



## ONE TEAM 2022

INDIANA TOWNSHIP ASSOCIATION EDUCATION CONFERENCE AND TRADE SHOW

**SEPTEMBER 18-21**  
SHERATON KEYSTONE CROSSING

### *Conference Registration Packet*

## IMPORTANT DATES

AUG 26	HOTEL REGISTRATION DEADLINE
AUG 26	Early-bird Registration CLOSES *
AUG 26	AWARD NOMINATIONS DUE
SEPT 2	LAST DAY FOR CANCELLATIONS
SEPT 19	Opening Session
SEPT 20	Break-out Sessions / GRASSROOTS Booths
SEPT 21	Closing General Session/ Trade Show/ Prizes

\* Early-bird Registration conference check-in is Sunday evening, Sept. 18th. Registrations received after Sept. 2 may check in on Monday morning.

## CONFERENCE REGISTRATION

<https://tinyurl.com/mr7dv6k6>

*To download the conference mobile app:*

Google Play Download: <https://tinyurl.com/4wzam4jd>

iOS Download: <https://tinyurl.com/2vv4e89b>

## HOTEL INFORMATION

**SHERATON INDIANAPOLIS HOTEL AT KEYSTONE CROSSING** - 8787 Keystone Crossing, Indianapolis

Click here: <https://bit.ly/3y5AC33>  
or call 888-627-7814 and mention you are with the "TA1" Group.

Should you have any difficulty with booking or receiving the discounted rate of \$130 per night, please contact the ITA immediately.

## GREETINGS FROM THE INDIANA TOWNSHIP ASSOCIATION!

From 2019's "A Life of Significance Is About Serving" to 2021's "ONE VOICE", we have learned that striving to be servant-leaders with a clear, unified voice makes for strong township governments.

2022 is about building from speaking with "One Voice" to becoming "ONE TEAM" and represents our continuing emphasis on leadership development. We can become stronger by working together toward the common goal of providing efficient, effective, transparent, and accessible services to our communities.

We need leaders who are willing to connect well with others and guide them on the path to excellence in public service. With this in mind, come to conference and fill your "locker room" with the necessary "equipment" for your own journey – whether you are a player on the team or the coach.

We are anticipating 400+ township team members to participate again this year and hope that you are one of them! If you are a trustee, township board member, township attorney, township employee, or have any role in township government, then we are eager to have you learn best practices and laws related to townships, as well as connect with other township team members!

If this is the last year of service for you, bring someone with you who will likely be with the township after your term of service is completed. By the way, we will be honoring your years of service!

Be sure to read the details of this packet so you don't miss out on any opportunities of the conference!

See you soon!

