

Municipal Clerks of Illinois Institute and Academy
October 16–19, 2018
Wyndham City Centre – Springfield, Illinois
Academy Program

Tuesday, October 16

7:30 AM–6:00 PM	Registration Open	Mezzanine
	Academy Preconference Workshop (separate registration required) Records Management <i>Bob Boots (1:00 – 2:00)</i>	Conference Center 4
	An overview of the records management process as defined within the context of the Illinois Local Records Act (50 ILCS 205) and 44 ILL Admin Code 4000 for down-state municipalities, and Illinois Local Records Act (50 ILCS 205/60) and 44 ILL Admin Code 4500 for Cook County municipalities. <i>Frank Lesko, Springfield City Clerk (2:30 – 4:30)</i>	Springfield City Clerk's Office
	We will walk to the City of Springfield Clerk's Office for a review of the records management processes from a Clerk's point of view.	
4:30–7:30 PM	Exhibits Open with Reception	Ambassador (Concourse)
5:15–7:30 PM	Reception in Exhibit Hall – prize drawing at 6:30 PM Must be present to win.	Ambassador (Concourse)
	All Academy - Dinner on own	
7:30–9:00 PM	Networking Opportunity/Hospitality in Capitol Suite	Room 2001

Wednesday, October 17

7:00–8:30 AM	Continental Breakfast	Mezzanine Level
8:30 AM–Noon	All Institute and Academy Session New Laws, Conflicts, and Trends to Watch <i>Keri-Lyn Krafthefer, Kurt Asprooth</i>	Illinois Room
	This session provides an overview of current laws, revisions, rules and regulations that apply to the professional clerk. You will learn how to identify potential intended and unintended consequences of actions or inactions.	
Noon	Photo Sessions for Academy Participants	Illinois Room (stage)
Noon	Luncheon at Hotel	Prairie Room
1:00–4:30 PM	All Institute and Academy Session "Sexual Harassment Training" <i>Jan Mirikitani, JBM Consulting Services, LLC</i>	Illinois Room
	The session on <u>Sexual Harassment</u> will include clarity on Federal Sexual Harassment Policy, including Quid Pro Quo and Hostile Work Environment. It will discuss expected conduct in the workplace. It will discuss current issues such as the "Me-too" movement, and the ACLU's impact on LTGBQ employees.	
5:45 PM	Municipal Clerks of Illinois Annual Meeting All Academy – Dinner on own	Illinois Room
8:00–9:30 PM	Hospitality in Presidential Suite	Room 2814

Thursday, October 18

7:30 - 8:30 AM	Continental Breakfast	Mezzanine Level
8:30 AM–Noon	Academy Session Strategic Planning <i>Jane Long, IIMC Training Chair</i>	Illinois Room
	What is strategic planning and why is it necessary? This interactive session will answer these questions and provide greater insight into the strategic planning process. Most companies today find it necessary to conduct strategic planning, but how many of us are involved in the process? To truly have an effective strategic plan, everyone must be involved to ensure they have a "stake" in the process which in turn ensures the overall success of the plan. During this session, participants will be shown a strategic planning process that is inclusive and creates a foundation for success. Participants will then put this process into action by creating some "mock" strategic plans. By then end of	

this session, participants will fully understand the strategic planning process and the elements that are necessary for acceptance, implementation and success of the strategic plan.

Noon	Lunch on your own	
1:00–4:30 PM	Academy Session <i>“All the Queens Horses”</i> <i>Stephani Mason, After movie discussion</i> How could one woman steal \$53 million without anyone noticing? As city comptroller of Dixon, IL, Rita Crundwell stole \$53 million of public funds across 20 years—making her the perpetrator of the largest case of municipal fraud in American history.	<i>Illinois Room</i>
6:00 PM	Reception	<i>Prairie Room</i>
7:00 PM	Awards Banquet	<i>Prairie Room</i>

Friday, October 19

7:00–8:30 AM	Breakfast Buffet	<i>Prairie</i>
8:30–Noon	All Institute and Academy Session <i>Andy Master’s, Keynote</i> Leadership Lessons from H-O-L-L-Y-W-O-O-D Award-winning author and Leadership expert Andy Masters creatively uses the magical imagery of Hollywood to help public leaders DEVELOP and EMPOWER their organizations—while defeating succession planning crisis--in this challenging era of having to “ Do More With Less ”. That’s right, LEARN and be ENTERTAINED from actual license-protected scenes from movies such as The Devil Wears Prada, The Iron Lady, Apollo 13—and even Frozen and Star Wars! This unique program also cites the latest research from Harvard Business Review, Deloitte, and Glassdoor to provoke REAL organizational change from every attendee. Powerful leadership principles are based on Andy’s latest book “ Things LEADERS Say: A Daily Guide to Help Every Leader Empower & Inspire. ” Andy’s interactive program provides attendees with not only a memorable multi-media experience , but also with immediate “take-home” action items to help develop millennials and future public leaders.	<i>Illinois Room</i>
Noon	Adjourn	

All sessions subject to change.