every 3rd year
	ICMA Student Chapter Support			\$ 600	\$ 800	\$ 1,200	\$ 1,200	\$ 1,400	\$ 1,400	\$ 1,600	2013 NIU MPA, UIC, DePaul, Northwestern
	NIU MPA 50th Anniversary					\$ 3,000					

Banovetz Fellowship	\$ 2,000	\$ 4,000	\$ 1,000	\$ 2,000						Taken from Money Market until depleted (estimate 11 years left)
Disburse Metro Credit Card Tran			\$ 2,850	\$ 5,725	\$ 6,000	\$ 6,000	\$ 6,180	\$ 6,365	\$ 6,556	Pass through....
Total Expenses	\$ 287,772	\$ 279,127	\$ 278,673	\$ 429,243	\$ 396,744	\$ 389,454	\$ 396,060	\$ 406,780	\$ 404,184	

			FY 2010-11 Actual	FY 2011-12 Forecast	FY 2012-13 Forecast	FY 2013-14 Forecast	FY 2014-15 Forecast	FY 2015-16 Forecast	FY 2016-17 Forecast		Notes and Assumptions
Total Revenue		\$ 302,126	\$ 282,530	\$ 341,262	\$ 342,292	\$ 323,625	\$ 334,324	\$ 340,278	\$ 345,380	\$ 350,336	
Total Expenses		\$287,772	\$279,127	\$278,673	\$429,243	\$396,744	\$389,454	\$396,060	\$406,780	\$404,184	
Difference Revenue and Expenses		\$ 14,355	\$ 3,403	\$ 62,589	\$ (86,951)	\$ (73,119)	\$ (55,129)	\$ (55,782)	\$ (61,400)	\$ (53,848)	
Beginning Reserves											
	ILCMA Operating Reserve		246,364	246,364	411,502	324,551	251,432	196,303	140,521	79,121	
	Unrestricted Net Assets		99,280	102,549	165,138						
Ending Reserves											
	ILCMA Operating Reserve		\$ 349,047	\$ 411,502	\$ 324,551	\$ 251,432	\$ 196,303	\$ 140,521	\$ 79,121	\$ 25,274	
Policy minimum targets											
	Cash flow liquidity reserve										
	Undesignated fund balance + liquidity reserve no less than 50% of exp	\$	139,564	\$ 139,337	\$ 214,622	\$ 198,372	\$ 194,727	\$ 198,030	\$ 203,390	\$ 202,092	
Projected difference between policy and projected		\$0	\$209,484	\$272,166	\$109,930	\$53,060	\$1,576	(\$57,509)	(\$124,269)	(\$176,818)	
Fixed costs as a % of association dues		83%	96%	95%	106%	147%	137%	138%	140%	141%	

Facts for Budget Preparation

◆ As of April 30, 2013, there is \$13,854.58 in the checking account. There is \$18,146.69 in the Banovetz Scholarship Money Market account. There are 4 CD's: \$30,279.40 earning .75% to mature on 6/17/13; \$78,975.05 earning 1.10% to mature on 9/16/13; \$80301.69 earning .65% to mature on 12/27/13 & \$79,040.05 earning .35% mature on 3/20/14. Total balance of \$300,597.13; Average interest rate: Last year's balance was \$328,893.74.

As of April 30, 2012, there is \$43,129.30 in the checking account. There is \$18,126.31 in the Banovetz Scholarship Money Market account. There are 4 CD's: \$30,128.46 earning .75% to mature on 6/17/12; \$78,721.11 earning .747% to mature on 9/16/12; \$80069.54 earning .65% to mature on 12/27/12 .35% & \$78,719.02 earning .45% mature on 3/20/13. Total balance of \$328,893.74; Average interest rate: Last year's balance was \$332,092; Average interest rate: .63%.

◆ There are still outstanding revenues and expenditures for the year. This includes expenses for the Summer Conference. No International Scholarships have been awarded or paid and no money has been expended from the ILCMA International Affiliate line.

◆ Dues Revenues is forecast to hold steady and may have declined a bit from the previous year.

◆ The Banovetz Fellowship will come directly out of the budget after funds from the money market have been depleted. Per Board decision in Feb. 2010, there will no longer be affiliate contributions to the fund.

◆ New initiatives: There are additional funds for new programs including Members in Transition and potential to hire a public relations firm.