*Your ITA Conference Team*



# TENTATIVE AGENDA

## SUNDAY, SEPTEMBER 18

4:30pm – 6:30pm

**Registration Open – Early Bird ONLY**

7:00pm -10:00pm

**ITA Hospitality Room**

## MONDAY, SEPTEMBER 19

7:30am – 4:30pm

**Registration & Resource Center Open**

7:30am – 9:00am

**Enhanced Continental Breakfast**

8:30am – 9:00am

**Conference Warm-Up**

9:00am – 9:30am

**Opening Remarks**

9:30am – 10:30am

**Keynote Speaker**

10:30am – 12:00pm

**General Session**

12:00pm – 1:30pm

**Lunch on Own**

1:30pm – 4:30pm

**General Session/Convention/  
Election of Officers**

5:00pm – 9:00pm

**GAME NIGHT!**

4:30pm – 8:00pm

**Set-up for GRASSROOTS Booths**

## TUESDAY, SEPTEMBER 20

7:30am – 4:30pm

**Registration &  
Resource Center  
Open**

7:30 am – 8:30am

**Enhanced Continental Breakfast**

7:30 am – 4:00 pm

**GRASSROOTS Sponsor Booths**

8:30 am – 9:45am

**Seminar Breakouts**

10:00am – 11:15am

**Seminar Breakouts**

11:30am – 12:30pm

**Lunch on Own**

12:45pm – 2:00pm

**Seminar Breakouts**

2:15pm – 3:30pm

**Seminar Breakouts**

3:45pm – 5:00pm

**Seminar Breakouts**

6:00pm – 8:00pm

**Awards Dinner & Entertainment**

8:00pm

**Exhibitor Setup**

## WEDNESDAY, SEPTEMBER 21

6:00am – 7:30am

**Exhibitor Set-up**

7:30am – 1:00pm

**Exhibitor Registration & Resource  
Center Open**

7:30am – 1:00pm

**Exhibits Open**

7:30am – 9:00am

**Enhanced Continental Breakfast  
Suites 8, 9, 10**

8:30am – 10:00am

**Seminar**

10:00am – 10:30am

**Break**

10:30am – 12:00pm

**Seminar**

12:15pm - 1:15pm

**Closing Lunch and Raffle Drawing**

"Individuals play the  
game, but teams win  
championships."

- John C. Maxwell





# What's Happening in 2022

## MONDAY GENERAL SESSION

This year, Monday's session is more important than ever! It will include many guest speakers with information that everyone needs to hear including reports on the 2022 legislative session and the *Study for Efficient & Effective Township Government*, as well as the **Convention Meeting with election of officers**, and visits from several Indiana agency leaders. Monday morning's agenda includes a keynote address which is highlighted on following pages. Please make every effort to attend the opening session as a courtesy to our guests.

## MONDAY EVENING GAME NIGHT FUN FOR EVERYONE

Back by popular demand! We will be sending out a registration form for GAME NIGHT closer to the conference. Our sponsors are looking forward to bringing back your favorites! You can EUCHRE your friends, become CORN HOLE Champion, shout "Bingo!", take a picture in the PHOTO BOOTH, have a CARICATURE drawing made, or show off your random TRIVIA!

## TUESDAY BREAKOUT SESSIONS

If you are looking to learn best practices and educational material for improving your township, then Tuesday will not disappoint. Conferees have come to expect the 30+ breakout sessions on Tuesday of the conference. While those topics are still being confirmed, we can tell you that we are planning to exceed your expectations in providing a wide array of subjects that will be relevant to all township trustees, board members, and employees.

## TUESDAY and WEDNESDAY TRADE SHOW

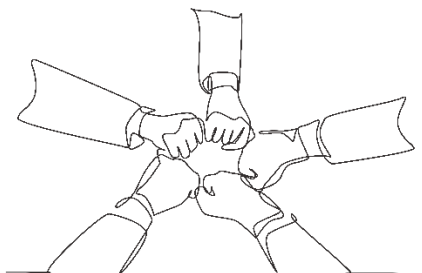
Wanting to find a vendor to assist your township in completing a project or moving it forward? On Tuesday, our GRASSROOTS sponsors will be displayed in the lobby as a preview of the Wednesday Trade Show. On Wednesday, our exhibitor hall will be full for you to tour the vendor booths. This is a great opportunity for you to stop by and thank them for their support!

## TUESDAY AWARDS BANQUET & ENTERTAINMENT

What is better than a dinner with great entertainment? Recognizing those that have accomplished great things this past year. We will announce the award winners for Trustee, Board Member, Employee, & Township of the Year. We will also be honoring the trustees who are retiring from office at the end of this term. Be sure to submit your nominations no later than August 26<sup>th</sup>. See the details/nomination form in this packet or visit <https://tinyurl.com/bdz9r8fy> to submit a nomination online. *Watch for entertainment details coming later...you want to be a part of the fun!*

## WEDNESDAY SESSION

The program for our final day of conference is another in our certification program: **LEADERSHIP DEVELOPMENT CERTIFICATION: "Cultivating the Servant-Leader Mindset"**. This session will be customized for the ITA and will be relevant to all who serve your township – the trustee, board members and employees. At the close of the presentation, lunch will be served to enjoy while we have a wrap-up session of announcements and awarding door prizes.





## GUEST SPOTLIGHT

Many guest speakers will present to us during the conference as we endeavor to be professional, educated and growing public servants. Highlighted below are two sessions you will not want to miss!

