

INDIANA ELECTION ADMINISTRATOR'S CONFERENCE AGENDA

December 10-12, 2018 | Hyatt Regency Indianapolis | 10 S West Street, Indianapolis, Indiana

Conference Room Locations:

Second Floor: Conference Registration & General Session (Regency Ballroom A-F)

Third Floor: Breakout Sessions (Cosmopolitan A-D)

Monday, December 10

4:00 PM – 7:00 PM Conference Registration Regency Ballroom F

Tuesday, December 11

7:00 AM – 12:00 PM Conference Registration Regency Ballroom F

7:00 AM – 9:00 AM Breakfast Buffet Regency Ballroom A-E
Foyer

9:00 AM – 9:15 AM **Plenary Session Begins** Regency Ballroom A-E
Pledge of Allegiance
The Star-Spangled Banner

Introductory Remarks:
Brad King and Angie Nussmeyer
Introduction of Election Division staff
Honored Guests
Indiana Voter Registration Association Meeting announcement

9:15 AM – 9:30 AM **Welcoming Remarks** Regency Ballroom A-E
The Honorable Connie Lawson,
Secretary of State of Indiana

9:30 AM – 9:40 AM **2019 HAVA Publications Order** Regency Ballroom A-E
Brandon Kline, HAVA Administrator

9:40 AM – 10:00 AM **Guide to Election Resources: What's in that tote bag?** Regency Ballroom A-E
Publications, forms discs and lists
Dale Simmons

10:00 AM – 11:00 AM **Partner Introductions & Overview** Regency Ballroom A-E
Brad King & Angie Nussmeyer, moderators

- Dr. Jay Bagga & Dr. Bryan Byers, Ball State University Voting System Technical Oversight Program (VSTOP)
- Seth Cooper & Thomas White, Baker Tilly
- Tyler Johnson, Quest/GCR
- Vivian L. Ramsey, USPS National Political Mail Strategist
- Chris Walls, 39 Degrees North (*handout on updating Who Are Your Elected Officials*)

11:00 AM – 12:00 PM **Municipal Elections 101** Regency Ballroom A-E
Election Overview, Candidate Filing & Local Public Questions
Brad King & Angie Nussmeyer
Daniel Shackle, General Counsel, Department of Local Government Finance (DLGF)

12:00 PM – 1:15 PM **Election Administrator Awards Luncheon** Regency Ballroom A-E
Luncheon Buffet line in foyer

1:15 PM – 1:20 PM **Clerks' Association New Office Swearing-in** Regency Ballroom A-E

AFTERNOON BREAKOUT SESSIONS

SESSION 1:

1:30 PM –2:00 PM	Campaign Finance Administration <i>Form review, filing process, and other responsibilities</i> Abbey Taylor and Michelle Thompson (IED)	Cosmopolitan A
1:30 PM – 2:00 PM	Voter Registration: SVRS Discussion <i>Review of the unified statewide voter registration system</i> Tyler Johnson (Quest/GCR)	Cosmopolitan B
1:30 PM –2:00 PM	Open Door Law, Public Records Law, and Record Retention Requirements Matthew Kochevar (IED)	Cosmopolitan CD

SESSION 2:

2:20 PM –2:50 PM	ePollbook Discussion <i>Best practices with current county users</i> Dr. Byers & Dr. Bagga (VSTOP), moderators	Cosmopolitan A
2:20 PM –2:50 PM	Military and Overseas Voters (federal MOVE law) <i>Discussion of the special requirements and procedures for military & overseas voters</i> Brad King (and Matthew Kochevar (IED)	Cosmopolitan B
2:20 PM – 2:50 PM	Voter Registration 101 <i>Voter registration fundamentals</i> Angie Nussmeyer and Dale Simmons (IED)	Cosmopolitan CD
2:20 PM – 2:50 PM	United States Postal Service Roundtable <i>Voter registration fundamentals</i> Vivian L. Ramsey, USPS	Regency Ballroom A-E

SESSION 3:

3:10 PM –3:40 PM	Campaign Finance Enforcement <i>Review campaign finance enforcement requirements</i> Angie Nussmeyer & Brad King (IED)	Cosmopolitan A
3:10 PM –3:40 PM	Central Count of Absentee Ballots <i>Discussion of the basic framework of processing absentee ballots on Election Day</i> Dale Simmons (IED)	Cosmopolitan B
3:10 PM –3:40 PM	Open Door Law, Public Records Law, and Record Retention Requirements Matthew Kochevar (IED)	Cosmopolitan CD
3:10 PM – 3:40 PM	United States Postal Service Roundtable <i>Voter registration fundamentals</i> Vivian L. Ramsey, USPS	Regency Ballroom A-E

INDIANA ELECTION ADMINISTRATOR'S CONFERENCE AGENDA
December 10-12, 2018 | Hyatt Regency Indianapolis | 10 S West Street, Indianapolis, Indiana

Conference Room Locations:
Second Floor: Conference Registration & General Session (Regency Ballroom A-E)
Third Floor: Breakout Sessions (Cosmopolitan A-D)

DAY 1 GENERAL SESSION RESUMES

4:00 PM – 4:15 PM	Annexations & Precinct Key Brandon Kline, HAVA Administrator	Regency Ballroom A-E
4:15 PM – 5:00 PM	Ballot Layout & Unopposed Candidate Rules Matthew Kochevar & Dale Simmons	Regency Ballroom A-E

Wednesday, December 12

7:00 AM – 9:00 AM	Breakfast Buffet	Regency Ballroom A-E Foyer
9:00 AM – 10:00 AM	Small Town Elections Brad King & Angie Nussmeyer	Regency Ballroom A-E
10:00 AM – 10:30 AM	Break for hotel checkout <ul style="list-style-type: none"><i>The Election Division will provide a Question and Answer period in Regency Ballroom A-E during this break time.</i>	
10:30 AM – 11:00 AM	Small Town Elections, <i>continued</i> Matthew Kochevar & Dale Simmons	
11:00 AM – 11:30 AM	Election Security Tyler Johnson, Quest/GCR Seth Cooper & Thomas White, Baker Tilly	Regency Ballroom A-E
11:30 AM – 12:00 PM	“I Wish Someone Had Told Me...” <i>Tips from veteran Clerks and administrators on surviving a municipal elections: best practices for election, press and campaign finance management</i> Roundtable Discussion (<i>Invited</i>): Nicole Browne, Monroe County Circuit Court Clerk Amanda Lowery, Jackson County Circuit Court Clerk Shelley Mawhorter, Noble County Circuit Court Clerk Brad Newman, Vigo County Circuit Court Clerk Beth Schiller, Hamilton County Circuit Court Clerk’s Office Brad King & Angie Nussmeyer, moderators	Regency Ballroom A-
	Closing remarks & Announcements	
12:00 Noon	Adjournment	

Please complete and return your conference evaluation form. Thank you!