◆ The NIU Contract has increased by \$10,000 per board approval in May 2012 to increase contract by \$10,000 per year for three years to cover administrative services.

Conferences and Workshops Net Revenue Analysis

	FY10FP	FY11FP	FY12FP	FY13FP	FY 14FP	FY15FP	FY16FP	FY17FP	FY18FP	Eight Year Total
Summer conference	\$ (1,404)	\$ (26,803)	\$ 17,587	\$ (69,384)	\$ (20,000)	\$ (10,753)	\$ (10,968)	\$ (11,187)	\$ (11,411)	\$ (144,323)
Winter conference	\$ (44,528)	\$ (26,905)	\$ (5,960)	\$ (32,320)	\$ (20,000)	\$ (26,554)	\$ (27,085)	\$ (27,627)	\$ (28,179)	\$ (239,158)
Workshops	\$ (4,041)	\$ 549	\$ 3,876	\$ (4,373)	\$ (7,400)	\$ (10,192)	\$ (8,933)	\$ (10,068)	\$ (9,999)	\$ (50,580)
Total	\$ (49,973)	\$ (53,159)	\$ 15,503	\$ (106,077)	\$ (47,400)	\$ (47,499)	\$ (46,986)	\$ (48,882)	\$ (49,589)	\$ (434,062)

Membership Report for Fiscal Year 2012-2013

July 2013

	<u>2013-2014</u>	<u>2012-2013</u>	<u>2011-2012</u>	<u>2010-2011</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
Total Collected for ILCMA:	\$16,804.18	\$119,694.31	\$118,884.27	\$100,691.94	\$111,632.85	\$109,694.84	\$110,486.82
Total Collected for IAMMA:	\$1,710.00	\$9,675.00	\$8,470.00	\$9,430.00	\$8,625.00	\$9,810.00	\$9,525.00
Total Collected for Metro:	\$445.00	\$3,210.00	\$2,810.00	\$2,550.00	\$3,070.00	\$2,695.00	\$3,010.00
Total Collected for IACA/NACA:	\$450.00	\$1,275.00	\$1,575.00	\$1,425.00	\$1,800.00	\$1,350.00	\$1,950.00
Total Collected for SWICMA:	\$100.00	\$1,150.00	\$1,400.00	\$1,025.00	\$1,450.00	\$850.00	\$1,250.00
ILCMA Membership by Classification							
	<u>2013-2014</u>	<u>2012-2013</u>	<u>2011-2012</u>	<u>2010-2011</u>	<u>2009-2010</u>	<u>2008-2009</u>	<u>2007-2008</u>
1 Manager Members	236	235	237	240	233	229	231
2 Assistant Members	196	195	183	183	175	193	178
Corporate Members	<u>432</u>	<u>430</u>	<u>420</u>	<u>423</u>	<u>408</u>	<u>422</u>	<u>409</u>
5 Cooperating Members	46	45	42	47	38	45	51
3 Consultant Members	13	12	13	17	16	15	13
6 Student Members	13	12	8	9	10	9	6
17 Student Members Free (w/ Pd IAMMA)	38	35	58	50	39	48	38
8 Retired Members	23	23	33	35	28	25	27
11 Subscriptions	2	2	1	0	1	1	2
12 IAMMA Only - Service charge	1	1	2	2	2	2	3
10 Range Riders	5	5	6	5	5	5	4
9 In Transition	25	25	25	21	22	11	16
14 or 15 Friends Members	87	87	82	75	68	62	51
4 Comp	<u>28</u>	<u>28</u>	<u>31</u>	<u>30</u>	<u>28</u>	<u>25</u>	<u>20</u>
TOTAL	713	705	721	714	665	670	640
<u>PAID MEMBERS:</u>							
IAMMA paid members	199	203	225	221	200	236	238
Metro paid members	195	194	183	190	193	181	209
Downstate members							
IACA paid members	25	25	19	21	22	27	27
SWICMA paid members	27	26	28	30	23	22	22
<u>TOTAL MEMBERS:</u>							
IAMMA total members *	305	299	321	307	279	310	294
Metro total members *	308	307	299	295	279	259	266
Downstate total members *	202	210	202	192	177	141	137
IACA total members	26	26	22	24	24	29	29
SWICMA total members	33	32	34	39	28	26	24