### KEYNOTE ADDRESS



HOWARD KELLMAN will bring to us a high energy, humorous and inspirational message that aligns with our theme: “ONE TEAM”. Howard uses stories from his vast experience as a sportscaster and writer to bring an understanding of what it takes to become ONE TEAM. What can we learn from coaches who consistently have had winning teams? Howard will line out principals of leadership he has learned from sports. His motto is “PEP: Pursue Excellence Passionately”. Howard will take to the stage Monday morning!

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## LEADERSHIP DEVELOPMENT CERTIFICATION

### *“Cultivating the Servant-Leader Mindset”*



Extension

We are leaders. No matter if we are part of a small, rural township or a busy, urban office – as public servants, we are in a place of leadership whether we like it or not. Now, what we do with our leadership positions is up to us.

Leadership development is not an event. It requires continuous cultivation. For a farmer, every crop is a new crop with its own challenges - weather, markets, competition, partners. The same is true within organizations, we must recognize that people change, new events occur, and challenges and opportunities emerge.

Expect an engaging and interactive session from Purdue Extension. Expert presenters will speak to the characteristics of servant-leaders in the public sector, managing conflict, and engaging the public. Come learn how understanding of who you are as a leader will influence those around you. Use this information to continue to till the ground and plant seeds for the future in your township.

Leave class with a certificate of Servant-Leadership Development and an understanding of how YOU impact the people around you!



# Other items to note...

## CONFERENCE MOBILE APP



Indiana Township Association Conference Mobile Device App! After you register, go to the Google Play Store or Apple Store and search Indiana Township Association. Download the app and register with the email address you used on your registration. If you are attending from last year, then all you need to do is login with your email from last year (if you registered with the same email). We hope this app provides a higher level of connection and navigating the conference. If you are having difficulty please email Kevin Evans, Associate Director, at [kevans@ita-in.org](mailto:kevans@ita-in.org).

## SPREAD THE WORD!

Do you know of a trustee who has never attended an ITA conference or perhaps it's been several years? If each trustee would reach out to one of these folks, we could grow our conference attendance and do our part in making township government better through education.

## ATTIRE

Come in the spirit of "ONE TEAM"! Have your team wear matching T-Shirts during the conference for Game Night! The team that has the best "spirit" wear for your township- may win some SWAG from the ITA! **(If you don't have any gear wear, we will have ITA polo shirts for sale at the registration table!)** Additionally, keep in mind that the climate in large buildings is typically on the cold side. You might want to bring along a sweater or jacket to keep you comfortable. Most attendees wear business attire to the Awards Banquet and business casual attire throughout the rest of the conference.

## DOOR PRIZES

Receiving a door prize is fun, right? Your help is appreciated in donating and/or collecting these prizes. You can donate personally, as a county group of trustees or ask the local companies with which you do business. ALL prizes have value! Drop them at the Registration table when you arrive at the conference.

## REFUNDS

Conference fees are refundable until September 2<sup>nd</sup>. Due to guarantees that we must give to the hotel for meals, we must adhere to this policy. No exceptions can be made.

## CONFERENCE COSTS

The ITA's goal is not to make a profit on our Educational Conference; but rather, put all revenue back into making this a meaningful event. The price for the hotel space is directly tied to the amount that is spent on food and beverage. The ITA makes every effort to find efficiencies while still maintaining our high standard for the conferences.

## HOTEL INFORMATION

*Sheraton Indianapolis Hotel at Keystone Crossing - 8787 Keystone Crossing, Indianapolis.*

Click here <https://bit.ly/3y5AC33> or call 888-627-7814 and give the code "TA1" to receive the group discount.

Should you have any difficulty with booking or receiving the discounted rate of \$130 per night, please contact the ITA Office so that we may assist you.

## A GREAT WAY TO CHIP IN

500 conference swag bags will be assembled on Sunday afternoon, September 18<sup>th</sup> and we can use your help! Please let us know if you would like to assist in the bag assembly or secure items for the bags. Conferees and businesses gather door prizes, as well, to be awarded throughout the conference. Perhaps you and the other townships in your county would like to team up to support the conference in this way! (Door prizes can be dropped off at the ITA Resource Center.)

