



BUSINESS MANAGEMENT WORKSHOP AGENDA



TUESDAY & WEDNESDAY, FEB. 14 - 15, 2012
ASHLAND HOUSE - 201 EAST ASHLAND AVE. - MORTON, IL

Tuesday, February 14th

- 8 – 9 am: • Registration & Continental Breakfast
- 9 - 11 am: • Employment Law: **Joseph H. Laverty**, Senior Attorney, Wessels & Sherman
Hiring, Documentation / Discipline, The Mechanics of Termination, Handbooks and Policies, Other Important Legal Issues for Employers
- 11:15 am - 12:15 pm: • Estate/Succession Planning: **James Lestikow**, Partner, Hinshaw & Culbertson LLP
Wills, Trusts, Succession plan vs. inheritance
- 12:30 - 1 pm: • Lunch Served on site
- 1:15 - 2 pm: • Estate/Succession Planning (cont.): **James Lestikow**, Hinshaw & Culbertson LLP
- 2:15 - 4:45 pm: • Quickbooks - **Shannon Mollenhauer**, Professional Development Institute, Illinois Central College, Peoria
Multi-User Mode, Working with Lists, Setting up an Inventory, Invoicing, Reporting

Dinner on your own

Wednesday, February 15th

- 7:30 – 8 am: • Breakfast Buffet
- 8:15 - 10 am: • Excel - Organizational Spreadsheets: **Jason Yordy**, Caterpillar
- 10:15 am - Noon: • Lawsuit Protection: **Fadi Rustom**, Partner, Hall & Rustom, LLC
- Noon - 12:30 pm: • Lunch Served on site
- 12:45 - 2 pm: • Beware of Contracts: **Fadi Rustom**, Partner, Hall & Rustom, LLC
- 2:15 - 4 pm: • Standard Contract Open Discussion: **Dick Taylor**, Moderator

Joseph Laverty focuses his practice on representing management in all areas of labor and employment law. His experience includes counseling and handling cases for management on employment issues involving discrimination and harassment, retaliation, covenants not to compete, personnel policies and procedures, unemployment compensation, wage and hour law and employee performance and discipline.

James Lestikow's estate planning and wealth preservation practice includes the drafting of wills and trusts and other devices that help clients achieve their financial goals in the most tax efficient manner and protect their assets for retirement and the next generation. He also handles estate and trust administration, estate and trust administration disputes and has testified as an expert witness on duties of executors / trustees.

Fadi Rustom is a partner at the Hall & Rustom, LLC law firm has experience in Estate Planning, Real Estate, Civil Litigation, Personal Injury, Workers Compensation, Business Formation, and Appellate Practice. Mr. Rustom was previously with the esteemed local firm Kavanagh, Scully, Sudow, White & Frederick, P.C. while representing a litany of corporate, criminal, municipal, personal injury and workers compensation clients.

(see full biographies on enclosed sheet)



BUSINESS MANAGEMENT WORKSHOP REGISTRATION

FEBRUARY 14 - 15, 2012
ASHLAND HOUSE, MORTON, IL



Pre-Registration Workshop Fees - ILICA Members		
	<i>1st Attendee</i>	<i>Additional</i>
Full Registration:	\$225	\$175
Individual Day Pricing		
1 Day Registration	\$150	\$125
After February 7, 2012 or On-Site Registration		
	<i>1st Attendee</i>	<i>Additional</i>
Full Registration:	\$275	\$225
Individual Day Pricing		
1 Day Registration	\$175	\$150

Pre-Registration Workshop Fees - <u>Non ILICA Members</u>		
	<i>1st Attendee</i>	<i>Additional</i>
Full Registration:	\$325	\$275
Individual Day Pricing		
1 Day Registration	\$250	\$225
After February 7, 2012 or On-Site Registration		
	<i>1st Attendee</i>	<i>Additional</i>
Full Registration:	\$375	\$325
Individual Day Pricing		
1 Day Registration	\$275	\$250

I have Quickbooks Version: 2010 2011 2012 **I have Microsoft Office Version:** 2010 2007 2003

Special Instructions:
Please bring a laptop for the Quickbooks & Excel sessions. And note the additional questions regarding your version of Quickbooks & Office above.

See the enclosed biographies on these outstanding workshop facilitators from around the Midwest. One day participation & second attendee discount available.

Rooms are available at the Ashland House Best Western at a rate of \$82.99 plus tax. There are also several other hotels nearby to choose from. Breakfast, lunch and breaks are included in your



registration fee. Please contact Ashland House directly at (309) 263-5116 for room reservations. Contact Janet at (309) 446-3700 with any questions about the workshop.

Name: _____ Company Name: _____

Additional Attendee (s): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Pre-Registration fee: (Must be received in our office by February 7, 2012)
Mail to: ILICA - P.O. Box 474 - Brimfield, IL 61517 or Fax (309) 446-3744

Yes, I (we) will attend: **Special Dietary Needs:** _____

Tuesday, February 14, 2012 Wednesday, February 15, 2012 **Total Enclosed:**

_____ # _____ \$ _____