* Includes ILCMA Corp. Partners as comp members

		2013 "Friends of ILCMA" Corporate Partnership Program								Conf.	
Partnership Level		Partnership	Membership	Advertising	Winter	Conf	Su	Conf.		Sponsorship	
Ance! Glink, Diamond, Bush, DiCianni, Adam Simon & Keri-Lyn Krafthefer		\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	asimon@ancelglink.com; kkrafthefer@ancelglink.com		
Arthur J Gallagher & Co.	Gregg Aleman & Erin Duffy	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	gregg_aleman@aig.com; erin_duffy@aig.com		
Azavar Audit Solutions, Inc.	Jason J. Perry & Scott Shamberg	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	sshamberg@azavar.com; jperry@azavar.com		
Backflow Solutions, Inc.	Brad Stancampiano & Doug Eisenhauer	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	stancampiano@backflow.com; deisenhauer@backflow.com		
Baxter & Woodman	John Ambrose, Steve A. Larson	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	jambrose@baxterwoodman.com; slarson@baxterwoodman.com; lschendl@baxterwoodman.com		
Beehive Industries	Ken Demlow & Tom Chapman	\$ 2,000	\$ 325	\$ 200		\$ 480	\$ 995	Summer	tchapman@beehiveindustries.com; kdemlow@beehiveindustries.com		
BKV Group	Spencer Skinner & Bruce Schwartzman	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	sskinner@bkgvgroup.com; ccarter@bkgvgroup.com		
Center for Governmental Studies	Craig Rapp & Roger Dahlstrom	\$ -					\$ -	Both	craig@craigrapp.com; rkd@niu.edu		
Civic Plus	Bryan Hahlbeck & Mike Wolfe	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695		hahlbeck@civicplus.com; wolfe@civicplus.com		
Christopher B. Burke Engineering, Ltd.	Christopher Burke & John Doria	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	cburke@cbbel.com; jdoria@cbbel.com		
Clark Dietz Engineers	Charles Johnson & Sean Widener	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	charles.johnson@clark-dietz.com; Sean.Widener@clarkdietz.com		
Comcast	Yohan Fernando	\$ 3,000	\$ 325	\$ 200			\$ 1,695	Both	Yohan_Fernando@cable.comcast.com		
CTS Group	Ellie Blankenship & Michele James	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695		eblankenship@ctsgroup.com; mjames@ctsgroup.com		
Current Technologies Corporation	Steve Daugherty & Frank Shoemaker	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	sdaugherty@currenttech.net; fshoemaker@currenttech.net		
eCivis	Jace Leonard	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695		bpham@ecivis.com; jleonard@ecivis.com		
Ehlers & Associates	Brad Townsend & Maureen Barry	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	btownsend@ehlers-inc.com; mbarry@ehlers-inc.com		
FGM Architects	John Dzarnowski & Carol Sente	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	johnd@fgmarchitects.com; carols@fgmarchitects.com		
Gewalt Hamilton Associates, Inc.	Bruce L. Shrake & Todd Gordon	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	bshrake@gha-engineers.com; tgordon@gha-engineers.com		
HR Green, Inc.	David Van Camp & Russ Loebe	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	both	dvancamp@hrgreen.com; rloebe@hrgreen.com		
The Horton Group, Inc.	Mike Wojcik & Kevin Herman	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	mike.wojcik@thehortongroup.com; kevin.herman@thehortongroup.com		
Illinois Metropolitan Investment Fund	Laura Allen & Deb Zimmerman	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	both	lallen@investimet.com; dazimmerman@investimet.com		
Johnson Controls Inc.	Ermin Arslanagic & Casey Delaney	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	both	ermin.arslanagic@jci.com; casey.h.delaney@jci.com		
Municipal GIS Partners, Inc.	Thomas Thomey, Kelsey Rydland	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	tthomey@mgpinc.com; krydland@mgpinc.com		
Paramedic Services of Illinois, Inc.	Larry Robbins, Michael Hansen	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	lrobbins@paramedicservices.com; mhansen@lwd.org; rhorak@paramedicservices.com		