## UNABLE TO ATTEND THIS YEAR?

We have added a virtual option to join us for the Monday session. We believe the information to be shared on Monday is relevant and important for you to hear. This option can be selected at registration for \$100.



# ITA AWARD NOMINATION FORM

Each year during the Educational Conference, Indiana Township Association recognizes four dedicated ITA **members** that have demonstrated accomplishments during the past year.

Nominations will be accepted until **August 26, 2022**. Nominations received after August 26<sup>th</sup> will not be considered for the 2022 awards presentation. Awards will be presented September 20<sup>th</sup> during the Awards Banquet. Generally, we do not disclose winners ahead of time. You can submit a nomination online at <https://tinyurl.com/bdzyr8fy>

ITA is proud of the many contributions its men and women have made to their communities and for the betterment of township government as a whole. We encourage you to help us recognize those members who deserve to be thanked by nominating them for an appropriate award.

The committee will consider accomplishments within their township/community at-large, as well as letters of support/ news articles, etc. The award is bestowed, not only based on successfully fulfilling the duties of office (those things we “must do”), but on the merit of going above and beyond – from what is expected to that which is exceptional. Weight is also given for township officers who have shown leadership abilities and who work to develop leaders within their own community.

Nominator Name \_\_\_\_\_ Phone # \_\_\_\_\_

## **AWARD YOU'RE APPLYING FOR (CHOOSE ONE)**

- Harold 'Gene' Stofer Trustee of the Year
- Charles Bogden Memorial Township Board Member of the Year
- Township of the Year
- Township Employee of the Year

Name of Nominee \_\_\_\_\_ Position \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Relevant information to consider attaching: Community Involvement (boards, affiliations, formal occupation), letters of support, newsclippings, other supporting documents that may enhance your nominee. Please be sure to describe in detail why you believe this person/township deserves this prestigious award.

## **DEADLINE FOR NOMINATIONS IS AUGUST 26**

***Nominations will be held for consideration for two years. Please complete this form and send with all attachments to:***

**Indiana Township Association, Inc.  
ATTN: Brendan Clancy**

PO Box 611 Fishers IN 46038  
317.813.3240  
317.288.7820 FAX  
[ita@ita-in.org](mailto:ita@ita-in.org)



# CONFERENCE REGISTRATION FORM

Please complete registration form for EACH person attending the conference  
Online Registration & Payment can be made at [www.ita-in.org](http://www.ita-in.org)



*You may now register online and pay by check!*

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

IS THIS YOUR LAST TERM AS TRUSTEE? \_\_\_\_\_ YES \_\_\_\_\_ NO

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

County: \_\_\_\_\_

Or

Company Name/Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office City: \_\_\_\_\_

Office State: \_\_\_\_\_ Office Zip Code: \_\_\_\_\_

## Method of Payment

Check Enclosed (make payable to "ITA")

Credit Card: \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ AMEX

Card No: \_\_\_\_\_

3-Digit Verification #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

## Full Conference

Member

Non-Member

**EARLY BIRD (before 8/26/2022)**

\_\_\_\_\_ \$250

\_\_\_\_\_ \$400

**AFTER (8/26/2022)**

\_\_\_\_\_ \$350

\_\_\_\_\_ \$500

## VIRTUAL FOR MONDAY GENERAL SESSION ONLY

\_\_\_\_\_ \$100

## GUESTS/MEALS/ENTERTAINMENT

Member

Non-Member

\_\_\_\_\_ \$175

\_\_\_\_\_ \$275

## AWARDS DINNER ONLY

\_\_\_\_\_ \$80

## Mail this form & payment to

Indiana Township Association

Po Box 611 Fishers, IN 46038

*Do not fill in- For ITA Office Use Only*

Card/Check #: \_\_\_\_\_ Total Registrations: \_\_\_\_\_

Paid Amount \$ \_\_\_\_\_

Received: \_\_\_\_\_