



# *Administrative Conference*

July 17 & 18, 2025

Holiday Inn \* Effingham, IL



## **Host Hotel**

Holiday Inn \* 1301 Ave. of Mid-America \* Effingham, IL

Phone: 217-540-7777

\$130.00 + tax per night \* Group Code **IRW**

**Hotel block rate is open until: 06/12/2025**

**Pre-Registration** - To pre-register, complete the registration form below and mail with payment to:  
**IRWA, PO Box 49, Taylorville, IL 62568** or pay on-line at [www.ilrwa.org](http://www.ilrwa.org) with a credit card. All fees must be paid when registering—we cannot do purchase orders or special billings. ***Pre-registration must be postmarked by July 4, 2025 and no refunds will be made after this date.***

**On-Site Registration** - All conference attendees must obtain a name badge and conference material at the registration desk. If you do not pre-register, please make sure that you register as soon as possible after you arrive at the conference center. Please note that on-site registration is \$25.00 higher than pre-registration.

**Hospitality Evening** - After the sessions end for the day on Thursday, we will once again be taking a bus to the Tuscan Hills Winery for appetizers & beverages. Join us and mingle with your peers!

**Cancellation & Refunds** - Refunds are issued only in the event of an emergency or hospitalization. We must have a **written notice of cancellation** to issue a refund.

**Questions?** - Contact Heather—800-762-3547 or [ilrwahm@ilrwa.org](mailto:ilrwahm@ilrwa.org).

## ***Testimonials from past attendees***



- ◆ ***“I really enjoyed meeting other offices and sharing info”***
- ◆ ***“Appreciate the variety of topics covered! And excellent hospitality”***
- ◆ ***“Love the laid back, fun atmosphere”***
- ◆ ***“Keep up the great work, always one of my favorite conferences to attend”***

## **REGISTRATION FORM**

***Must be completed for all attendees  
(Please photo copy for each additional attendee)***

NAME FOR BADGE \_\_\_\_\_

SYSTEM REPRESENTING \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_


PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

## **REGISTRATION FEES**

PRE-REGISTRATION (BEFORE JULY 4)	Member: \$165.00	Non-Member \$190.00
ON-SITE REGISTRATION (AFTER JULY 4)	Member: \$190.00	Non-Member \$215.00



# Thursday, July 17th

8:00 a.m.—8:30 a.m.	Registration
8:30 a.m.—9:15 a.m.	J.U.L.I.E. Positive Response System - Roger Watwood; J.U.L.I.E., Inc.
9:15 a.m.—9:25 a.m.	BREAK
9:25 a.m.—10:10 a.m.	Incident Investigation - Jim Closson & Brad Hoffman; Illinois Municipal League Risk Management Association
10:10 a.m.—10:20 a.m.	BREAK
10:20 a.m.—11:05 a.m.	Municipal Bonds 101 - Robert Vail; Bernardi Securities
11:05 a.m.—11:15 a.m.	BREAK
11:15 a.m.—12:00 p.m.	Boil Orders and Utility Communications - Steve Vance; IRWA
12:00 p.m.—1:00 p.m.	LUNCH—PROVIDED  <b>BERNARDISECURITIES</b> MUNICIPAL BOND SPECIALISTS
1:00 p.m.—1:45 p.m.	Billing Software - JD Crawford; United Systems & Software
1:45 p.m.—2:00 p.m.	BREAK
2:00 p.m.—3:00 p.m.	Ethical Courage: The Whistleblower's Role in Good Governance - Barbara Myers, General Counsel & Emily Katalinich, Deputy General Counsel; Executive Ethics Commission
3:00 p.m.—3:15 p.m.	BREAK
3:15 p.m.—4:00 p.m.	Roundtable Discussions—Bring your topics of discussion and see how others do things at their system.

# Friday, July 18th

8:30 a.m.—9:15 a.m.	Roundtable Discussions continued
9:15 a.m.—10:00 a.m.	Retaining Employees with Simple Technology - Josh Hawley; Ziptility
10:00 a.m.—10:15 a.m.	BREAK
10:15 a.m.—11:00 a.m.	Records Retention - Cheri Cameron; Office of the Secretary of State Records Unit
11:00 a.m.—11:45 a.m.	Personnel Records Review Act - Anna Koeppel; Illinois Department Of Labor
11:45	Closing & Prizes

***Network with other administrative professionals and discuss topics that matter to you!***

***NO CREDIT HOURS ARE AWARDED FOR THIS CONFERENCE***



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Springfield, IL 62703  
Permit #800



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