Prairie Forge Group	Thomas M. Tristano & David Stermetz	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	tmtristano@p-fgroup.com; dvstermetz@p-fgroup.com		
Prescient Solutions	Matt Szeghy & Jerry Irvine	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	mszeghy@prescientsolutions.com; jirvine@prescientsolutions.com		
SAFEbuilt, Inc.	George Dixon & Jon Walker	\$ 2,000	\$ 325	\$ 200		\$ 480	\$ 995		gdixon@safebuilt.com; jwalker@safebuilt.com		
S.B. Friedman & Company	Stephen B. Friedman & Geoffrey Dickinson	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	gdickinson@friedmanco.com; sbf@friedmanco.com; gkim@sbfriedman.com		
Securitas Security Services USA, Inc.	Larry Doria & Steve Castans	\$ 3,000	\$ 325	\$ 100	\$ 300	\$ 480	\$ 1,695	Both	@securitasi		
Siemens Industry, Inc.	Danielle Melone & John Marley	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	lone@siem		
Sikich LLP	Greg Kuhn & Fred Lantz	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	flantz@sikich.com; gkuhn@sikich.com		
Tria Architecture, Inc.	Jim Petrakos, Christina Gould	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	jpetrakos@triaarchitecture.com; cgould@triaarchitecture.com		
UIC College of Urban Planning and Publ	Karen Mossberger & Andrew Guerrero	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	mossberg@uic.edu; aguerr24@uic.edu		
USAgain, LLC	Carlo Cavallaro	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	both	c.cavallaro@usagain.com		
Voorhees Associates, LLC	Heidi Voorhees	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	hvoorhees@voorheesassociates.com		
W.B. Olson, Inc.	Dave Olson & John Emser	\$ 2,000	\$ 325	\$ 200		\$ 480	\$ 995	Summer	emser@wbo.com; dlo@wbo.com		
Williams Architects	Mike Bushhouse	\$ 3,000	\$ 325	\$ 200	\$ 300	\$ 480	\$ 1,695	Both	msbushhouse@williams-architects.com		
Sponsorship Level											
Dewberry	Jake Davis	\$ 2,000	\$ 325	\$ 200	\$ 150	\$ 240	\$ 1,085	Both	jdavis@dewberry.com		
The Northern Trust Company	Allan Ambrose	\$ 2,000	\$ 325	\$ 200	\$ 150	\$ 240	\$ 1,085	both	ara1@ntrs.com		
Speer Financial, Inc.	Kevin McCanna	\$ 2,000	\$ 325	\$ 200	\$ 150	\$ 240	\$ 1,085	Both	kmccanna@speerfinancial.com		
Union Pacific	Adrian Guerrero	\$ 2,000	\$ 325	\$ 200	\$ 150	\$ 240	\$ 1,085	both	aguerre@up.com		
Benefactor Level											
Alternative Service Concepts	Matthew Stickelmaier	\$ 1,000	\$ 325	\$ 200			\$ 475	Summer	matt.stickelmaier@ascrisk.com		
Aqua Illinois, Inc.	Jim Bilotta	\$ 1,000	\$ 325	\$ 200			\$ 475	Summer	jbilotta@aquaamerica.com		
Alexander Weiss Consulting, LLC	Alexander Weiss	\$ 1,000	\$ 325	\$ 200			\$ 475	Summer	aweiss@alexanderweissconsulting.com		
Gov Temps USA, LLC	Joellen Earl	\$ 1,000	\$ 325	\$ 200			\$ 475	Winter	jearl@govtempusa.com		
Hitchcock Design	Tim King	\$ 1,000	\$ 325	\$ 200			\$ 475	summer	king@hitchcockdesigngroup.com; djones@hitchcockdesigngroup.com		
Integrus Energy Services	John Jay Dalicandro or Dean Nicol	\$ 1,000	\$ 325	\$ 200			\$ 475	Summer	dtnicol@inte Leopardo for photos:		
McGrath Consulting Group, Inc.	Dr. Victoria McGrath	\$ 1,000	\$ 325	\$ 200			\$ 475	Summer	victoriaphd@comcast.net		
Mortenson Construction	Andy Stapleton	\$ 1,000	\$ 325	\$ 200			\$ 475	Summer	andy.stapleton@mortenson.com; carrie.mandelin@mortenson.com		
MSA Professional Services	Gregory Crowe	\$ 1,000	\$ 325	\$ 200			\$ 475	Winter	gcrowe@msa-ps.com		
Nagle Hartray Architecture	Joe Hirsch	\$ 1,000	\$ 325	\$ 200			\$ 475	Summer	jhirsch@naglehartray.com		
Robert W. Baird & Co.	Tom Gavin	\$ 1,000	\$ 325	\$ 200			\$ 475	Summer	tgavin@rwbaird.com		
Robinson Engineering	Mary Clumpner	\$ 1,000	\$ 325	\$ 200			\$ 475	Summer	mclumpner@reltd.com		
Web QA, Inc.	Chris Musielak	\$ 1,000	\$ 325	\$ 200			\$ 475	Winter	cmusielak@webqa.net; ksullivan@webqa.net		
TOTALS		\$ 126,000	\$ 16,575	\$ 10,300	\$ 10,200	\$ 17,760	\$ 68,960				

