

IMTA REGIONAL MEETINGS

The committee members are seeking host communities. If you need additional information, please contact one of the Regional Committee members below. Thanks for your consideration!!!

North: Zoila Gomez zgomez@cityofplanoil.org 630-552-8823

Central: OPEN

South: Cameo Holland cfoster@cityofaltonil.com 618-463-3540 x273 -or-

Janette Dilliner jdilliner@sesser.org 618-625-3611

GUIDELINES FOR HOSTING REGIONAL MEETING:

- Any active or associate member may host a regional meeting.
- All meetings must be approved by the Regional Chairperson.

INSTRUCTIONS FOR HOSTING A REGIONAL MEETING:

- Select a date for the meeting, check with your regional chairperson for any other activity which may conflict with or affect your date.
- Consider a co-host; it will make your work easier.
- Select the topic(s) to be covered. Your regional chairperson can assist you with speakers, also other treasurers, bankers, consultants, auditors, etc. are always good sources for speakers.
- Location: Restaurants and/or hotels with conference rooms, City Hall, local community clubs and churches are good locations. Many of them are offered at no cost if you purchase the lunch from them. Use your city's tax exempt number.
- Budget: Prepare an estimate of the costs for food and gratuities, printing, postage, speaker lunch, and other expenses.
- Sponsors: Generally, local banks and auditors are willing to sponsor such meetings. If sponsorship is not sufficient, a registration fee may have to be charged, discuss it with the Chairperson.
- Agenda: Consider a starting time of 9am/10am and ending by 2pm/3pm. Allow approximately half-hour for registration and also a business meeting at the end.
- Allow six to eight weeks for printing and mailing of agenda, plus response time.
- Confirm speakers, room, lunch, etc. about two weeks prior to the seminar.
- Supply list: Name tags, extra agendas, an American flag and any devices needed by speakers during their presentation (podium, microphones, overhead projectors, etc.)

- Submit to Regional Director:
 - a) Retain copy of attendance sheet, mail copy to Certification Chairman.
 - b) Mail CPE evaluations to appropriate Director or designated person.
 - c) Mail any IMTA applications to Membership Chairman
- If your monies come up short, contact the Regional Chairperson for reimbursement.
- Attendees can be invited via e-help.
- Membership lists can be sent from the IMTA database based in the region.
- Local towns (even if they aren't members of IMTA) should be invited.
- IMTA membership brochures should be distributed so that non-members can be solicited.
- Have Fun!!!

ROUNDTABLE MEETING- for certification purposes

"Roundtable" meetings are similar to regional meetings, only on a smaller scale, without an outside speaker. For instance, a roundtable host would pull together a meeting to discuss the Annual Treasurer's Report.

On September 18, 1999 the IMTA Board approved the Certification Committee's recommendations concerning roundtable certification points and criteria.

CRITERIA:

- A pre-determined agenda must be prepared and distributed to communities within your area.
- The meeting will last a minimum of two hours, including mealtime.
- There must be a designated host who will lead the discussion.
- The minimum number of participants (including the host) must be six.
- The host will provide a record of attendance to the IMTA Secretary and Certification Chair.

RSVP by [date], to [name], [email address] phone [phone number]

REGIONAL MEETING SIGN-UP SHEET
DATE

Attendee No.	Name	Municipality	Phone	E-mail	Signature
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CERTIFICATE OF ATTENDANCE

This Certificate is awarded to

for attendance at

on

Signature

Date

IMTA

Regions