Yellow = New for 2013

White = Last year's partner

Bold = increased sponsorship level from last year

Italic = decreased sponsorship level from previous year

2013 Total Ads & Sponsorships	\$ 79,260
2012 Total Ads & Sponsorships	\$ 78,255
2011 Total Ads & Sponsorships	\$ 73,265
2010 Total Ads & Sponsorships	\$ 65,320
2009 Total Ads & Sponsorships	\$ 55,340
2008 Total Ads & Sponsorships	\$ 53,240
2007 Total Ads & Sponsorships	\$ 51,405
2006 Total Ads & Sponsorships	\$ 42,365
2005 Total Ads & Sponsorships	\$ 32,180

July 2013 MIT List

Board Assign	First	Last	Street	City	Zip	E-mail	Residential Phone	Status	MIT Date/Previous Position
Kelly Amidei	Jill	Velan	612 Mulford St., #303	Evanston	60202	jillvelan@yahoo.com	847-489-5854	Interim Work in Oak Park	May 2009 Antioch
Bob Barber	Greg	Seefeldt	1240 County Road	Eureka	61530	gseefeldt@hughes.net	(C)712.269.0700	Moving to Minnesota soon	May 2011 Eureka & Denison, IA
Mark Franz	David	Strohl	800 North Oregon Avenue	Morton	61550	dastrohl@comcast.net	(H) 309/266-7135 © 309/253-3923		Jan. 2012 Morton
Juliana Maller	Kathy	Katz	980 Elmwood Lane	Elk Grove Village	60007	knelake@gmail.com	(847) 721-7602	Doing some interim work	Feb 2012 Oak Brook Terrace
Sue McLaughlin	Anne Marie	Gaura	338 Timber Oaks Drive	North Aurora		Annemarie.gaura@gmail.com	630-892-3763	Interim in Schaumburg	April 2012 Montgomery
Kelly Amidei	Sue	McLaughlin	3324 Western Ave.	Mattoon	61938	imanagectz@yahoo.com	217-254-2741	Interim in Lincoln	June 2012 Mattoon
Pam Funk	William	Catalano	9 Oak Hill Dr.	Edwardsville	62025	wcatalano@sbcglobal.net	618-977-4979		July 2012 LeRoy
Mike Baker	Carol	Hennessey	2740 Foxwood Drive	New Lenox	60451		815-463-0393		August 2012 New Lenox
Mike Baker	Dawn	Wucki-Rossbach	708 West Hillcrest	Palatine	60074	drossbach@att.net	847-934-1562		December 2012 Carpentersville
	Cathy	Doczekalski	805 Leicester Road #205	Elk Grove Village	60007	cjd109@gmail.com	847-812-1595	Interim assistant in Niles	December 2012 Park Ridge
Peter Austin	Art	Osten	905 Pleasant Street	Fox River Grove	60021	artosten@sbcglobal.net	847-516-1007		Jan. 2013 Fox River Grove
Bob Barber	Marian	Gibson	14944 W. Hoff Road	Manhattan, IL	60442	rlgmtg@gmail.com	815- 478-5293 Cell: 815 -509-2282	Part-time planner in Itasca	May 2013 Manhattan
Bob Barber	David	Nord	3175 Spring Lake Rd.	Cherry Valley, IL	61114	dave3441@yahoo.com	815-721-4468		May 2013 Cherry Valley

Mike Baker	Jim	Wise	603 Ash Ave.	Morrison, IL	61270	Jimwise1960@gmail.com	815-904-9576		May 2013 Morrison
	Marc	Huber	144 Dorchester Court	Waukegan, IL	60085	marc_h22@yahoo.com	224-303-8813		May 2013 Round Lake
	Tim	Neubeck	5011 N. Montclair Ave. Unit 2B	Peoria Heights, IL	61616	timneubeck@gmail.com	630-464-1738		July 2013 Germantown Hills